

Kim's Daycare

Parent Handbook of Policies and Procedures



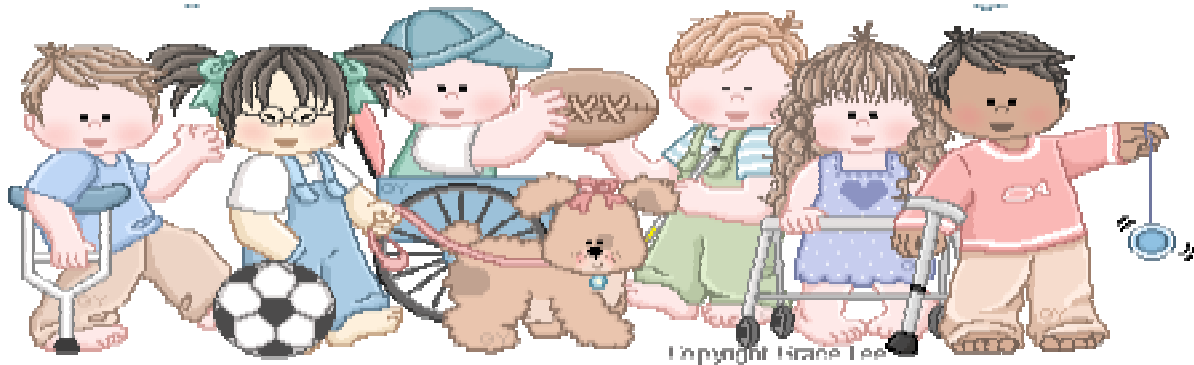
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Philosophy

Welcome to Kim's Daycare! It is the goal of this Nebraska licensed Home Daycare to give your child the opportunity to experience high quality educational childcare. I am a professional childcare provider, who has been operating since 1996. To facilitate better understanding between parent(s) and provider, I have created this handbook. It covers many of my childcare philosophies, business policies and expectations. Please read this handbook carefully and feel free to discuss with me any questions you might have.

At Kim's Daycare, your child will have the opportunity to gain practice in cognitive, language, fine motor, large motor, social-emotional and self-help skills through age appropriate activities, also known as Developmentally Appropriate Practice techniques. These skills will help your child build his/her self-esteem and prepare him/her for future life skills. Each child is treated with respect and love and is offered a positive learning environment.

Kim's Daycare is dedicated to help your child reach his/her fullest potential. Your child's comforts and needs are always a priority. The care is personal and individualized to enhance your child's growth and sense of well-being. Please don't expect my home or your child to be perfectly clean at pick-up time. We do lots of activities that are messy and will do our best to maintain cleanliness and order, but fun and the well-being of the children will always take precedence! Your questions, comments and input are important so we can work as a team to achieve the very best experiences for your child.

About the Provider

I have been doing home daycare since June 1996 because I wanted to be able to stay at home with my first son and bring in an income at the same time. It has changed into a passion of mine! I enjoy doing daycare just as much now as I did when I first began. I do not believe this is a job someone would continue doing if they

really didn't like doing it! In 1997, I ran for and was elected to the Nebraska State Board of Education. I felt that I could offer the Board the perspective of a young mom and as well as someone in an occupation that works directly with young children. Serving on the Board does require me to attend meetings one Friday a month, however, substitute care is always provided. Operating a business such as this has been very rewarding as it is one of life's joys to watch young children grow and learn!



Nondiscrimination

Kim's Daycare admits children of any race, religion, disability, national or ethnic origin to all rights, privileges, programs and activities made available to children enrolled in this daycare. There is no discrimination within the administration of the educational policies, enrollment policies, financial plan or any other administered program.



Hours of Operation, Admission and Enrollment

Kim's Daycare is open from 7:30 a.m. to 5:30 p.m. Monday through Friday.

Ages of admission to Kim's Daycare are six weeks to 12 yrs.

Definitions of Full and Part time Enrollment and Daily care:

Full time: Three or more full days per week, maximum of ten hours per day

Part time: Two full days or less per week or four hours or less per day

Daily/Drop-in care: Will be available only when licensing capacity allows

Kim's Daycare attempts to be flexible in enrollment to suit the needs of individual families and Full and Part time registrations are accepted subject to availability of space and accommodations.

The following forms are **required** and need to be completed and returned prior to or on the day of enrollment:

- Signed Parent/Provider Agreement
- Complete record of all immunizations

Completed Children's Record from the Nebraska Health and Human Services Parent Handbook
Child Registration Form from Provider's Network, Inc.

Basic Rates, Payments, Other Fees

Infants (ages 6 weeks to 18 months):

Full time: \$105 per week

Part time: \$70 per week

Toddlers, Preschoolers and Kindergartners:

Full time: \$85 per week

Part time: \$60 per week

Full and part time payments are made on a weekly basis due on **Mondays** unless other arrangements are made with Kim's Daycare. **There will be a late fee of \$5 for each week that payments are received late.** Repeated late payments may be grounds for termination of care. I ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed.

Payment is based upon enrollment, not on attendance and need to be paid when children are gone due to illness, a day off, vacations and holidays or when Kim's Daycare is closed.

Late Pick Up Fee: A late fee of \$5 per 15 minutes will be charged for care provided in excess of the contracted time. The late fee will be due at the time of pick up.

Registration fee: An initial nonrefundable registration fee of \$40 per family will be due before or upon enrollment

Returned checks: A charge of \$20 will be assessed for any returned check plus an additional \$10 per day until payment is made in full

Court fees: Should it become necessary to go to court over nonpayment of fees owed, the following fees will be added to the outstanding bill: court fees, attorney fees, and the cost of providing substitute care.



Written Notice

Two weeks advanced written notice is required when the parent wishes to terminate this contact for daycare services. Payment is required regardless of whether or not your child is in attendance.

Trial period

Kim's Daycare is dedicated to providing only quality care and unfortunately, there may be times when care is not suitable to certain children and families. Therefore, a trial period of two weeks is imposed. After this time, if care is deemed inappropriate for the child or family, for whatever reason, care will be terminated. The task of finding alternative care rests solely with the parent.



Holidays, Professional Days and Vacation

Parents will need to secure their own back up provider for days when Kim's Daycare is closed. I will provide a yearly calendar for days closed by the end of January every year.

The following is a list of the holidays in which Kim's Daycare will be closed each year:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Thanksgiving Day and the day after
- Christmas Eve – close at 12 noon
- Christmas Day

Professional development days: Nebraska childcare providers are currently required to obtain a minimum of 12 clock hours of approved in-service training annually. Two professional development days per year will be taken.

Vacation days: Although very rewarding, childcare is also a very high stress occupation. In order for me to be the best provider I can be, I will need time to relax with my family, accomplish household or daycare projects, etc.

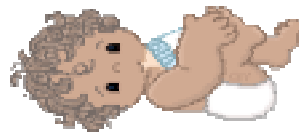
Please see the attached sheet for vacation, professional development days and holidays in which Kim's Daycare will be closed.

A Typical Day

Young children, toddlers and babies enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our ability, keeping in mind that anything can happen when children are involved! There will be times when we have to make adjustments to the schedule. Please consider our schedule when picking up or dropping off the children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping.

7:30 – 8:30 Breakfast
8:30 – 9:00 Planned free play upstairs
9:00 – 10:15 Free play downstairs
10:15 – 10:45 Organized project time – games, songs, crafts, etc.
10:45 – 11:15 Outside play (weather permitting)
11:15 – 12:00 Lunch
12:00 – 12:30 Sesame Street
12:30 – 3:00 Resting time
3:00 – 3:30 Afternoon snack
3:30 – 4:30 Outside play (weather permitting)
4:30 – 5:30 Quiet time waiting for parents – educational t.v., books

Infant needs



Kim's Daycare will provide equipment for the infant's enjoyment, which are safe and will contribute to their happiness and awareness as well as their sensory perception and motor development.

Parents are required to provide disposable diapers and wipes and an additional change of clothing.

Daily reports will be written and sent home about your child's activities until they reach one year of age.

Nursing your infant is encouraged at Kim's Daycare and any accommodation that can be made to help with this process will be a top priority.

Kim's Daycare will provide bottles and the preferred powder formula for your child.



Communication

Communication is very important. When new families begin care at Kim's Daycare, it is important that concerns and questions can be openly discussed. It is also important that a similar childcare philosophy exists between the family and provider.

A weekly newsletter is provided that will explain some of the activities going on for the week, events that will be happening, reminders of days off, weekly menu and any other pertinent, fun or helpful information that may be of interest to you.

Parents of infants (up to one year old) will receive a daily note. Some typical things that you may find on this note would be feedings, diaper changes, naps, and things to remember or bring.



Behavior Management and Discipline

When a child is having a difficult time following directions, treating others or equipment with respect, age appropriate guidance techniques will be used. These may include:

Positive reinforcement: The child will be frequently encouraged when she/he is demonstrating acceptable behaviors.

Redirection: The child is redirected to another activity and given an opportunity to try that activity again at another time.

“Take a break”: The child is separated from the group for a regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others or equipment. When the child shows that

she/he is ready to demonstrate acceptable behavior, the child is encouraged to join the activity and try again.



Nutrition

Since food and nutrition are important components of a child's development, Kim's Daycare follows strict guidelines set out in the federal Child and Adult Care Food Program. Meals will consist of breakfast, lunch and afternoon snack. Children who arrive after meal times should be fed before they arrive. Weekly menus will be sent home in the newsletter. It is preferred that children do not bring food, drinks, etc. from home unless requested or unless there is enough to share with all the children.

If a child has a particular dietary need, substantiated by a medical evaluation, Kim's Daycare must be informed and given a doctor's note that will be placed in the child's file.



Health and Safety Practices

The primary caregiver is required by state licensing regulations to maintain a current first aid and CPR certificate.

Children will absolutely NOT be released to anyone except those authorized on the HHS Children's Record that is submitted to Kim's Daycare upon enrollment.

Identification may be requested at the time of pick up to anyone unfamiliar to the caregiver. In the event that you wish another adult to pick up your child, you will be required to give advanced written notice.

An adult will be required to pick up the child from care at Kim's Daycare. Your child will not be released to a sibling.

Nebraska state law and licensing requirements state that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect or exploitation.



Illness

Children will be visually screened as they arrive for the day. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event the child becomes ill and needs to be picked up, the child will be separated from the rest of the children until they are picked up from care.

Your child will not be allowed to attend Kim's Daycare if she/he exhibits symptoms for exclusion (see below) within a 24-hour period or until the period of the contagiousness has passed. This also means that your child needs to be fever free for at least a 24-hour period before returning to care. This includes the use of over the counter fever reducers, such as Advil, Motrin or Tylenol, before coming to Kim's Daycare. If your child is unable to participate in the normal daily activities, your child should stay home. Parents will be notified of any contagious diseases affecting Kim's Daycare.

Symptoms for exclusion:

- Fever of 101 degrees F or higher
- Diarrhea (three or more watery stools within a 24 hr. period)
- Vomiting on two or more occasions during a 24 hr. period
- Eye discharge or pink eye
- Lice or nits
- Severe coughing
- Difficult or rapid breathing
- Too tired or ill to participate in normal activities
- Any other symptoms that indicate the possible presence of a contagious disease (chicken pox, measles, impetigo, rota virus, RSV, etc.)

Medications

Medications may be administered under the following conditions:

Written parental consent is required to administer ANY medication.

All prescription medications must be in its original container and properly labeled with the child's full name, date prescription was filled or expiration date, and legible instructions for administration, such as the prescription label.

The following nonprescription medications can be given with written parental consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing the medication. The following is a list of acceptable nonprescription medications:

Antihistamines

Non-Aspirin fever/pain reducers

Decongestants

Anti-itching ointments or lotions intended specifically to relieve itching

Diaper ointments and powders intended specifically for the use in the diaper area of the child

Sun screen



Medical emergencies

In the event of a medical emergency, Kim's Daycare will first call 911 and then the parents will be contacted as soon as possible. In the event the parent cannot be reached, the emergency contact person listed in the HHS Children's Record will be notified.

Transportation and field trip arrangements

Occasionally Kim's Daycare will transport children on a field trip. When such occasions arise, parents may be asked to provide safety approved car seats. If there is an occasion when the parent does not wish for their child to go on a field trip or excursion, substitute care must be provided by that parent at their expense.



Adjustment

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns with both Kim's Daycare and your child. Talk about some of the new people your child will

meet and the new and fun things your child will do. If you are enthusiastic, soon your child will be too!

If this is the first time your child has been separated from you, it is completely natural, and even expected, that your child will be hesitant. A cheerful good-bye kiss, a smile and a reassuring word that you will be back after work is all you need to do. Kim's Daycare will take it from there. Please do not sneak out when your child is not looking, and please try not to drag out the good-bye process. Generally the child will settle down shortly after the parent leaves.

Depending on their age, some children will act out their feelings by:

- Clinging to you and refusing to let go
- Having a tantrum
- Forgetting their toilet training
- Not eating
- Waking up at night or having bad dreams
- Expressing a desire to stay home

These problems generally are quite temporary. If your child is treated lovingly but firmly, these behavior problems will go away. Please feel free to call Kim's Daycare when you arrive at work. Chances are very good that your child will be busy playing and you can relax and concentrate on your work.



Summation

All children enrolled in Kim's Daycare are treated with love and respect and are provided with the opportunity to engage in a wide variety of stimulating activities. The most fundamental goal is to provide for your child a safe, clean and loving environment in which each child will feel that she/he is loved, valued and wanted.

Failure of Kim's Daycare to enforce one or more of the items in the policy and procedure handbook does not waive the right of Kim's Daycare to enforce any other terms of this handbook.

Parent Provider Agreement

Hours and Days of Operation

Child Care services will begin on _____.

The hours for care will begin at _____(am/pm) and end at _____(am/pm) on the following days:

(Please circle) Monday Tuesday Wednesday Thursday Friday

Rates Per Child

\$_____per week for full-time care.

\$_____per week for part-time care.

Child care fees are paid in advance on **Mondays** for that week of care. They are to be paid: (circle one) **Weekly** **Biweekly** **Other**_____

There will be a late fee of \$5 for each week that payments are received late.

An advance registration deposit (nonrefundable) of \$ 40.00 must be paid at the time of enrollment to hold the spot.

Any pick-ups after 5:30 PM will be charges the following late pickup fee:
1-15 minutes late: \$5.00; 16-30 minutes late: \$10.00; 31-45 minutes late: \$15.00

Care Provided For:

Child's Name:_____ Birth date:_____

Child's Name:_____ Birth date:_____

I/We fully understand and agree to the terms of this contract.

Parent's Signature_____ Date_____

Provider's Signature_____ Date_____

PARENT'S RESPONSIBILITIES

As a parent I need you to agree to:

- Inform me in advance if your child(ren) cannot be brought or picked up at the regular time we agreed upon or if they will not be here for any reason.
- Inform me if someone other than you will be picking up the child(ren). When I have not met the person picking up the child, they will be asked for identification and you must verify this.
- Keep communication open and honest between your home and mine. Notes, phone calls and daily contacts are important and encouraged.
- Report immediately any change of address or telephone numbers at work or home.
- Inform me if you will not be at your normal location during the time your child is in my care. If there is an emergency, it helps to know where I can contact you.
- Inform me at least 2 weeks in advance before removing the child(ren) from my program.
- Provide any special food, clothing or special equipment (such as baby food, formula, diapers, wipes, toothbrush, etc.) that is needed and not furnished.
- Provide an extra set of clothing in the event of accidents.

PROVIDER'S RESPONSIBILITY

As a Professional Child Care Provider, I agree to:

- Give your child(ren) careful attention, affectionate care and stimulating activities to choose from, so they will experience a happy healthy development while in my care.
- Furnish nutritious meals at regular mealtimes and foods appropriate for snacks.
- Keep you informed of your child's development and activities while in my care.
- Cooperate with you in the planning for your child.
- Give you reasonable notice, except in an emergency, if I request the removal of your child(ren) from my program.