**Little Kings and Queens Childcare Center and Preschool**

Parent Handbook

School Year: 2020/2021

Revised 2/16/2021

**WELCOME**

Dear Family,

Welcome to Little Kings and Queens Childcare Center! We strongly believe that childcare is an extension of the home and we would like to be partners with parents to provide your little one with age appropriate materials to explore and learn in a safe and loving environment, to develop and enrich their minds. With your help and our devotion, your little one can discover and develop healthy relationships with us.

In our program we believe all children are wonderful. Each child learns differently but, we support and help them through their journey. We are looking forward to joining you on your little one’s developmental journey.

Thank you for choosing **Little Kings and Queens Childcare and Preschool**. I look forward to providing your child with a caring, loving, and enriching environment.

Sincerely,

**Torrie Amaratunge: Director**

Email documents to: KQLYNNWOOD@GMAIL.COM

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**About Me**

***Philosophy***

At our program I believe that children develop by interacting with others physically, emotionally, and socially. I support this development and learning by affording activities that monitor and introduce cognitive development, language, sensory and motor skills. Program activities you might see at my site include: Circle time, sing alongs, and music and movement.

***Mission Statement: Our mission is to provide high quality, developmentally appropriate child care for children with a focus on the individual child’s age and ability to stimulate social, cognitive, physical and emotional growth. To provide a safe, nurturing and recreational environment for all children.***

***Certification:***

Safe Sleep

CPR/AED

First Aid

HIV /Bloodborne Pathogen Prevention

Emergency and Disaster Preparedness

Food Handlers Permit

***Definition of Family***

In this handbook when I use the term family, I am referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of your child in my care.

***Hours of Operation***

Child care services are provided from 7 AM to 5:00 PM Monday through Saturday. There can be hours of care outside of the above stated hours if the contract so states and all parties agree.

***Evening & Night Care***

With advanced notice, I do provide care between the hours of 5:30 PM to 6 AM. Children in care during the night time follow a schedule designed to replicate activities typical of your child’s routine at home. I have an evening and morning schedule of activities planned for the hours when children are awake. Children who attend partially through the evening hours have the opportunity to sleep as needed. Children are served the evening meal if present at that time. A night-time snack is available, and breakfast is served to all children in care for the night unless the parent specifies otherwise.

***Emergency Substitute Provider***

In the rare case of an emergency situation, I will call my emergency substitute provider (see list of names posted on the bulletin board). S/he will come to the facility to stay with the children during my absence. In the event that I cannot secure a qualified substitute during an emergency, you or your emergency contact will be asked to make arrangements to pick up your child (ren) and the program will close for the remainder of the day. Should this need arise, you or your emergency contact shall pick up their children within 1 Hour of receiving the call.

I will provide my emergency substitute provider with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up your child, the location of the children’s files including emergency contact information, consent for emergency medical treatment and any special health care needs. The emergency substitute provider will have appropriate credentials and clearances. Names of approved substitutes will be provided to you and a list will be posted on the bulletin board.

Pandemic/Epidemic: Covid19/ Coronavirus is very contagious and if anyone in the daycare including staff and students contract Covid19 then LKQ will be forced to close for a mandatory 14 days by Washington State law. During the state law mandatory closure there will be no refunds. So my staff and I are wearing masks when we are outside and practicing clean hand hygiene by using the hand sanitizing stations and washing hands frequently throughout the day. I also urge parents to take the necessary precautions as well so we can all remain healthy.

***Holidays***

I am closed for certain holidays:

New Years Day January1

MLK Day January 18

President’s Day February 15

Memorial Day May 31

Juneteenth 6-19-2021

Fourth of July observed on 7/5/2021

Labor Day September 6

Veterans Day November 11

Thanksgiving Break November 24-28

Christmas Break December 23-31st

New Year’s Day January 1

Personal Day TBD

There will be early closings on: N/A

***Admission & Enrollment***

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child’s first day of attendance.

An enrollment fee of $100 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, my program admits children from 1 month to 13 years of age.

My process for introducing children to my program is: Children are admitted without regard to race culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

***Waiting List***

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled my program will be given priority.

***Adjustment/Trial Period***

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new child care setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family’s return.

A 2 week adjustment period begins at your child’s first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

***Inclusion***

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. I will make every reasonable accommodation to encourage full and active participation of all children in my program based on their individual capabilities and needs.

If your child has an identified special need, inform me as soon as you come to know this need.

***Non-Discrimination***

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or preference, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

***Confidentiality***

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children at my program are confidential.

***My Qualifications***

I have 10+ years of experience in the childcare industry being that I also am an employee at Seattle Children’s Hospital, specifically in the dental clinic. I am the oldest of 4 children and I also have several years of nanny experience. On top of that I have fulfilled all qualifications that the state of Washington requires. I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

**Staff / Assistant / Substitute Qualifications.**

Any Staff, Assistants, or Substitutes that are employed by me will have appropriate qualifications in the childcare industry and will satisfy all state requirements. A list of qualified staff, assistants, and substitutes will be provided to you and available on the bulletin board.

***Communication & Family Partnership***

**Daily Communications.**

[A]Daily notes from me will be written in our Family-Teacher Journal to keep you informed about your child’s activities and experiences in my program. The purpose of this Journal is to ensure regular two-way communication between your family and me. I encourage you to share events and information from home that will better enable me to understand your child and to help strengthen our partnership in the care of your child. The Family-Teacher Journal will be placed in your child’s cubby at the end of each day. I encourage you to write your entry upon drop off or pick up and ask that you do not take the journal home.

**Bulletin Boards.** I have a bulletin board with program news, upcoming events, holiday closing dates, announcements, etc.

**Email.** I encourage you to provide an email address that you use regularly so that I may send you announcements, event invitations, newsletters and general updates.

**Family Activities.** Each family is a child’s first teacher. I value families as partners in the growth and development of children in my care. I encourage parents and other family members to be involved in the program, visit your child(ren) in my classroom, participate in events, and provide feedback on the program. I encourage families to participate and support your child’s learning goals.

Please see the list of Family Activities at the end of this booklet.

**Curricula & Learning**

***Learning Environment***

I provide a rich learning environment with curricula that are developmentally appropriate to the specific ages of the children in my care. I have a flexible day routine that allows children to advance at their own pace. I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

***Outings & Field Trips***

Weather permitting, I conduct supervised walking trips around the neighborhood and field trips that sometimes require children to be transported to and from. Parents and children can meet me or I can drive the children in “The Activity Mobile” (Honda Pilot) to the field trip destination. Children are accounted for at all times. A permission statement for participation in walking trips and other field trips is included in the enrollment package and a field trip permission slip will be sent home with your child no later than 24 hours before the field trip is scheduled to occur (WAC 110-300-4080).

From time to time, there will be supervised field trips, and I encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child’s family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children will be guarded in all activities. Proper restraint systems (seat belts) and car seats (Parents will provide car seats) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

***Overnight Care***

Overnight care hours are from 9:00 pm to 6:00 am. Kiddos will be slept in the daycare space with air mattress, crib, or futon depending on the age and size of the child. Staff must not fall asleep until the child (ren) are asleep first. Once all children are asleep the staff person will sleep as well in the designated daycare space.

***Television Time***

My normal daily routine does not include television watching, but from time-to-time, I may record a television show without advertisements as a teaching aid. Television consumption will not be longer than 1.5 hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. My focus is to provide your child a positive experience with increased understanding of the world. Alternative activities are available for children during television time.

My daily routine consists of:

7:00 am-7:50 am Open/Free Play, toys, crafts, songs, music, stories, etc...

7:50 am-8:00 am Clean up the work and put the toys away

8:00 am-9:00 am Breakfast/Bathroom Break/ Free Play

9:00 am-10:00 am Outside Time

10:00 am-10:30 am Circle time, Story Time - Introducing new activities

10:30 am-11:00 am Morning Snack Time

11:00 am-12:00pm Preschool Time/ Free Play

12:30 pm-1:00 Lunch/ Brush Teeth/ Clean-up

1:00 pm-3:30 pm Nap Time (Read book quietly if needed).

3:30pm-4:00 pm Afternoon Snack

4:00 pm-5:00 pm Outside Time

5:00pm Goodbye Time

OVERNIGHT CARE

6:00 Dinner

6:30 pjs on

6:45 brush teeth

7:00 bedtime story and go to sleep

WAC for overnight care 110-300-0270

states that an early learning provider must supervise children until they are sleep, except where children demonstrate the need for privacy to change clothes and can safely do so. An early learning provider who sleeps while children are in overnight care must:

1. Have written permission and documentation that parents are aware that the provider is sleeping while their children are in overnight care and have read the facilities policies and procedures for overnight care;
2. Stay awake until all children are asleep or returning to sleep;
3. Remain on the same floor level as sleeping children at all times;
4. Sleep in the same room with infants and toddlers;
5. Have alarms to alert them if a child should leave the room;
6. Have monitoring devices to assist in hearing and visibly checking on children in each room used for sleeping;
7. Be awake for the arrival and departure of each child in overnight care.

***Electronic Media***

Electronic Media is limited to 60 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violent and high-quality educational content.Alternative activities are available for children during this time.

***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of life upon it.

***Celebrations***

My celebrations and holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

***Rest Time***

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than 5 years of age participate in quiet rest time. Children are not required to sleep and may be given quiet activities.

***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child’s physical and emotional abilities and your family’s concerns.

**Guidance**

***General Procedure***

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. I encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

***Challenging Behavior***

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children.

My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child’s safety or that of others and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation and physical restraint techniques will only be performed by trained staff.

If I or any of my staff at anytime feel as though communication with the parent is lacking and that the parent is not helping us help the child then I reserve the right to bypass the 2 week period and terminate care with any family at any time.

***Notification of Behavioral Issues to Families***

If a child’s behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child’s individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

• A child appears to be a danger to others.

• Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.

• Undue burden on my resources and finances for the child’s accommodations for success and participation.

If a child’s behavior becomes an ongoing issue, I will confer with the parents using the following steps: Parents will be notified in writing, telephone, or in person. This resolution period shall not exceed 30 days from the initial notice day. If the behavior situation is so severe that is not good safety environment for our program. We will ask parents to withdraw their child from our program and parents will be given 2 weeks to find alternative means of care and all of the correspondence will be documented in the child’s file.

**Tuition and Fees**

***Important Notice***

All payment and fee processing will be completed by Torrie. She will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Torrie @ 513-300-0627.

***Tuition Rates:***

Full Time Care ( 5 Days Per Week) (M-F)

***Infants (Birth –12 months) = $1,450/month***

Toddlers (1 year – 3 years) = $1,320/month

3 years and up and potty trained = $1,200/month

Part Time Care:

Before and After School Tuition Rates: 5 days = $175

4 days = $165

3 days = $143

2 days = $116

1 day = $70

After School Care Tuition Rates: 5 days = $153

4 days = $143

3 days = $133

2 days = $99

1 day = $56

Before School Care Tuition Rates: 5 days = $153

4 days = $145

3 days = $123

2 days = $93

1 day = 63

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every THURSDAY for the upcoming week. If payment is not received by Friday, your child may not attend the childcare Monday morning and if their spot is not already taken, you must re-enroll your child and pay the enrollment fee. Payment is due weekly or monthly year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

***Tuition Deposit***

A Tuition Deposit equal to two weeks of care is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit.

***Overtime Rates or Adding Extra Days***

Overtime rates apply to part-time families and are contingent on prior agreement of hours or days of care needed. When your family surpasses 25 hours of child care per week, a fee of $15 will be charged to your account for each overtime hour of care. If your child is at the childcare for 4 hours or more you will be charged for the entire day. Less than 4 hours than the half day rate is applied which is calculated for half of what a full day rate is for the age of your child.

***Payment***

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due by the first of the month or that Thursday of the week prior by 10 PM or the prior Thursday if weekly as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of $100 is due annually on the anniversary of the start of care this fee can not be prorated.

***Methods of Payment***

Several methods of payment are available for families’ convenience. Families can pay by cash, check, money order, automatic electronic funds transfer, Zelle, Apple Pay, Venmo, or Cash App. To set up automatic, recurring payments, please contact Torrie.

***Late Payment Charges***

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than 3 days of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of $20 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 3 business days past due, care for your child will not be permitted until the account is current. We may also attempt to recover payment in small claims court and/or your account may be sent to a third party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

***Returned Checks/Rejected Transaction Charges***

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of $50. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $5 per minute will be assessed beginning at 5:30pm PM unless otherwise stated in the contract and payment will be due upon arrival**. Repeated late pick up may result in child care services being terminated.**

***Other Fees***

*• From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.*

• A non-refundable enrollment/ registration fee of $100 is due annually on child’s enrollment anniversary.

***Credits & No Credits***

**• Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

**• Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

**• Credit hours may be given in the event of a temporary closure not based on unforeseen circumstances.**  – there are 5-10 credit hours for days when I must close my program for personal reasons. There are 5 personal/sick days that are pre-considered in determining tuition and are not refundable.

**Attendance & Withdrawal**

***Absence***

If your child is going to be absent or arrive after 9 AM, please call me or text me anytime at 513-300-0627. I will be concerned about your child if I do not hear from you.

***My Vacation***

My personal vacations consist of two full weeks a year or TBD. You will be notified well in advance of these dates. I will most likely have someone to cover for me, but in the event that there is no one available to provide coverage families will know at least two weeks in advance. Families are responsible for finding back-up care for their children during holidays, provider vacations and planned or unplanned closings.

***Withdrawals***

A written notice, 2 weeks in advance, is required to me when a child is being withdrawn. In the event your child is exhibiting gross misconduct ( I am the measurer of what gross misconduct is) I will document and talk to parents twice. If the behavior persists, then I will have to discontinue services immediately. There are absolutely NO REFUNDS.

***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent me from opening on time or at all, notification to the families will be announced via email, phone call, or text message.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

**Drop-off and Pick-up**

***General Procedure***

I open at 6 AM, and please do not drop-off your child prior any earlier than this time unless our contractual agreement states otherwise because 24 hour care is available upon request. Families are expected to accompany their children and sign them in.

I close at 5:30PM, and please do not pick-up your child later than this time. Unless our contractual agreement states otherwise because 24 hour care is available upon request. Families are expected to enter my home and sign-out their child out, and leave by closing time.

***Use of Cell Phones***

Drop-off and pick-up are my primary windows of time to communicate with you about your child, In addition, children need your full attention at this time. Therefore, I respectfully request that you not use cell phones while dropping off or picking up your child.

***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in WRITING. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

If your child has not been picked up after closing and I have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. I will stay with your child for as long as possible, but if after 2 hours I have not been able to reach you or any person listed as an Emergency and Release Contact, I will call the local child protective services agency.

***Right to Refuse Child Release***

I may refuse to release children if I have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, I may request that another adult listed as an Emergency and Release Contact pick-up your child or I may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from my program.

**Personal Belongings**

***What to Bring***

**• Infants**: enough clean labeled bottles for a day’s use, at least 6 diapers per day, wipes, bibs, blanket, baby food/milk, and at least 2 changes of clothes per day.

**• Toddlers**: enough clean bottles for a day’s use (if applicable), six pull-ups, pillow, sleeping bag/blanket, extra shoes for rainy days, and at least two changes of clothes per day.

**• Older Toddlers**: at least two changes of clothes or more per day if going through the toilet training and six PULL-UPS program.

**• Preschoolers:** at least one change of clothes, sleeping bag/blanket, pillow, extra pair of shoes for rainy days.

**• Kindergarteners:** at least one change of clothes, blanket/sleeping bag, pillow, extra pair of shoes for rainy days.

**• After School Care Children:** books for homework, extra pair of shoes for rainy days.

Please label all items brought from home with your child’s name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the program.

***Cubbies***

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Box located in the downstairs hallway closet. Please note that I am not responsible for lost personal property.

***Toys from Home***

I am accept if children would like to bring toys from home.

**Nutrition**

***Foods Brought from Home***

Food brought fromhome is permitted under the following conditions:

• Foods should be labeled with your child’s name, date, and type of food.

• Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all of the children.

• Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

***Food Allergies***

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment.

***Meal Time***

At meal time the table is set with plates and flatware. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families.

I am trained in first-aid for choking and am always present at all meals.

***Infant Feedings***

Infant feedings follow these procedures:

• Bottle-fed infants are fed while being held or sitting up.

• Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.

• Expressed breast milk may be brought from home if frozen or kept cold during transit. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with your child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.

• Formula must be brought in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula brought from home must be labeled with your child’s name.

• Solid foods will only be introduced after consultation with the child’s family.

***Toddler Feedings***

• Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

• Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

**Health**

***Immunizations***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

***Physicals***

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child’s physical should be received before but must be received no later than 2 weeks after your child begins my program.Families are responsible for ensuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is given to me.

***Illness***

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

• Illness that prevents your child from participating in activities.

• Illness that results in greater need for care than I can provide.

• Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.

• Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

• Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.

• Mouth sores caused by drooling.

• Rash with fever, unless a physician has determined it is not a communicable disease.

• Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

• Impetigo, until 24 hours after treatment.

• Strep throat, until 24 hours after treatment.

• Head lice, until treatment and all nits are removed.

• Scabies, until 24 hours after treatment.

• Chickenpox, until all lesions have dried and crusted.

• Pertussis (Whooping Cough), until 5 days of antibiotics.

• Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

• They are free of fever, vomiting and diarrhea for 24 hours.

• They have been treated with an antibiotic for 24 hours.

• They are able to participate comfortably in all usual activities.

• They are free of open, oozing skin conditions and drooling (not related to teething) unless:

• The child’s physician signs a note stating that the child’s condition is not contagious, and;

• The involved areas can be covered by a bandage without seepage or drainage through the bandage.

• If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to my care is required.

***Allergy Prevention***

Families are expected to notify me regarding children’s food and environmental allergies.Families of children with diagnosed allergies are required to provide me a letterdetailing your child’s symptoms, reactions, treatments and care.

***Medications***

All medications should be handed to me with specific instructions for administration. Medications should never be left in your child’s cubby or with your child to administer on their own. I will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

**• Prescription medications** require a note signed by the family. The label on the medication meets this requirement. The medication must include your child’s name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

**• Non-prescription medications** require a note signed by the parent/guardian. Non-prescription medication will not be administered for more than a 3-day period unless a written order by the physician is received.

**• Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent, specifying frequency and dosage to be administered.

***Communicable Diseases***

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

• Bacterial Meningitis

• Botulism

• Chicken Pox

• Diphtheria

• Haemophilus Influenza (invasive)

• Measles (including suspect)

• Meningococcal Infection (invasive)

• Poliomyelitis (including suspect)

• Rabies (human only)

• Rubella Congenital and Non-congenital (including suspect)

• Tetanus (including suspect)

• H1N1 Virus

• Any cluster/outbreak of illness

**Safety**

***Home Safety***

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child’s safety are:

• Working smoke detectors are on each floor and near cooking and sleeping areas.

• Working carbon monoxide detectors are near the sleeping area.

• Adequate Ventilation throughout my home.

• No guns or firearms on premises.

• Gates are used on stairways when children under 2 years are present.

• Fire extinguishers are maintained properly.

• Toys are age appropriate, in good repair and of a non-violent nature.

• Electrical outlets are covered.

• Pens, pencils and office supplies are out of reach.

• Knives and adult scissors are out of reach.

• Cleaners, chemicals, matches and fire starters are out of reach.

• The hot water heater is regulated at 120°F.

• Medications are out of reach.

• A well-stocked first aid kit is kept near and expiration dates are observed.

• Animals are child-friendly, properly immunized and in good health.

• I am certified in Infant & Child CPR and Pediatric First Aid.

• Hot radiator and water pipes are covered or out of reach or not very hot to the touch.

• Safe grassy areas to play.

• Yard is free of splinters and harmful objects.

• Safety approved play equipment and toys.

• Yard routinely treated to deter insects.

• Outside areas where children play is fenced and gate locked.

• Children do not play outside unsupervised.

• Ponds, wells, tool sheds and other hazards are fenced or closed off.

***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. My yard is used as an extension of my program, and daily activities are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children’s clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.All drawstrings from children’s clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for program play and make it difficult for your child to participate in some activities.

***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 100°F or less than 20°F degrees. Additionally, outdoor play will be cancelled if an air quality emergency is ordered by a local or state authority.

***Injuries***

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken.If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital by ambulance, while I will try to contact you or an emergency contact.

***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Noteswill be written to the family of the child who was bitten and the biter’s family. I will work with the families of both to keep them informed and to develop strategies for change.

***Pets/Animals***

I do have 1 dog named George on the premises. George is very friendly, deemed healthy by a veterinarian and are current on all immunizations.

***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, I expect the same from all families. I will not tolerate hostile or aggressive behavior. If this occurs, I reserve the right to ask you to control your behavior or to remove your child from my care.

***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore the indoor and outdoor program environment and vehicles used by my program are non-smoking areas at all times. The use of tobacco in any form is prohibited on my program’s premises.

***Prohibited Substances***

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on my premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

***Suspected Child Abuse***

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred.The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child’s needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

**Emergencies**

***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from the group during an outing or field trip and is not located within 10 minutes, the family and the police will be notified.

***Fire Safety***

My home is fully equipped with fire extinguishers.

My fire evacuation plan is reviewed with the children on a monthly basis.

***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

**Family Activities**

From time to time, I offer an opportunity for families to participate in the activities that help with growth and improvement of their child’s education. I encourage families to take an active role.

Examples of Family Events: Please be sure to look at the Bulletin Board for announcements of these activities and events.

•Holiday Gathering

•Book Swap

•Fall Festival

•Annual Family Picnic

Program Activities: Enjoy and help your child’s class with these special activities.

•Share a meal with your child

•Chaperone field trips

•Read to children at arrival or pickup

•Volunteer in the classroom

•Donate requested items

•Contribute to Pot Luck Meal

•Family Teacher conferences

Family/Parent Workshops: Family workshops change as needed. Below is a list of workshops I may offer. I try to offer these in the early evening or on Saturdays. See the monthly calendar on the Bulletin Board for scheduled topics. I welcome requests for workshop topics.

•Positive Guidance and Loving Discipline

•Toilet Training

•Safety in the Home

•Childproofing Your Home

•Brain Development

•Nutrition and Exercise for Small Bodies

•Supporting Your Child in Times of Stress

•Food Allergies

•How to Prepare for a Conference

•Warning Signs for Developmental Delays

•Value of Reading to Your Child

•Everyday Math