



## Parent Policy Handbook

2019-2020

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Welcome Families to Sandy's In-Home Daycare. To facilitate greater understanding between us, I have created this handbook. It covers the childcare philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

**\*Please, initial each page & sign the last page. This copy will be kept in your child's file.\***

## **PROVIDER EXPERIENCE**

- Certified Infant/Child CPR & First Aid
- Taken a lot of Child Developmental classes...At least 15 hours per year
- 32+ years of experience
- CDA completed

## **CHILD CARE EXPERIENCE**

My family childcare home is the best alternative there is to working parents. It provides a secure environment for children during the most important time of their developmental years. My family childcare offers a home away from home, providing children with “siblings” of all ages to play, socialize, and learn from.

- A safe environment
- A nurturing environment
- A learning environment
- A proper approach to discipline
- Unconditional love
- Communication is the key to a successful childcare arrangement. The parent & provider need to have a good working relationship so that they can communicate & work together. The parent needs to provide the provider with all the pertinent information in the child’s life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, etc. All the above is important in understanding some changes that might occur for example...your child’s feelings, behavior, and well-being.

## **INSURANCE**

I do carry an in-home daycare insurance policy as well as my own homeowner’s insurance policy and an umbrella policy.

## **NON-DISCRIMINATION**

I, Sandy Wilhelm, shall not discriminate against any child in my care. The children are placed here without regard to their race, creed, color, sex, religion, disability, or national origin.

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## **COMMUNICATION**

Only with effective communication can we as parents, provider, and teachers ensure that each child can develop to his/her fullest potential in a warm, loving, and nurturing environment. I will make it a point to keep you informed about your child's physical, emotional, and social growth. We will be doing assessments on your child 3 times per year. Usually this will happen in September, January, & June. If a special problem arises or if you would like more information on your child's progress, please feel free to message me on the Hi Mama app between the hours of Monday – Friday 6:30 a.m.-5:00 p.m. If you would like to personally meet with me to discuss things without your child present – please let me know & we can schedule a one on one meeting. \*\*It usually is too busy at pick-up time to discuss anything at length and it can get very late with added conversation.)

## **COMPLAINTS & GRIEVANCES**

Parents and/or guardians of enrolled children must first express their complaints or concerns and grievances with the daycare owner, SANDY WILHELM. Parents are encouraged to bring any issues to the provider's attention so that we may find a successful resolution between both the parent and provider.

## **OPEN DOOR POLICY**

I have an "OPEN DOOR" policy and invite you to stop by at any time to visit. You are always welcome during daycare hours. (With the exception of naptime 12:30PM-2:30PM, as it can be very disruptive for the children who are resting.)

## **HOURS**

I AM OPEN Monday through Friday from 6:30 AM to 5:00 PM.

I do not offer evening or weekend care. Drop-in care is available if there is an opening and requires a 48-hour notice.

## **PARKING**

Please drive less than 5 miles per hour in my driveway. **DO NOT LEAVE YOUR VEHICLES RUNNING** or leave your keys in your car. This is for safety of all. You never know when children get curious and start to play. You will be responsible for any damage done to my property from your vehicle. When parking in my driveway please be courteous of all parents and pull up accordingly to make room. **PLEASE DO NOT DRIVE ON MY GRASS OR STONE THAT I HAVE ON MY DRIVEWAY!**

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## **VACCINATIONS**

All children who attend Sandy's In-Home Daycare/Preschool are required to follow the state vaccination guidelines. I will not care for children whose parents choose to not vaccinate their children. The reason for the vaccinations is not endanger the other children in my care.

## **SMOKING**

We have a smoke-free environment. Please, make sure any cigarette butts are put out in your car and not in my yard or driveway. Thank you!

## **SNOW DAYS/DRIVEWAY**

As a provider, I do not have the option of declaring a snow day. If you can get to work and to my home, I am able to care for your child. Regarding lots of snow or extreme cold weather – I might have to have a late start for the day. I try and go by one of the centers that are near my house.

## **PAPERWORK**

I must have the following forms on file for each child in my care. It is imperative that these forms are filled out accurately and completely. All forms must be updated once per year, sometimes sooner according to need. Please keep a copy of all forms for your own records. (You may photocopy them.)

- Handbook initialed by BOTH parent's (or whoever is responsible for the child)
- Emergency information form
- Verification of receipt
- Copy of birth certificate
- Health examination
- Pick-up agreement
- Application/record of child information
- Consents to daycare providers
- Photo Release Form

\*I will let you know if there is any additional information that is needed. You are required to keep me informed of any change in address, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

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## **PORTFOLIOS**

Children newborn to 18 months need to have a 1 1/2" binder

Children over 18 months need to have a 3" binder.

All children need to have sheet protectors. Minimum of 50 to start. We will let you know when we need these replenished.

## **TELEVISION**

If we watch television during the day it is usually Nursery Rhymes, Daniel Tiger, Miss Yumi, etc. Everything is kid appropriate.

## **DAILY SCHEDULE**

Our daily schedule is somewhat structured but flexible enough to allow for choice and spontaneity. Our routine also varies from winter to summer. During the summer months we spend more time outdoors.

06:30 –	ARRIVAL
08:00 – 8:30	BREAKFAST
08:30 – 9:00	FREE PLAY, CHOICE OF ACTIVITY
09:00 – 9:30	DIAPERS, ART
09:30 – 10:00	FREE PLAY, CENTERS
10:00 – 10:30	CIRCLE TIME
10:30 – 11:00	SNACK TIME
11:00 – 11:45	DIAPERS, OUTDOOR TIME
11:45 – 12:30	LUNCH
12:30 – 2:30	DIAPERS, QUIET TIME
02:30 – 3:00	DIAPERS, FREE PLAY
03:00 – 5:00	SNACK TIME, FREE PLAY, OUTDOOR TIME, PICK UP TIME

## **DIGITAL TECHNOLOGY**

We are in the process of thinking of adding digital technology to the curriculum. If we do add this – children will not have access to the internet when using the electronics.

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## FOLDERS

Folders need to be checked daily. There is important information in there for you and children's take-home stuff. This is our way of communicating with you.

## FINANCIAL POLICY

Caring for the children is a huge responsibility. To operate a childcare home, I carry additional insurance and invest in added furnishings and materials. This service is a business offering childcare. Childcare fees not only pay my salary for my time caring for the children, planning, shopping, cleaning, keeping records, etc., but also apply to the purchase of the food, toys, books, art and craft supplies, play equipment, repairs and improvements to the children's environment, heating, electricity, cleaning supplies, professional training and materials, insurance, and more. With this in consideration please, remember that your tuition is due Monday morning at time of drop off, NO LATER than 9:00 a.m. OR the Friday before if your child/ren will not be here on Monday morning OR if Sandy's In-Home Daycare is closed on Monday. Your payment will be considered late if payment is not received by 9:00 a.m. Monday morning. Late fee is \$5.00 per day and this will be strictly enforced.

### **TUITION:**

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|-------------------------|-----------------|
| • 3 MONTHS – 12 MONTHS  | \$305 per week  |
| • 12 MONTHS – 36 MONTHS | \$280 per week  |
| • 36 MONTHS – OLDER     | \$255 per week  |
| • *DROP-IN CARE         | \$65.00 per day |

\*Drop-In Care requires a 48-hour notice.

I no longer accept part time children. All children that are part time I have grandfathered you in. PART TIME children have to come a minimum of 3 days per week, you have to pay for the days that you have been contracted for, the daily rate is \$65 per day (3 months – 12 months), \$60 per day (12 months – 36 months), and \$55 per day (36 months – older.)

When I am talking about contracted days – For example if you are contracted for Monday, Wednesday, and Friday (you pay for those days if I am on vacation, your vacation, there is a holiday, sick days, etc.)

### **During the year you get to make 4 changes to your contracted days.**

Payment can either be made by chase quick pay, Venmo, checks, or cash. Receipts will be issued upon request. You will be charged for all absences. Please, add \$5.00 late fee for each day that you are late with payment for the week.

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You will be charged \$25.00 for each NSF returned check, as well as any, and all charges my bank imposes due to the NSF returned check. Upon notification of a bounced check parents will have 24 hours to pay all NSF charges and the original face value of the check. These payments must be made in cash before your child/ren will be admitted for care. More than one bounced check will result in cash only terms or termination.

**I require a deposit for all new families.** This deposit is non-refundable and will be the amount of two week's tuition. This amount will be used as the last two week's tuition. If for any reason your child/ren does not begin care as originally planned, YOUR DEPOSIT WILL NOT BE REFUNDED. If you do not give me at least a two weeks' notice of your last day, YOUR DEPOSIT WILL NOT BE REFUNDED.

### **GUARANTEED PAYMENT**

Guaranteed payment means that I receive pay regardless of whether your child is present or not. This includes my vacation days, your child's sick days, holidays, etc.

### **HI MAMA APP**

This is our form of communication to the parents. If you receive a message from us, please respond so that we know that you read our message.

### **LATE FEE**

I feel that I am being fair by limiting my day to almost 11 hours. Children may begin arriving as early as 6:30 AM. When 5:00 PM arrives, I am ready to end my childcare day and switch my energies to my own personal needs. Errands and numerous other activities are quite often planned for the evening hours. **CLOSING TIME IS 5:00 PM SHARP!** This means picked up and out the door at 5:00 PM...not arriving at 5:00 PM to pick up. Late pick-ups are a real strain at this time of day, consequently, each late pick up after 5:00 PM will be charged \$1.00 per minute, per child. Late fees are to be paid immediately at the time of the late pick up and in cash. Remember, 5:01 is not an acceptable pick up time! Please, understand I do not want your money...I want your children picked up on time and to be able to turn my attention to my personal needs at closing time. Thank you.

### **CHILDCARE TAX CREDIT**

I properly record all parent income. I am hoping to have this up and running on the Hi Mama app.

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## **DAMAGE TO PROPERTY**

Items such as toys and certain equipment begin to show wear and tear over time. I expect that items may be broken or damaged in the normal course of providing childcare. I do my best to keep everything in working order

## **ALCOHOL & DRUG USE**

The use of alcohol is prohibited during childcare hours. The use of illegal or narcotic drugs is strictly prohibited in my childcare environment and in my home. Any person arriving in an impaired condition in my estimation (inebriated or on drugs) will be encouraged to allow me to find alternative transportation for the child/ren and themselves. I cannot legally withhold a child/ren from their legal guardian, but if I feel a child is in jeopardy, I will not hesitate to contact the Police.

## **HOLIDAYS-PAID & PERSONAL DAYS**

I will be closed the following days with pay:

Labor Day, Columbus Day, Thanksgiving Day, The Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Presidents Day, Good Friday, Memorial Day, and Fourth of July.

In addition to the above paid holidays, I will be taking additional vacation days with pay. I will let you know in advance of this.

- Should one of the above listed holidays fall on a Saturday or Sunday, I will take the preceding Friday or the following Monday as a paid holiday.
- You will be charged for the above holidays/vacation/sick and for days when I am providing care even if your child stays home or does not attend for any reason.
- Part time families are responsible for their usually part time rates for the week.  
Examples: If you pay for 3 days a week on Monday and Friday and a holiday/vacation day is Friday you still pay for 3 days per week as contracted. If you come on Monday, Tuesday, and Wednesday and I am closed on Friday you would be responsible for your normal contracted days only.
- Vacation time of the childcare provider is paid at 50% of your normal weekly rate.
- All families get 2 weeks of vacation at 50% of your normal weekly rate.

## **BACK-UP PROVIDER**

Ultimately, the full responsibility for arranging back-up care is yours.

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## **PARENT'S VACATION POLICY/PERSONAL DAYS**

Parents do not receive any personal days. You do get 2 weeks at 50% for vacation time. 50% tuition is due when you are on vacation and is due before you leave. Vacation time must be for the entire week that you are off. It cannot be a day one week and the remainder the following week. When I take vacation days you are responsible to half of your normal pay. I will give you a minimum of a 4 weeks' notice of any scheduled vacation plans. In the event of a funeral or illness or other emergency, I will give you as much notice as I possibly can.

## **PHOTOS**

The pictures that we post on Hi Mama can ONLY be shared if they are pictures of ONLY your child/ren. A photo release form is required to be on file for each child and is given during enrollment.

## **SPECIAL DAY'S DURING THE YEAR:**

We will have a holiday party to celebrate Christmas, Hanukkah, and New Year's Day each year. We will draw names before Thanksgiving so that you will know who to buy for. You will be asked to bring your gift to the party (\$15-20 limit). The date of this party is TBD. I also will have a summer party. The date of this party is TBD. We will have a Grandparent's Grand Slam breakfast that will be held on Friday September 6th, Mom's & Muffins breakfast that will be held on Friday May 8th, & Dad's & Donuts breakfast that will be held on Friday June 19th.

## **EMERGENCY DISASTERS**

I will follow guidelines of the government regarding closings for pandemic reasons, act of God, and emergency disaster responses: 100% full payment of tuition is still required from essential workers and 75% of payment will be required from Non-Essential parents. Parents will be notified of any changes. It will be at my discretion whether to send a child home during this time. I will keep in touch with families by the HI MAMA app.

If the daycare is forced to closed by the government or by licensing, I will follow their instructions to ensure that we all are taking the precautions to staying safe. Payment is still required, from all families for half of the tuition payment. I will make sure to keep you updated to any changes. While closed, I will continue to clean, organize, disinfect, and sanitize the daycare for when families are allowed to return. I will keep in contact with families through the HI MAMA app at least once every day that I am closed. I will follow the government when making the decision to reopen.

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Once the decision has been made to reopen, I will communicate through the HI MAMA app. Upon arrival, I will meet the parent and the child at the garage entrance, and the child's temperature will be taken. Children that are staying, will then proceed to the laundry room to wash their hands before heading downstairs. Any child who has a temperature over 100 degrees F will be asked to leave to prevent the spread of illness. It is at my discretion if a child is allowed to stay. Your child must be symptom free for 24 hours before the child can return to childcare. To limit the amount of exposure, I also ask that only one parent drop off and pick up if possible. The windows will be opened before and after the children arrive to ventilate and their hands will frequently be washed throughout the day. Your child's temperature will be taken with a no-touch thermometer several times a day and sanitized after each use. Masks may be used at my discretion.

If your child develops a temperature, please leave work immediately and pick up your child. If I cannot reach you, your emergency contacts on file will be called. Personal toys should be kept at home until further notice. If someone in the household becomes positive or is suggested to be positive with Covid-19 or any other illness, disease, or virus, your child will need to be quarantined as well for 14 days. If that be the case, tuition payment is still required.

## **CHILDCARE CONFERENCES AND TRAININGS**

I go to conferences and trainings continuously during the year. Some of the conferences are out of the area where travel is necessary. Most of the training's that I attend will be after daycare hours and during the weekend. If for some reason I need to attend a conference during the day – I will give you a minimum of a two-week notice.

## **ACTIVITIES**

Activities are an important part of my daycare/pre-school program. They are not rigidly structured, but rather informally scheduled to meet the needs of the children. The children will be provided with toys and equipment that will foster their development physically, mentally, and emotionally. I strive to provide a variety of activities for the children such as story time, arts and crafts, baking and cooking projects, sensory table with variety of items for them to work with, science projects, small muscle activities such as puzzles, Duplo's or blocks, daily outdoor play (weather permitting), large muscle activities, individual quiet time, and free play. We watch minimal TV. We also work with activities that develop creativity, imagination, and skills in recognizing colors, shapes, sizes, animals, numbers, and the alphabet. Infants are provided suitable toys that foster visual, auditory, and tactile stimulation.

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## **BIRTHDAYS**

Birthdays are an important part of being a kid. We always celebrate every child's birthday. If your child's birthday falls on the weekend or a day we are closed, or they are not here we will celebrate the birthday on the next available day. No one will miss out on their birthday celebration. Most parents take care of providing the special birthday treat to be shared with their daycare friends.

## **OUTDOOR PLAY**

For children to be healthy they need to get plenty of fresh air and exercise. This is needed all year long (even in the winter). We will try to go outside everyday if the temperature/wind-chill is above zero. During the winter months the temperature must be 36 degrees or above. Parents are advised to be aware of daily weather conditions so that appropriate outdoor wear is sent each day. When children dress appropriately with the proper fitting clothing (including face mask, scarf, or neck warmer) they will stay warm. Even the little ones will be taken outdoors in the hot and cold weather and I will monitor the conditions and limit the time the children are outside to assure that children are neither too hot nor too cold. We will try to do the sensory table daily with many items and textures for the children to explore.

## **MEALS & SNACKS**

I serve nutritionally balanced, high quality food at no additional charge. Your child will be offered the food at mealtime and although I encourage children to try everything, they will never be forced to eat. Children who choose not to eat will not be served again until the next scheduled meal or snack. No separate menus will be made except under medical circumstances. Mealtimes can be a valuable learning and social experience.

- **MEAL SCHEDULE**

Breakfast is served:	8:00 AM – 8:30 AM
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**\*\* HAVE TO BE HERE BY 8:00 AM TO GET BREAKFAST**

AM Snack is served:	10:15 AM – 10:30 AM
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Lunch is served:	11:45 AM – 12:15 PM
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PM Snack is served:	2:45 PM – 3:00 PM
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- If your child/ren miss a mealtime, it is your responsibility to feed them.
  - Bringing special treats to share with other children on birthdays or other special occasions are always welcome.
  - Please do not allow your child to walk into my home with food or drink in their hands!
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- If it is your desire to bring food into my home, please bring enough for all the children to enjoy.
- Children may have water to drink whenever they wish throughout the day. Milk will be served at breakfast and lunch.
- Most kids enjoy treats as much as I do and so on occasion, I serve special treats as ice-cream, cookies, bars, and frozen treats.

## **NAPS AND SLEEPING ARRANGEMENTS**

Each infant/child will nap or rest as appropriate to their age and stage of development. Each child will have his/her own clean bedding. They will use the same bedding for the week. At the end of the week the bedding will be washed, and they will have new bedding for the following week. Your child may bring a special blanket, stuffed animal, lovie, sleep sack, etc. to keep here to use during nap time. Quiet time for older children (ages 5 and above) consists of “resting,” soft music, coloring, watching a movie, playing quietly, puzzles, etc., so as not to disturb the others who are sleeping. All children under the age of 2 sleep in a porta-crib with a tight-fitting crib sheet. All newborn/infants will be placed on their backs only. (This is to help the reduction of SIDS).

## **CLOTHING/SUPPLIES**

- Disposable diapers, swim diapers, ointments, Tylenol or any other medication, lotions, binder, sheet protectors for the binder, and sunscreen will be provided by the parents. Everything is to be marked with the child’s name and replaced as needed.
- Parent’s must also supply any “special care” items such as a pacifier, bottles, nap time blankets, etc. Please ask if you are uncertain about what items you need to supply.
- Children should wear play clothes suitable for the outdoors. Please, do not send your child in fancy clothes, party dresses or party shoes. In anticipation of dirt and accidents, it is necessary to keep extra clothes, socks, and underwear here at all times. If your child/ren’s clothes get dirty – I will send them home so that they can be laundered. If they get sent home, please make sure that you remember to send in new clothes. **YOUR CHILD/REN’S BINS SHOULD BE CHECKED MONTHLY TO MAKE SURE THEY HAVE THE PROPER ITEMS.**
- I will not be responsible for soiled, stained, or torn clothing (occasionally accidents happen with kids)

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- During winter months, please make sure your child comes with boots, mittens, hat, scarf/facemask/neck warmer, and snow pants or suit this includes infants. During the summer months, please make sure your child comes with a swimsuit, swim shirt (optional), and sunscreen. I will provide the towels. The swimsuit can be left here during the week and taken home on the weekends.

**REMEMBER, SWIMSUITS ARE TO BE BROUGHT BACK ON MONDAY OR THE NEXT DAY YOUR CHILD ATTENDS DAYCARE.**

- During the summer months it is also necessary for you to provide swim diapers. A large brim sun hat for your infant/toddler (OPTIONAL). The hat should cover your child's ears, forehead, and the back of the neck.

## **SHOES**

All shoes are to be put in the shoe cubby hole bin that has your child's name on it. I ask that all children wear shoes that Velcro, slip on, or tie (NO FLIP FLOPS OR SANDALS). All shoes need to be close toe. Boots if they are brought go wear the shoes are as well.

## **SUNSCREEN**

If sunscreen is needed – please apply in the morning before they arrive at daycare. We will reapply as needed. If you want us to reapply PLEASE make sure that you send in a bottle of sunscreen with your family's last name on it.

## **SUPPLIES**

Infants: Diapers, wipes (if you don't like the kind that I provide), pacifier, bottles, formula, baby food (until child eats table food), and at least 3 changes of clothes (as they get soiled I will leave them in a plastic bag for you to take home & get cleaned).

Toddlers & Preschoolers: Diapers, pull-ups, wipes (if you don't like the kind that I provide), and at least 2 changes of clothes (as they get soiled I will leave them in a plastic bag for you to take home & get cleaned).

Please, write your child's name on all belongings.

## **SWIMMING POOL/WATER TABLE**

We will try and do this daily weather permitting & it will vary from day to day when we will be doing this whether it is in the morning or afternoon.

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## **CHILD ABUSE REPORTING**

Illinois law requires all teachers, social workers, and childcare providers to report any suspected physical or sexual abuse or the neglect of any child. I cannot turn my back on a child that has been abused. Therefore, if I assume that there is any kind of child abuse committed on any child in my care, and if I perceive or think that anything is questionable is present as far as abuse or neglect is concerned, I will IMMEDIATELY talk to the parent & then if I need to go further I will contact the Police Department as well as DCFS. All my staff members are Mandated Reporters.

## **DROP OFF/PICK UP**

- For the benefit of all the children in my care – I would like drop offs and pick-ups to be quick and efficient. This is not the time for lengthy conversation.
  - I also appreciate when you give me advanced written notice of vacation time or any scheduled doctor, dental or other misc. Please, send me the message through the Hi Mama app.
  - If your child will not be attending on a particular day or if you cannot be here by 8:00AM – PLEASE MESSAGE ME BEFORE 8:00AM.
  - Say good-bye to your child in a happy manner, which will allow your child to associate childcare with pleasure. Please, do not “sneak away,” always say good-bye to your child/ren, even if they are crying.
  - Children should remove their shoes in the laundry room (if you enter from the garage) OR should remove their shoes on the black carpet that is inside the back door (if they enter through the back). Parents need to remove their shoes if they will be walking on my carpet. Please, remember children will be playing and crawling on it.
  - Once your child/ren arrive please put their shoes in the shoe bin and put away anything else that they might have.
  - Children should arrive well rested, feeling well, dressed, and ready for the day.
  - Please, do not allow your child to walk into my house with food or drinks in their hands. Late drop offs do not mean/allow for a late pick up.
  - Be sure to let us know if someone else is going to pick up your child/ren. If I have not met the person prior, make sure that person knows that I will be asking to see their identification. Your child will ONLY be released to authorized pick up people that we have on file. If they are not on file, we will need to get all of the necessary information from you in advance to release your child/ren.
  - My closing time is 5:00pm that means all parents and children should be out the door and on their way by that time. My schedule is full after hours with family commitments, trainings, appointments, and preparation for the next day.
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## **DISCIPLINE/GUIDANCE**

I use positive discipline techniques, encouragement, and redirection to curb undesired behavior. More importantly, I believe that as a caregiver I need to be firm, consistent, and loving. The children are explained the rules of childcare frequently so that they know what we expect of them. The following are some of my favorite “techniques” when guiding the children’s behavior.

- Model appropriate behavior. As a caregiver, I need to demonstrate the kinds of behavior I want to nurture in the children.
- Appreciate and encourage positive behavior. I love to “catch the children being good.” I try to notice the kind, helpful, and cooperative things that the children do...and then let them know about it.
- Firmly share concerns about hurting. I believe in giving clear, strong messages that a child must not hurt others or property.
- Help children make connections. I like to help the children see the connection between what they did to help or hurt another child and how it affected the other child.
- Use hugs and humor. Warmth and affection help the children feel happy and secure...And sometimes humor can help salvage the day.

## **TOILET LEARNING**

- I will only begin helping to potty train your child if you have successfully begun training at home. It is important that we work closely together during the time we are teaching your child so that a consistent routine is established between their pants up and down.
- You will supply pull ups to start and then we will transition to underwear after 2 successful weeks of dry pull ups. (Pull ups will still be worn during nap time until child is consistently dry during nap time for one month.) 4 changes of clothes should be in their bin during this time. You will be responsible for washing all soiled and wet clothing. Appropriate clothing is a MUST! No snaps, belts, buttons, onesies, or bib overalls. All clothing needs to be easy for the child to take on and off by themselves.

## **TOUCH**

It is my policy to inform parents of the nature of routine physical contact their child/ren will experience while in my care. There is NO physical punishment at my childcare at any time. It is my belief and practice that children need nurturing, adult physical contact for their care and healthy development. This contact can be described in three ways.

- 1.) Nurturing: This includes hugs and non-imitate kisses, hand holding, gentle tickling, carrying, and cuddling. This type of contact is never made against the expressed wishes of the children.
- 2.) Safety and Guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading or guiding them and administering first aid to injuries.
- 3.) Hygiene: This includes face and hand washing, assisting with bathroom duties (as appropriate to age of the child), diaper changes, examining rashes or unusual marks, nose blowing and assisting with or conducting necessary clothing changes.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and hand holding. This type of contact is never made against the expressed wishes of the children.

## **TERMINATION**

Children may continue in my care if their presence and the parent's presence remain a positive experience for themselves, the rest of the children, the staff, and myself. I reserve the right to terminate any child or family from my program for any of the following reasons (but not solely limited to):

- Provider and parent have differences that cannot be reconciled.
- Parent's failure to abide by the policies set forth in this handbook.
- Non-payment of tuition or late fees (Two weeks' notice does apply.)
- Continual disruptive or harmful behavior from the child that is not being corrected.

A minimum of one month written notice required by parent to discontinue care. Payment by parent is due for the notice period, whether the child is brought to the provider for care. Additional two weeks tuition may be paid in lieu of notice. Your deposit will be applied to your final two weeks of care.

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## **REMINDERS:**

- If your child should develop any symptoms during the day, or if in my opinion your child appears to be too ill to be in childcare, you will be contacted and asked to pick up your child within one hour.
- If your child is not able to participate in activities with reasonable comfort or if your child requires more care than I can provide without compromising the health of the other children in my care, you will be asked to pick up your child.
- **THERE WILL BE NO REFUND GIVEN FOR SICK DAYS**
- If your child is not feeling well the night before, or is ill during the night, please keep him/her home until you have seen a doctor. **I WILL NOT CARE FOR AN ILL CHILD DURING THE DAY WHOSE PARENTS ARE WAITING UNTIL THAT AFTERNOON OR EVENING TO SEE A DOCTOR**
- Please, do not “put me on the spot” about an ill child coming to childcare. If in doubt, keep your child/ren home.
- Please, notify me when your child is ill so that I can be alert to similar symptoms in the other children as well.
- Please notify me of any bacteria illnesses (ex. Strep throat, pink eye, flu, etc.)

## **ILLNESS**

Sandy’s In-Home daycare and preschool is a “Well-Child Daycare Home.” When your child is ill, he/she needs to be in his/her own environment and with an adult who can give him/her their full attention. Obviously, with other children in my care, I cannot fulfill that role for your child. As a guideline, if you are debating whether to bring your child to my home, ask yourself, “If my child was school age, would I send him/her to school?” If not, then he/she should not be at childcare either.

## **EXCLUSION GUIDELINES:**

- |                      |   |
|----------------------|---|
| • <b>COLD</b>        | Mild, may still attend. If discharge from the nose is green and profuse, please keep home.  |
| • <b>FEVER</b>       | A fever over 100 degrees signifies something is not right. Keep home or see a doctor and follow instructions.<br><b>MUST BE FEVER FREE FOR 24 HOURS WITHOUT MEDS BEFORE RETURNING</b> |
| • <b>COUGHING</b>    | Minor – your child may attend<br>Uncontrollable coughing, hacking, or wheezing – please see a doctor before attending   |
| • <b>SORE THROAT</b> | Mild – child may attend<br>With a fever, swelling, white spots – See doctor & follow instructions.  |
| • <b>RASH</b>        | Not contagious – May attend<br>If you are unable to determine the cause, please see a doctor  |
| • <b>DIARRHEA</b>    | May NOT attend if more than 2 loose BM’s  |
-

- **EYE INFECTION** May NOT attend if there is any discharge, redness or swelling, see a doctor
- **EAR INFECTION** Not contagious. Will need to see a doctor for pain relief. May attend after diagnosis and treatment.
- **HEAD LICE** May NOT attend until all nits are removed (Usually one week). Notify me Immediately if infested.
- **HFM** Known as Hand Foot & Mouth – Excluded from care for 7-10 days until all Sores have healed regardless if doctor says they can return. This is very contagious and will spread thru the entire childcare if not dealt with properly. \*Parents need to notify me immediately if your child was diagnosed with HFM
- **RUNNY NOSE** Mild – May attend. If green and profuse – keep home and see a doctor and follow instructions.
- **ALLERGIES** May attend. Please send Benadryl and complete the required permission to administer form.  
Accompanied by swelling, hives – May NOT attend until child has seen a doctor and diagnosis has been determined.
- **FLU** May NOT attend. Please keep home for at least 24 hours after symptoms subside without medication.
- **VOMITING** Please keep home for at least 24 hours after the last time the child has vomited.
- **COMMUNICABLE** \*Chicken pox, mumps, measles, HFM, etc. – May NOT attend

When there is evidence of lethargy, unusual sleepiness, prolonged crying, obvious discomfort, or something it not right – PLEASE KEEP YOUR CHILD HOME. Children need to be picked up within 1 hour of notification if their child becomes ill – NO EXCEPTIONS!

## MEDICATIONS

Whenever possible, medication should be administered by the parents. Please, adjust your home schedule so that prescription medications are not brought to childcare. If possible, ask your Doctor to administer medication that only needs to be given twice daily, so that medications are not brought to childcare. If this is not possible, I will need a written permission slip in order to administer the medication. All medications must be in their original container. Written instructions with the child's name, dose, and times, needs to accompany the medication. Pharmacists will fill 2 separate bottles (one for home and one for childcare) if requested.

## MEDICAL EMERGENCY

In case of a true medical emergency, 911 will be called and an ambulance will transport your child to the most appropriate medical facility. You will be responsible for any and all charges incurred for the emergency medical treatment, including emergency transportation if necessary. Every effort will be made to contact you ASAP. It is imperative that you always keep your emergency information up to date. For minor injuries like scrapes and bumps, I will provide first aid. (Please, keep contact information up to date.)

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## **EMERGENCY DRILLS**

With consideration to age-appropriateness, children practice tornado and fire drills every month. This is ALWAYS done the first Tuesday of every month at 10:00AM. We discuss with the children about the drills, why we are doing them, fire prevention and about our safety rules. A fire escape plan is posted. Emergency procedures will be covered later in the handbook.

## **PART-TIME PRESCHOOL DISCLOSURE:**

I charge \$35 per day OR \$175 per week. If a holiday falls during the week, I take a day off or you take a day off - you still pay the weekly rate.

The \$35 fee consists of the following:

Breakfast, preschool, snack, lunch, and getting your child on the bus

If school is closed for the day and you would like your child/ren to attend daycare for the entire day you would be charged the normal daily rate appropriate for your child's age.

## **TEACHER'S DISCLOSURE:**

Teacher's – You need to pay for a minimum of 2 days EVERY week during the summer.

- **Attendance during the summer is required, a minimum of two (2) days per week. This helps with keeping the child acclimated to the daycare home, all his/her friends, which will make the transition back to full time smoother.**
  - **Vacation time for teachers, (i.e. Winter Break, Spring Break) are paid to the provider at 50% of your normal weekly rate. If a holiday falls during breaks, you are expected to pay the provider's full daily rate. You only get 2 weeks through the course of the year (September 2019 – August 2020).**
  - **Vacation time of the childcare provider is paid at 50% of your normal weekly rate.**
  - **All holidays are paid at the regular daily rate.**
  - **If you choose to not have your child come the two (2) days per week – you can prepay \$500 to secure your spot for the Fall.**
  - **I am following District 79 Fremont school schedule.**
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## EMERGENCY EVACUATION AND LOCKDOWN POLICY AND PROCEDURES

Emergencies can happen when we least expect it. Having a plan is one way I can help make a stressful situation easier on the children, the staff, and the families in my care. I will call 911 for life threatening emergencies. First let me define an emergency as the following, severe storm with damage, emergency evacuation and lockdown.

**I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water, heat, or in extreme circumstances loss of air conditioning and medical epidemics. Childcare fees are still paid.**

- **SEVERE STORMS:**

The children and I have emergency drills on a monthly basis. When we need to take shelter from a severe storm, we all go into my storage room in the basement and the children. If we would have a storm that causes excessive damage to my home or our neighborhood, parents will be notified via a message on the Hi Mama app. If I am informed that roadways are closed, I will send out a message on the Hi Mama app. If we have severe damage to my property here, we will go into our Emergency Evacuation Procedures.

- **EVACUATION PROCEDURE:**

In the event where we need to evacuate the premises due to storm damage, gas leak, chemical spill, etc. I would safely remove myself, my staff, and all the children from the property as directed by an emergency official. Depending on how far we are required to go depends on the location I would bring your child/ren. After we are in a safe space, I will send out a message on the Hi Mama app and tell you the location of where we will be, and you will need to come and pick up your child/ren as soon as possible. We will bring the iPad that has all of the necessary emergency information.

- **LOCK DOWN PROCEDURES:**

In the event we are told to stay in place and lockdown in the house due to something happening outside the residence. All doors and windows will be locked to keep the children safe. I will continue to monitor what is happening and advise when the lockdown has been lifted.

- **GARAGE DOOR:**

The garage door will open by 6:15 AM in the morning for my 6:30 AM start of the day.

The door will be closed from 9:00 AM – 3:00 PM daily to keep the children safe. If you arrive during this time you can walk around the house and use our basement entrance weather permitting. If the weather is bad or rainy hard – we will open the garage for you and then shut it after your departure.

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## CHILDCARE CONTRACT AND FEE AGREEMENT

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

Write in your drop off and pick up time for each day of service that you use:

Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:
Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:

### FEE AGREEMENT

Payment is due Monday morning prior to drop-off. Payment can either be made by chase quick pay, Venmo, checks, or cash. Receipts will be issued upon request. You will be charged for all absences. Please, add \$5.00 late fee for each day that you are late with payment for the week. Late pick-ups after 5:00 PM will be charged \$1.00 per minute, per child. Late fees are to be paid immediately at the time of the late pick up and in cash.

**I require a deposit for all new families.** This deposit is non-refundable and will be the amount of two week's tuition. This amount will be used as the last two week's tuition.

Payments will be made: Weekly

Total for each payment \$\_\_\_\_\_ DUE WEEKLY ON MONDAY PRIOR TO DROP-OFF.

FIRST DAY OF CARE TO BEGIN: \_\_\_\_\_

PARENT OR GUARDIAN (1):

DRIVER'S LICENSE NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

PARENT OR GUARDIAN (2):

DRIVER'S LICENSE NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

By signing this agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at Sandy's In-Home Daycare & Pre-school are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures. Parents will be notified of any changes in writing.

\*I have received, read, and understand the Childcare Contract and Fee Agreement and Parent Handbook and agree to follow the rules, policies and procedures listed herein.

Signature #1 \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature #2 \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Director's Name \_\_\_\_\_ Date \_\_\_\_\_