

PARENT HANDBOOK

CHILDCARE POLICIES PROCEDURES

**Loving Hands Childcare Preschool
ChildCare Provider: Nichelle Fredrickson
_Address: 7923 11th Ave SW Seattle,
Wa.98106
Phone: 206-763-7047 Cell:206-234-9288**

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

Prior to your child's first day of care the following forms must be completed:

Childcare Registration
Status

Medical History/ Emergency Consent
Authorization

Childcare Financial Agreement

Certificate of Immunization

Ongoing Permission

USDA Food Program Enrollment

Prior to your child's first day of care the following fees must be paid:

Childcare Registration Fee of \$75.00
Supply fee \$100.00

Childcare Tuition for the first Month
1/2 monthly tuition deposit

It is a good idea for you and your child to come visit if possible to assure that your child will be comfortable with me and my assistant in their new surroundings. Parents/Guardians should come prepared with their questions, desires and concerns regarding your child's care and these policies and procedures. Please read through this handbook carefully and sign with a full signature and date on each page acknowledging that you have read and understand the terms of this agreement.

TRIAL PERIOD:

There will be a one month trial period to make sure the arrangement is satisfactory for all involved. Parents/Guardians will be responsible for tuition for the full month during the trial period. Care may be terminated by either party after the initial one month trial period without obligation to provide termination notice.

PARENTS/GAURDIANS ARE TO BRING THE FOLLOWING:

- Change of clothes for hot or cold weather
- Diapers / Pull ups
- Tissue
- Tooth brush / Tooth paste
- Comb/brush
- Infants : bottles, diapers, formula, several change of clothes

HOURS OF OPERATION:

Monday through Friday: Open 5:30 AM Closed 5:30 Pm
Saturday and Sunday: Times vary Due to Clients schedules
Drop in care and scheduled later pickups must be arranged with the provider
Opening time varies due to my clients schedule

HOLIDAY / PERSONAL CLOSURES:

New Years Eve	Thanksgiving Day
New Years Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas
Labor Day	Day after Christmas

If a holiday falls on a Saturday I will take that Friday off or if it falls on a Sunday I will take Monday off.

Parents/Guardians are responsible for backup childcare services. All holidays mentioned above are included in your monthly payment.

VACATION / ANNUAL LEAVE:

3 Weeks paid vacation per year and will not take more than one month vacation per year.

1 Week set aside for up keep and annual maintenance on our school per year,

You will be given at least 4 weeks notice of when I will be closed, unless an emergency arises. You are responsible for back up care when I am closed.

For clients whose children will be starting school the following school year; Vacation/annual leave will be prepaid for the year by September 15 of the year before leaving.

My reason for collecting vacation/annual leave up front, for a child leaving to go to school is your child's last day in care will normally be prior to one of my "normal" scheduled leave times. This means I would not get all my paid vacation/annual leave for that year.

For all clients terminating care before the end of the year vacation leave not used (not taken) will also be due along with final tuition payment and your termination letter upon leaving. I will calculate how many days are owed at that time and will bill you accordingly

SICK LEAVE:

5 days of paid sick leave per year

PROFESSIONAL ENRICHMENT:

5 days paid per calendar year.

I will be taking courses throughout each year to maintain professionalism. Taking training courses help me to stay current with the latest teaching techniques and to maintain the standards of childcare you and your children deserve. I will do everything I can to continue in my commitment to bettering childcare for all children.

ABSENCES/HOLIDAYS/VACATIONS: CANNOT BE REFUNDED

It is helpful to think of your childcare spot as something you purchase each month. It belongs to you, whether or not your child attends. It would be greatly appreciated if you would give me advance written or verbal notice when you are not going to bring your child for a period of time (i.e. vacations, days off, ect.) so that I can plan meals, curriculum, and field trips accordingly.

TUITION, PAYMENT SCHEDULE & BUSINESS PRACTICES

ENROLLMENT FEE:

A \$75.00 enrollment fee must be paid upon registration of your child.

SUPPLY FEE:

A \$100.00 supply fee must be paid upon registration of your child. This will be a yearly charge due by January 15th of each year

TUITION DEPOSIT:

A deposit of half the amount of your monthly tuition is due prior to the start of childcare. This will be used as 1/2 last month of tuition when leaving or termination of childcare occurs.

MONTHLY FEES:

This monthly fee is based on each families scheduled contract hours, up to A maximum of a 10 hour day, anymore than 10 hours will be charged extra

Please call for current rate

Infant to Waddler

1 month to 12 months: monthly

Waddler to Toddler

13 months to 2 years: monthly

Preschool Not potty trained

2 years to 4 years: monthly

Preschool Potty trained

3 years to 5 years: monthly

Part time: \$70.00 per day

Drop In rate: \$75.00 per day

Toddler to Preschool (Preschool, gymnastics and soccer included)
***subsidized childcare clients are responsible for extracurricular activities**

DROP IN FEE:

\$15.00 per hour or \$75.00 per day 1 year and up, payable on date childcare Services provided.

TUITION INCLUDES:

- Breakfast, Lunch, and 2 snacks daily.
- Stimulating Preschool and Circle time 3-5 days a week
- Soccer and Gymnastics
- Some field trips
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TUITION PAYMENT/ BUSINESS PRACTICES:

The monthly fee is due and payable on the 1st of the month. If parents fail to pay the entire monthly fee by the 5th of the month (or whatever date was previously assigned as payment date by special arrangement), a \$10.00 Late fee per day will be charged every day thereafter, and childcare Will be terminated.

Fees are payable a minimum of two weeks in advance

Make checks payable to: Loving Hands childcare Preschool or Nichelle Fredrickson

There is a \$50.00 returned check fee (NSF) on all returned checks. Plus Expenses incurred from my bank No exceptions! After two NSF checks you will have to purchase a money order/cashiers check.

EARLY AND LATE FEES:

Loving Hands Childcare will be open Monday through Friday, 5:30 AM. to 5:30 PM.

Saturday and Sunday: Times vary Due to Clients schedules

Drop in care and scheduled later pickups must be arranged with the provider

1. If parents/guardians bring their child earlier than 5:30 AM, they will be charged \$10.00
in excess of the monthly fee for the first 15 minutes and \$1.00 for every minute
thereafter until 5:30 AM. (normal business hour).
 1. If parents/guardians do not pick up their child by their contracted hours, parents will be charged \$10.00 of excess to the monthly fee for the first 15 minutes and \$1.00 for each additional minute until parents pick up child.
 3. If parent/guardian refuse to pay early or late fees, childcare services will be terminated.
- * Rates mentioned above will be re-evaluated every six months or as needed
A one-month notice will be given when changes are made in policies

EARLY LEAVE OF CHILDCARE:

Parents/guardian must give provider a month notice of withdrawal. If parents withdraw their child or if childcare provider terminates childcare services prior to the first of the month, parents are responsible to pay childcare provider upon leave for the any childcare services rendered. There is no refund on prepaid tuition.

- Subsidized clients are responsible for giving a month notice upon leaving or any

Changes that affect your childcare needs or you will be charged if a balance is left.

TERMINATION OF CHILDCARE:

Parents/Guardians are required to give the provider one full month's written notice of intent to terminate childcare. Notice must begin on the first day and end on the last day of any given month. Parents/Guardians will be required to pay all tuition and fees due, at the time termination notice is given. If the required notice is not given, parents will be responsible for tuition due for the remainder of the current month and one additional full month's tuition.

The provider will give parents/Guardians one month's written notice before terminating childcare services, or the amount of time required after a mutual decision is made and noted in the termination letter signed by parent and provider. The provider reserves the right to terminate childcare services without notice for continual

Disruptive behavior, chronic late payments, chronic late pickups, refusal to pay, or the parent(s) or guardian(s) refusal to abide by this contractual agreement. The parent is responsible for payment of tuition for the specified time given in the written termination notice whether or not his/her child attends: and/or is not entitled to a refund of prepaid tuition.

All fees not paid in full at the time of termination may be turned over for collection to a professional agency. If the services of a collection agency are required, in addition to all tuition and fees due, there will also be up to 30 days late charges and a \$150.00 administration fee assessed.

ARRIVAL PROCEDURES:

- Arrive by 9:30 am each day.
- You must sign your child in on your child's sign in/out sheet each morning
- Take shoes off
- Take them to wash hands with warm soapy water

DEPARTURE PROCEDURES:

- Your child must be picked up within a 10 hours of arrival and no later than 5:30 pm. Unless previously arranged with provider.
- Sign your child out on your child's sign in/out sheet each evening
- Please be aware that we will not release your child to anyone without written consent from the custodial parent, parents or guardian. The person picking up your child must have picture ID. We will make a copy of the id to keep on file. In case of an emergency, consent over the phone can be obtained.
- If at anytime we feel that the adult picking up the child is under the influence of drugs or alcohol we will not be able to legally stop them from leaving with the child, but will call 911 and report the person. The incident will also then be reported to Child Protective Services. We are not responsible for the child once they have left
- Art projects to take home

PRESCHOOL TIME:

3-5 days a week it last about 2 hours per day

We have music time, projects, games, learning how to recognize our shapes, Colors, letters, numbers, and lots of other fun activities.

Pre-kindergarten Skills:

We introduce our toddlers and preschoolers to many concepts and activities that will give them an excellent platform for kindergarten; patterns, rhyming, letter and number recognition, shape recognition, colors, pre- writing and reading, opposites, serration, holding a writing utensil, tracing, and using scissors for cutting. We encourage learning in these areas by using everyday experiences like walking down the street noticing numbers and letters, singing funny rhyming songs together, or sitting in a pattern during circle time. We understand that children develop on their own individual timelines and we don't push them or require them to participate in activities that they are not yet interested in or ready for.

EXTRA CURRICULAR ACTIVITIES:

- Soccer lessons Star Fire Facility
- Gym time with a certified gymnastics instructor from Aryls Gymnastics
- Swim lessons Optional (extra fee)

RELIGIOUS / HOLIDAY POLICY:

Religious training is the responsibility of the parent/guardian, although some books/songs may be read/sung. I respect each individual's religious convictions.

We do celebrate holidays, and birthdays. We have parties and decorate occasionally.

We are open to celebrating all holidays and birthdays. If at any time you do not want your child to participate in an activity, then please inform us as soon as possible. We will plan a different activity for your child during that time.

SIGN IN AND OUT PROCEDURE:

All clients are required by WAC code to sign your full signature in and out.

NON SMOKING POLICY:

This premises is a non smoking facility. Smoking is prohibited.

SIDS:

To prevent a SIDS death from occurring, we rest our infants on their backs and also remove all stuffed animals, bumper guards from their sleeping area. Also we are always going in and out checking on infants napping.

SCHOOL AGERS:

We do various activities during breaks and summer time to help our school agers feel more independent from our younger children.

Parent/guardian must inform childcare provider of: School days off, vacations, early/late arrivals, and bus pickup/drop off times. It is the parents/guardians responsibility to let transportation/school know if your child will not be attending that day.

If your child becomes ill at school it is your responsibility to pick your child up and take them home, as if your child is not well enough to be at school then they are not well enough to be at childcare.

REST TIME:

State licensing regulations suggest that any child in care longer than 6 hours be given a "quiet or rest time." I ask all children in care to rest between approximately 1:00 and 3:00 p.m. daily. It is extremely important for us to have that quiet time also, so that I may get caught up on paperwork, clean-up from lunch, plan curriculum, ect.

WATER SAFETY PLAN:

When playing in water the children will be supervised at all times.

- Maintain proper staff to child ratios when children are in small pools
- Empty pool daily
- Clean water tables out several times a day

CHILD ABUSE / NEGLECT:

This childcare is required by law to report suspected child abuse and/or neglect to the appropriate agencies.

INFANT CARE:

An infant's day is always geared to his/her individual schedule. I provide love, attention and consistency of care. Feeding practices, i.e., formula-juice-cereal-food—how often—how much, will be determined by the child or child's parent. I will always provide heated formula and hold the infant when feeding him/her. No propped bottle feeding will be allowed at any time. Parents are required to provide formula, infant cereal, fruits, vegetables and snacks (when age appropriate). Also diapers, diaper wipes, diaper rash ointment, and one or two extra changes of clothing to be left in your child's bin here at childcare. When getting low on an item your child is running low on we put out a written/verbal request to bring the specified item needed. This will be in the sign out sheet where you sign in and out at each day. You are welcome to supply any other items you feel necessary to make your child more comfortable. I am always happy to supply you with a verbal/written account of your child's day.

- I have an extra section to give to you that explains more in detail.

TOILET TRAINING:

I am very willing and prepared to work with your child when he/she shows signs of being ready to be toilet trained. This is a major task and one that contributes to a child's discovery of his/her individuality. Your child will need encouragement, support and reassurance with his/her toilet endeavors. It is a time to praise every effort, and overlook the accidents. When we have agreed to start, the efforts need to be continued evenings and on weekends at home or away from home. If your child is ready and there is consistency by myself and parent(s)/guardian(s), this experience will be both successful and rewarding for your child.

I have the parent/guardian supply pull-ups. We have them use the bathroom every couple of hours to get used to being on the toilet, then when the child stays dry for a couple of weeks in the pull ups then we graduate into underwear.

DIVERSITY PLAN:

- I provide an environment that reflects each child's daily life, family, culture, and language, and the diversity in society.
- I will discuss with parents how the child reflects that child's daily life and family's culture or language.
- Keep variety of dolls, pictures ect...
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COMMUNICATION PLAN FOR STAFF AND PARENTS:

- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the facility.
- All parents will receive a written copy of this policy in the parent handbook.
- Parents, staff, and volunteers will receive a written copy of any updates.
- Individualized binders are made to help track your child's progress, strengths, observations and extra things we need to work on ect..
- Conferences will be twice a year to help communicate your child's progress.

PARENT/GAURDIAN CONCERNS:

Please don't hesitate at any time to express your concerns regarding your child. Open and honest communication is extremely important to me. If you have any special requests regarding care, special diets, program suggestions, ect., please discuss them with me. I will do my best to accommodate you. At any time, an appointment can be made for a private parent/guardian conference regarding your child's progress or any other concerns.

PREVENTION OF ACCESS TO UNLICENSED SPACE:

- I will have gates to cover my stairway to the upstairs which is unlicensed space.
- I will have door shut from my downstairs area as it is storage and is unlicensed space
- In my yard I have a gate which is locked when children are outside playing to keep them from going into unlicensed outdoor area.

NON-DISCRIMINATION POLICY:

No family shall be refused loving, nurturing care because of race, creed, color, religion, national origin, sex, marital status, age or the presence of any sensory, mental, or physical disability or use of a trained guide dog or services animal of child or family members is prohibited.

DISCIPLINE POLICY:

Positive Guidance Techniques:

I work toward increasing the child's self discipline, by allowing him/her to assume responsibility for his/her own behavior, when it becomes necessary to intervene, it is done calmly and the discussion is related to the incident and the child's feelings at the time. Positive reinforcement is given, which is important in preventing undue negative feelings and helps the child to respond more positively to expectations.

Ignoring:

Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. I will use this technique unless a safety issue is involved.

Redirection:

I offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.

Verbal Intervention:

I explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.

Logical Consequences:

I help the child understand the logical consequences of his/her actions by removing the object or activity in which the child is engaged.

Take a Break:

The child is separated from the group to allow him/her time to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to activities and will be supervised while in take a break. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If take a break occurs two or more times in one day the child's parent is notified at the end of the day.

I believe discipline should be used to teach a child self control. The children are explained the rules of the childcare home frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used. The techniques are redirection, time out, renewal of privileges, and last resort - when a child's behavior is constantly upsetting or

dangerous to me or others, a conference will be called with the parents. If the problems cannot be resolved arrangements will have to be made for the child to go elsewhere for care.

I do not use or allow spanking, or any form of corporal punishment at this childcare

EARTHQUAKE AND OTHER NATURAL DIASERS RELIEF PLAN:

Unfortunately, we need to face the fact that all the experts say a major earthquake in Seattle is eminent. I am prepared with bottled water, canned food, extra blankets, tarps, first aid kit and plenty of comfort. I would like each parent/guardian, within one week of enrollment, to supply the following:

- Change of clothing (if available)
- Large pair of tube socks (for hands or feet to retain body heat)
- Flash light with extra batteries
- Reassurance letter for your child
- A photograph of family, pets vacations ect.
- Emergency contact(s)
- Small toy or game (age appropriate)
- Infants: Diapers, Formula, and Blanket

Place these items in a plastic sealable bag or small box and label with your child's name.

- In the event of any natural disaster, I am prepared to care for your child—several days if necessary. It is also very likely that the phone lines may be jammed or down in local areas, so please ask an out of state relative or friend to call me to find out how your child is doing, and then call you to relay the information. I know your first efforts will be to come for your child, so please be assured, he/she will be well cared for until you arrive. I feel we can cope with any disaster if we all work together as a team.
- There may be additional charges for extra hours of care provided due to unusual events or circumstances.

MAJOR EMERGENCIES:

The following will be done in emergencies:

- Phone 911, or CPR and life saving support if necessary.
- Notify parents/guardians or persons on emergency list left by parents/guardians. Childcare
- Provider will only use emergency list if parents/guardians cannot be reached.
- Follow medics' recommendation of follow-up.
 - A. Hospitals
 - B. Care until parents arrive
- In the event childcare provider must leave the home, an aide will be Contacted to come to the childcare during provider's absence

SNOW CLOSURE / POWER OUTAGE:

If the Seattle public schools close when it snows most likely I will be closed also. So please call first.

Weather Emergency Policy:

-If the Seattle Public Schools are closed, we will **at least** be on a 2 hour delay (9am). We **MAY** open, even if Seattle schools are closed, depending on how many staff can safely get to work and when. I will notify you by text before 8:00am to let you know IF we will open when Seattle Public Schools are closed.

- If the Seattle Public Schools are on a 2 hour delay, we will also be on a 2 hour delay to allow staff more time to get to work and myself time to shovel and salt the walkways (9am).

That being said, some of you may really need to bring your child in before 9am and that is usually okay. I can handle a few kids by myself. However, I can't handle 12 kids by myself so please call or text me personally to confirm if you are really in need of that early drop-off.

- If we don't have power **we will not open**. I will text each of you in the morning before 7:00am if I lose power. If my power/gas is out I cannot open my childcare due to State WAC codes

- If we lose power during the day we will notify you by phone or text. You will be asked to pick up before it gets too dark and cold (by around 4:00pm).

LOCK DOWN / SHELTER PLACE MODE:

The purpose of these drills is to (1) move to a safe location within the building in case of an emergency (2) secure the childcare building and (3) safely shelter all students, staff and visitors from any danger outside or inside the building. **ALL DOORS TO THE CHILDCARE BUILDING WILL BE LOCKED AND WILL REMAIN LOCKED** until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until Police or Administrator verbally gives the "All Clear" signal. The Main staff will not answer the phone during a lockdown due to the necessity of keeping the phone lines open for communication with our staff and emergency person

SPECIAL NEEDS PLAN:

- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- Nichelle be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
- Nichelle will ensure that when a child with a special need is identified on the Child Care Application Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the child care program staff.
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, child care program may consult with agencies/organizations as needed, provided parental permission is granted (Authorization for Release of Information form). Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the child care program provides the most supportive environment possible.
- All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
- The individual written plan of care for children with special care needs will be followed in all emergency situations. Nichelle is responsible for making sure the plan shall be updated annually, at a minimum.
- Individualized binders are made to help track your child's progress, strengths, observations and extra things we need to work on ect..
- Individual education plan IEP, Health Plan IHP, will also be in binder.
- I put out a monthly Newsletter informing everyone on what's going on and what will be going on.

OFF SITE ACTIVITIES:

- Parent will be notified via newsletter, permission slip when we have a pending activity and where we are going time, place, date, fee ect...
- Registration and emergency consent forms in green binder in van behind seat.
- We have proper child to staff ratio when we are off site
- We use my van to transport when going to offsite activity which is insured
- We have a complete First Aid kit in van and take a portable one with us.
- If children need medication it will be brought with us and properly administered med log and permission form is brought along also

TRANSPORTATION & ARRANGEMENTS FOR FIELD TRIPS:

- Field trips will be taken on occasions such as trips to the zoo, park, soccer, gym, and swim.
- I use my van with the proper car seats appropriate for the children's size, age, weight.
- I also have a first Aid kit and children's enrollment forms in my van with us.
- On these special occasions, parents will be given a field trip permission slip, which must be signed and returned to the child care provider 24 hours before field trip.
- Parents/guardians will be given as least 48 hours notice of a pending field trip.
- Parents/guardians are responsible for any out-of-pocket expenses that may be required on field trips.
- If parents do not wish their child to attend such field trips, parents are responsible for backup childcare.
- There will be no adjustments to the monthly fee.

RAIN WALKS AND OUTDOOR PLAY:

Remember, your child doesn't get sick from playing outside in the rain. Colds are caused by viruses, not wet clothes, so it's safe for children to play in the rain. Of course, getting wet is uncomfortable, so bring rain gear (including boots if possible) and a change of clothes for your child. Encourage children to be active outdoors. Playing in the sun or rain helps children develop emotionally, socially and physically. It's also fun, so encourage physical activity even in rain.

We take rain walks during the warmer rainy months and would like each child to have the following:

- Rain coat
- Rain Boots
- Umbrella

FAMILY PETS:

We have a beagle named Roxy and a cat named Bella, a few fish and frogs in an aquarium. Our animals are kept up to date on all shots, flea treatments, and personal hygiene.

- Animals have separate space to relieve themselves
- The feces is cleaned and disposed of daily, and area soiled is sprayed and treated.

REASONABLE ACCOMMODATIONS:

- Make reasonable accommodation to physical or mental limitations of disabled children in care or seeking care.
- American Indian children in care appropriate resources and programs developed in consultation with the parent.

CONFIDENTIALITY POLICY:

It is the policy of my program to protect the privacy of the families in my care. I will do so by following these procedures:

- I will abide by our state's privacy law. I will only share information with our state's child care licensing department that I am required to share.
- I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information.

The following situations are exceptions to this general rule:

- I will occasionally post photographs of your children around my home and in photo albums that may be seen by prospective clients to my program.
- Your child's name may appear on artwork, cubbies, or on other objects around my home.
- I will use an electronic monitor to listen in on a sleeping baby.
- If I see members of your family in a public setting (park, school, church, shopping mall, etc.), I will feel free to initiate contact that acknowledges our business relationship.

I ask that you also respect the privacy of my family by not sharing any information you learn about my family with others, without my written permission.

STAFFING PLAN:

When my assistant is unable to come to work, I will call someone to come in and work or my children will work for the day. Licensing requires me to have someone to work with me if I have over a set amount of children. If I cannot find a backup person I will be forced to close for that day or lower my number of children for licensing requirements.

My staff will have the following:

- Complete background check from DEL
- First Aid and CPR certification
- TB test results
- Required training and professional development for primary staff persons

To keep all staff records current I have a staff book with all trainings and check it frequently also use my calendar to mark important dates on.

NUTRITION - Typical meals and snacks served:

All meals provided are nutritionally balanced as I am on a USDA food program, and am therefore given requirements to follow regarding nutritional content, portions and their serving times.

Breakfast, mid morning snack, lunch, and afternoon snack are provided.

Breakfast	waffles, fruit or cereals, milk
Lunch	sandwiches, casseroles, veg., fruit, and milk.
Snacks	cheese & crackers, various fruits.

- Meals may vary from day to day.
- The above list is an example of the kinds of meals/ snacks that will be served.
- A relaxed atmosphere, good table manners, and good eating habits are encouraged during mealtime/snack time.
- Treats should be sufficient enough to share with the other children if not; these treats should be brought to childcare.

ALTERNATE FOOD PLAN / SPECIAL DIET:

A Parent or Guardian may provide alternate food for their child if a written food plan is completed and signed by the Parent or Guardian and the Licensee.

A written food plan may include accommodations for:

- (a) The child's medical need
- (b) Special diets
- (c) Religious or cultural preference
- (d) Family preference

- Food program requires written note from doctor for allergies.
- Parents must provide a list of foods their child is not to eat or drink.

Food Allergies/Intolerance/Restricted Meals

If your child has a valid food allergy or intolerance, you will be required to have your child's doctor fill out a Report of Food Allergy/Intolerance form. We must have this form in your child's file at the time of enrollment. If your child may not

consume a certain food because of religious reasons, then you will need to give us a list of foods that your child can have in place of the item. We will then make a substitution during that meal.

HEALTH REQUIRMENTS:

State law requires that your child is up to date with the immunization program. Children may not attend without a completed immunization form. **Please inform me when your child receives additional immunizations so that I can keep his/her file updated.**

If your child is ill, please do not bring your child to childcare and please do not bring your child after an illness until he/she has been free of symptoms for at least 24 hours/ one full school day. If while in care, your child shows signs of illness such as temperature of 101 degrees, rash, listlessness, chronic coughing/sneezing, constant green runny nose, vomiting, diarrhea, or other obvious signs of illness, or needs continual attention and/or causes more interruptions than normal, I will contact you, and you will need to pick up your child from childcare immediately. It is important that you arrange with another person to accept that responsibility if you are unable to do so yourself.

PLEASE NOTE: I realize that remnants of colds/clear runny noses and coughs can last a long time, and I do not expect you to keep your child home through the entire illness. If your child is past the contagious stage and well enough to return to the childcare, **he/she must be well enough to participate in all daily activities.** Please keep in mind that I cannot provide indoor care for a recovering child during outdoor play or field trips. If your child is obviously distressed and/or appears uncomfortable you will be asked to pick up your child and keep him/her home another 24 hours.

I will give first aid for minor injuries such as scratches and abrasions (soap, water and band aid) or bruises (ice bag immediately). If there is an accident that may require further treatment, I will notify you promptly. For extreme emergencies, the Fire Department First Aid (911) will be called and you will be contacted immediately.

Children exhibiting symptoms including fever of more than 101 degrees, vomiting, diarrhea, excessive coughing, unexplained rashes, bad congestion or runny noses, listlessness, weeping eyes or other signs of illness or contagious virus **cannot** come

to childcare. **Per State Health Regulations: Your child must be Temperature and Tylenol free for 24 hours**

HANDWASHING POLICIES:

Hands will be washed at the following times:

A. Children will wash their hands before and after each meal and nap (faces Will be washed at the same times). Hands and faces will be washed between

Childcare provider thinks it is needed & after toileting.

B. Childcare provider will wash his/her hands after handling each child, Before and after diaper changing and before and after meals and toileting

PARENTAL RESPONSIBILITIES

- Please walk your child into the house and allow a few moments for your child to adjust.
- Provider notification, it is my job to provide care for your child whether you are working, shopping, or just taking a day off—but please let me know where you will be, or who to contact if an emergency arises. Please call me as soon as possible if you will be late or if your child will not be attending.
- The registration forms, tuition, and registration fee must be completed and submitted at the time of enrollment. These forms need to be updated as information changes please.
- Immunizations must be kept up to date. When you get a shot please let me know.
- Children are to be dropped off and picked up by an adult inside our childcare home.
- Please dress your child in clothing appropriate for the weather. Bring an extra set of clothing to leave here (in your child's cubbies) in case clothing needs changed during the day. If your child would like to nap with his/her own special blanket, pacifier, ect., please bring one.

- Parent/Guardian involvement is important. Please feel free to stay and visit before leaving your child. I want you to feel comfortable with your child's care. You are welcome to visit us any time. Parents/Guardians have free access to all areas of the childcare home used by your children.
- If your child contracts a communicable disease or has been exposed to one, you are required to inform the childcare provider immediately.
- If your child should want to bring a toy from home, please remind your child he/she will have to share with the other children. If your child brings a toy and it gets broken, it is not the responsibility of the childcare provider to replace, pay for or repair the toy.
- If treats are brought in there should be sufficient enough to share with the other children: if not, these treats should not be brought to childcare.
- Parents/Guardians when there is a change in circumstances concerning your family,
(Phone/work numbers, home/work place) Please let me know so proper changes can be made so in case of an emergency we can reach you or your designated person on file.
- Your child's personal items will be stored in their cubbies bins, and in the baby room if in diapers