

The Tot Spot

DAYCARE

POLICY HANDBOOK



Welcome to my daycare. Since this will be your child's home away from home, I try to provide a safe, caring, homelike atmosphere for your children while at the same time providing for their physical, intellectual, emotional and social development. Please read the policies of my daycare carefully.

Nondiscrimination:

I will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

House Rules:

No shoes past the foyer. This means children *and* parents.

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house, bad language, etc.

Discipline:

I will strive to offer praise for good behavior. Should negative behavior happen, I will deal with it in one of three ways.

Redirection: Toddlers will simply be told "no", and redirected to another activity or area.

Talking: Once a child reaches the age of two they can be talked to. They will be told in easy to understand terms why the behavior should not continue. Typically, this is highly effective.

Time-out: Should the behavior continue, the child will be placed in a time out chair. I use the one minute per age of the child rule (a three year old gets three minutes).

Should a behavior continue after a few time outs, I will talk to the parent. A workable solution can almost always be found.

____ / ____

(Initials)

Drop off/Pick up children:

Please arrive on time. If you will be late for drop off/pick up, let me know as soon as possible, so I may adjust my schedule if need be.

All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas.

At drop off time, make sure that you say good bye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured...by the time you are out of the driveway, the tears have stopped. This also helps to make the child feel secure in that while you may leave them when you have to, you are always coming back.

At the moment you walk in to pick up, you are in charge of your child(ren). Sometimes children will "test" to see who is really in charge. A child who has been well behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak volumes to your child.

When you drop off or pick up, do not linger. Ten minutes is typically more than sufficient. During day care hours, I have a job to do. If you need to talk to me, I am available after hours.

Fees:

I am paid weekly. Fees are expected in advance, payable on the first day of care in any given week. Should you have a two week/monthly pay period, it is your option to pay me in advance for the two or four weeks, or pay me weekly.

My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/late, meaning...any time before/after your regular scheduled hours. A early/late fee of \$5.00 for every 15 minutes will apply. These fees are expected to be paid immediately.

I do accept checks. Should I receive an NSF returned to me, you will be charged a fee of \$25.00, and will cover any costs my bank imposes upon me. A second NSF will result in all payments made in cash.

Fees are expected to be paid whether or not your child attends daycare.

I require a two week written notice if you are terminating child care. If none is given, two weeks additional payment must be made, whether or not your child is present. If I find I can no longer provide care for your children, I will give you at least a two week notice.

Vacations/Holidays:

I am closed on the following holidays, and you will be required to pay for them, providing the holiday falls on a regular day of care (according to your contract).

New Years Day, July 1st Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve
Christmas Day and Easter

I take one-two weeks of vacation every year. There is no charge while I am on vacation. You will be given at least a two-week notice. Should your family go on vacation, I expect $\frac{1}{2}$ your regular rate for the first week of vacation in a given year. Your year begins on the date your child care contract is signed. Extra weeks in the same year will require full payment.

(Initials)

Safety:

Your child's safety is paramount. All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem (i.e. medicine cabinet) are also locked. All electrical outlets have child proof safety covers. I have smoke detectors and carbon monoxide detectors on each floor, and a fire extinguisher in the kitchen. The door at the top of the stairs is sturdy and child proof. Emergency numbers are posted next to the phone. I also have **one** first aid kit, several flashlight/lanterns, and a portable battery operated radio. Tornado/storm and fire drills are practiced monthly and logged.

I have taken classes in Infant/Child CPR and First Aid, Child car restraint safety

Clothing:

Do not send your child to daycare in "dress clothes". Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances...accidents happen.

Make sure your child has a complete change of clothing here at all times, including underwear and socks. Please provide a different change of clothes should the one here be used or if the season changes.

Provide a summer type jacket to be left here. Please do not buy a new jacket for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally in the warmer months a child will come without a coat, due to the warmer temperature in the morning. Should the day turn chillier, he/she will still be able to play outside in comfort.

Do not bring your child in sandals or flip flops. Only shoes that cover the entire foot should be worn. During the summer months I will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a swimsuit or swim diaper if you wish for your child to participate.

During the winter months, make sure your child has the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and hat (a hood that ties is not a substitute for a hat). If your child does not have the appropriate clothing he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, it's fine.

Mandated Reporting:

As a licensed child care provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required

This is simply listed to make you aware.

Quiet Time:

Every day between 1:00-3:00, we have quiet time. All younger children will lay down to rest. Older children will be given quiet time activities (coloring supplies, puzzles, movies, etc.). I ask that you keep visits and phone calls during this time to a minimum.

Items from home: Your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring **anything** else into the daycare setting. No toys, candy or snacks, money, etc.

/ _____
(Initials)

Transportation:

On occasion we may go on field trips in the car. Also, I may need to transport a child in a medical emergency. I have taken the required car restraint system training. All children will be restrained in car/booster seats or seat belts (according to state law and child care rules) and will not be transported without your written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

Sick Policy:

I will notify you immediately should your child develop any of the following symptoms:

Underarm temperature of 100 degrees Fahrenheit or over, or oral temperature of 101 degrees Fahrenheit or over (no rectal temperature will be taken).

Vomiting or diarrhea

Any rash other than mild diaper or heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

I am not willing to accept a child with any of the above listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

Immunizations:

All children in my daycare must have the appropriate immunizations for their age

(Initial)

Reportable Diseases:

parent/guardian notify me

within 24 hours of the diagnosis of any serious contagious illness or parasitic infestation listed below. Any illnesses in **bold** lettering are immediately reportable

Acquired Immunodeficiency Syndrome (AIDS)
Amebiasis
Anaplasmosis
Anaplasmosis
Anthrax
Arboviral Disease
Babesiosis
Blastomycosis
Botulism
Brucellosis
Campylobacteriosis
Cat Scratch disease
Chancroid
Chickenpox
Chlamydia trachomatis infection
Cholera
Coccidioidomycosis
Cryptosporidiosis
Cyclosporiasis
Dengue Virus Infection
Diphtheria
Diphyllobothrium latum infection
Eastern equine encephalitis
Ehrlichiosis
Encephalitis
Enteric Escherichia coli infection (e.coli)
Enterobacter sakazakii
Giardiasis
Gonorrhea
Haemophilus influenza disease
Hantavirus infection
Hemolytic uremic syndrome
Hepatitis (A, B, C, D and E)
Histoplasmosis
Human Immunodeficiency Virus (HIV)
Influenza (unusual case or lab confirmed)
Kawasaki disease
Lacrosse encephalitis
Legionellosis
Leprosy (Hansen's disease)
Leptospirosis
Listeriosis
Lyme Disease
Malaria
Measles

Meningitis
Meningococcal disease
Mumps
Orthopox Virus
Pertussis
Plague
Poliomyelitis
Psittacosis
Q Fever
Rabies
Retovirus infections (other than HIV)
Reye Syndrome
Rheumatic Fever
Rubella and Congenital Rubella Syndrome
Rocky Mountain Spotted Fever
Salmonellosis
Severe Acute Respiratory Syndrome
Shigellosis
Shingles
Smallpox
St. Louis encephalitis
Staphylococcus aureus
Streptococcal Disease (group A, B and S)
Syphilis
Tetanus
Toxic Shock Syndrome
Toxoplasmosis
Transmissible spongiform encephalopathy
Trichinosis
Tuberculosis
Typhoid
Typhus
Tularemia
Typhus
Unexplained (deaths or critical illness)
Vancomycin
Varicella (Zoster disease)
West Nile Virus
Western equine encephalitis
Yellow Fever
Yersiniosis
Unusual case of any illness

/ _____
(Initials)

Common Contagious Disease: These are not reportable to the state, but I will need to be aware if a positive case arises. Once again, you will be notified the same day I am, and no child's name will be disclosed.

Bronchitis Acute (Chest Cold)/Bronchiolitis
Chickenpox
Conjunctivitis (Pink Eye)
Croup
Cytomegalovirus (CMV) infection
Diarrhea (infectious)
Enteroviral (non-polio) infection
Fifth disease
Hand Foot and Mouth disease
Head Lice
Herpes (oral infection)
Impetigo
Methicillin-Resistant staphylococcus aureus
Molluscum Contagiosum
Mononucleosis (infectious)
Pinworm infection
Pneumococcal Infection

Pneumonia
Respiratory Infection (viral)
Respiratory Syncytial Virus (RSV)
Ringworm
Roseola
Rotaviral infection
Scabies
Staph skin infection (excluding impetigo)
Streptococcal Infection (strep throat/scarlet fever/peri-anal cellulites)
Vancomycin-Resistant Enterococcus (VRE)
Colonization and Infection
Viral Gastroenteritis caused by Norovirus (Norwalk-like virus)
Yeast Infection
Warts

Medications:

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental permission according to manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.

Sleeping:

Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in porta cribs with waterproof mattresses or pads. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics and SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.

Emergencies/Back-Up:

If, for any reason, I need to leave for an emergency, I have an adult who can come in for a short period of time until you arrive. In the event that I am ill or on vacation, and cannot provide care, you will need to have your own back-up arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child.

Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her well being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

(Initials)

Supervision:

I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening. For school-age children, I am required to be available for assistance and care. Written permission is needed from you if your school age child is to be off my property. This includes walking to/from the bus stop or school.

Authorized Persons:

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

Parents in Daycare:

You have the right to stop in anytime during your child's regular daycare hours. You do not need a reason. You are welcome to pop in any time.

Smoking:

Smoking is not allowed in my home

Daycare Forms:

All forms must be completed prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

Insurance:

I am required to inform you that I have no general liability coverage.

The undersigned have read and agree to abide with the Day Care Policies.

(parent signature)

(date)

(parent signature)

(date)