

# Rachel's Family Daycare

## Early Childhood Education Program Family Handbook

2021-2022 School Year

**We Accept Children ages 2-5 years of age.**

Fees

Full-Time Rate \$840 per month

Part-time Rate \$140 per week

Part-time is to be paid two weeks at a time in advanced.

I consider part-time any where between 1 to 3 days a week.  
Full days. I do not do ½ days or decreased rates for less

than 3 days. You are essentially paying for a slot for your child to attend as I am limited to the amount of children I can care for.

If you decided that you want to change the rate for attendance for tuition I need to have a two week notice in order to plan accordingly.

**If you decided to Unenroll and cancel care It is necessary to receive a two week notice.**

21

About Us

### *Philosophy*

Rachel's Family Daycare is committed to providing a safe, nurturing, and stimulating environment for young children. We provide enriching opportunities everyday so students reach their full potential socially, emotionally, physical, and cognitively within the learning environment.

The play-based curriculum focuses on literacy, math, science, social and emotional skills, as well as physical development. Children's spaces are designed to inspire young learners, capture each child's interest, ideas, and independence to encourage a growing awareness of self.

We prepare students for on-going school by continually monitoring their readiness for new learning challenges. We believe that the strength of the program is in the dedication of the teaching staff. Teachers create a kind, caring atmosphere to foster imagination and creativity. We strive to create mutual respect and encourage daily communication between parents, and teachers. We believe parents are the most significant adults in a child's life; therefore, our doors are open to parents at all times.

I believe that nature provides for an abundance of opportunities for learning. Our program allows for children to explore nature with all their senses. Science doesn't have

to be boring, there is so much to learn and explore. We are not afraid to get dirty, or explore bug and slugs. Gardening allows for opportunities for learning. Gardening allows for opportunities for children to discover how life begins and ends, where our food comes from, and the work that goes into producing it.

Imagination is an integral part of the human mind that covers both the creative and learning spheres. Increasing one's imagination creates possibilities. It is considered to be the creative faculty of the mind that helps a person in process oriented activities, such as thinking, memorizing, remembering, or opinion forming. A rich imagination can enable a person to pursue and accomplish many great things. We encourage this by having an open mind to unexplored paths, reading, encouraging children to tell stories, encouraging curiosity, not being afraid of trying new things, looking at things from a different perspective, building on children's interest and talents.

### ***Certification***

Rachel A Smith Obtains a DCYF family childcare license through the state of WA

ECE Initial certificate

ECE Administration

ECE State

ECE General as well as Associates in Applied Sciences ECE

EA Quality Rating of 3

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Hours of Operation***

Child care services are provided from 7 AM to 5:30 PM Monday through Friday.

### ***Holidays***

We are closed for certain holidays: New Year's Day, MLKJ Day, Memorial Day, Independence Day, Labor Day Presidents Day, Thanksgiving Day, Day after Thanksgiving, Christmas, Christmas Eve

There will be early closings on **Friday of the Fourth Week of October & April Pick-up at 1pm / Parent Teacher conferences will be held those afternoons.**

### ***Personal Time Off***

No fees will be charged due to closure with the following exceptions, a **maximum of 10 working days a year** of personal vacation or leave time. I will notify you in advance of any vacation that I may need. Because of the possibility that I may become ill and be unable to care for your child, you are required to have an alternate caregiver to use in these situations. Note: by signing this agreement, you agree not to request reimbursement from me, the provider for any cost relative to you arranging for or acquiring the services of an alternate daycare provider in the event that I am not available.

### ***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 **\$50** is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 2 to 5 years of age.

Our process for introducing children to our program is to have parents bring in their child during the interview process during hours when children are in attendance so they can meet and greet. Children who have more experience with routines may be buddied up with the new child to help guide them through routines.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

### ***Probationary Period***

A two week probationary period is given to allow the provider to change their mind about whether the child care arrangement is going to work and if we are a good fit for your family.

### ***Inclusion***

**Early Childhood Education Program** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, it will need to be discussed what accommodations that will need to be put in place and whether I would be able to accommodate that child while supervising all the other children enrolled.

### *Non-Discrimination*

At **Early Childhood Education Program** 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 any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### *Family Activities*

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit or spend a short time playing with your child in the childcare environment, participate in events, and provide feedback on the program. We will post when we have ideas and ways in which families can participate in helping us establish and reach our program goals.

### *Confidentiality*

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

### *Child to Staff Ratios*

Children are supervised at all times. **As noted in the sign on the door we do have surveillance cameras in the childcare areas.** We maintain the following standards for child to staff ratios:

<b>Age</b>	<b>Max # by age group</b>	<b>Maximum Group Size</b>
Under 3 yrs	4 (not more than 2 under 2 years of age)	8
3 year-olds-12 years	10	10

### *Communication & Family Partnership*

**Daily Communications. Check-in's with parents at pick-up or drop off. Sensitive**

**information will be written and placed in child's backpack at the end of the day. Please remember It's important to check child's personal locker each day.**

**Postings** . Located next to sign in/out area, Postings provide program news, upcoming events, program changes, holiday closing dates, announcements, etc.

**Newsletters. I will do my best to post monthly newsletter near sign in/out area** newsletters provide program news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk .

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

**Parent Resource Area.** Our parent resource room provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

**Conferences.** Family & teacher conferences occur **2x times** a year. The **3<sup>rd</sup> Communication** will be in the form of a Report Card and we will have a brief review of what goals are etc. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

### ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### ***Publicity***

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## **Curricula & Learning**

### ***Learning Environment***

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

areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### *Curricula & Assessment*

**Early Childhood Education Program** uses the The Creative Curriculum for Family Child Care. . As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### *Developmental Screening*

**Early Childhood Education Program** uses the CDC Developmental Screening. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

### *Outings and Field Trips*

Weather permitting; we conduct walking trips around the neighborhood generally one time a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

### *Transitions*

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### *Transition from home to school*

Prior to your child's first day, you will have an opportunity to tour the school, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

#### *Transition to elementary school*

Discussion about expectations will be discussed with children about the transition; and resources will be made available for families about current events that the school district will be holding as they enter into Kindergarten.

### *Electronic Media*

Our normal daily routine does not include electronic media (television/TV, video, DVD)

viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 15 minutes per week per child.

Washington State rules prohibit any screen time for children under two. This includes TV, videos and computers.

### ***Multiculturalism***

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

### ***Celebrations***

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

We observe state and federal holidays.

### ***Rest Time***

After lunch, all children participate in a quiet rest time. Children are not required to sleep however, they are expected to rest quietly while others who are tired may sleep.

#### **(We currently are NOT taking infants for the foreseeable future)**

(1) An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including:

- (a) Actively supervising infants by visibly checking every fifteen minutes and being within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up;
- (b) Placing an infant to sleep on his or her back or following the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, the provider must return the infant to his or her back until the infant is able to independently roll from back to front and front to back;
- (c) Not using a sleep positioning device unless directed to do so by an infant's health care provider. The directive must be in writing and kept in the infant's file;
- (d) Sufficiently lighting the room in which the infant is sleeping to observe skin color;
- (e) Monitoring breathing patterns of an infant;
- (f) Allowing infants to follow their own sleep patterns;
- (g) Not allowing blankets, stuffed toys, pillows, crib bumpers, and similar items inside a



crib, bassinet,

or other equipment if occupied by a resting or sleeping infant;

(h) Not allowing a blanket or any other item to cover or drape over an occupied crib, bassinet, or other

equipment where infants commonly sleep;

(i) Not allowing bedding or clothing to cover any portion of an infant's head or face while sleeping, and

readjusting these items when necessary; and

(j) Preventing infants from getting too warm while sleeping, which may be exhibited by indicators that

include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

### **Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the 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. We are committed to working with you to make sure that toilet learning 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**

**Early Childhood Education Program** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

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. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

### ***Challenging Behavior***

Children are guided to treat each other and adults with self control and kindness.

Each student at **Early Childhood Education Program** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our 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***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

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

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our 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 our resources and finances for the child's accommodations for success and participation.

## **Fees**

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every tuition pay period 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.

## *Overtime Rates*

***Families can be charged \$5 a minute for each minute they are late picking up their child(ren) I understand that there may be times when Emergencies happen and with communication I may wave the fee, however tis is not a guarantee. My free time is important as well. If a child is not picked up and I have not communication with family or emergency pick-up contacts, I may be forced to call the police and give over the child to them.***

## *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 **The first day of the the month or the Friday prior if it falls on a non business day** by **5:30pm** PM. Bi-Monthly Payments fall on the 1<sup>st</sup> and the 15<sup>th</sup> of the month same rules follow if it falls on a non business day.

Registration Fee of \$50

## ***Methods of Payment***

Families can pay by cash, check, money order. If you decide to have your payment sent by auto bill pay you are responsible for having it arrive in due time.

## ***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 one week 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 **\$50** will be added to your next tuition payment for each day that it is late.

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 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> 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 \$20. 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 5:30 PM and will be due upon arrival. **Repeated late pick up may result in child care services being terminated.**

### ***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; No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.



### ***Attendance & Withdrawal***

#### ***Absence***

*It is important for your child’s development to have a consistent schedule and regular attendance. Arriving on time at the beginning of the day gives them the opportunity to participate in all the learning activities planned for the day.*

If your child is going to be absent or arrive after 8:30 AM, please text us at 360-451-6431. We will be concerned about your child if we do not hear from you.

While we recognize the value of family vacations, the center does not provide credit for vacation days.

#### ***Withdrawal***

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

## ***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 us from opening on time or at all, notification to the families will be Texted to families.

If it becomes necessary to close early, we 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***

We open at 7 am AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in. We expect you as the parent or whomever is dropping off your child to encourage the child to put their items away in their cubby, then assist them to wash their hands in the bathroom. All children should wash their hands when arriving to school in-order to help keep the environment healthy.

We close at 5:30 pm PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

### ***Cell Phone Usage***

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### ***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 us 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 our policy. Please remember that pick-up person will need your pin to sign the child in or out.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 30 mins we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we 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 the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## Personal Belongings

### *What to Bring*

- ❓ **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. Rubber boots, and toothbrush with holder
- ❓ **Preschoolers:** at least one change of clothes, socks and shoes. Rubber boots, and tooth brush with holder

Please label all items brought from home with your child's name (i.e., clothes, diapers, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### *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. We will also be placing communications notes taped inside cubbies in order to not address issues in-front of other children or families.

### *Toys from Home*

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## Nutrition

### *Foods Brought from Home*

We request that you do not bring food from home into our center.

Food brought from home is permitted under the following conditions: Please ask Provider for regulations

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### *Food Allergies*

If your child has a food allergy, you must notify us in writing so that we 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.

### *Meal Time*

At meal time the dining table is set with disposable plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are generally posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

### *Children 24 Months and Older*

- No child shall go more than 4 hours without a meal or snack being provided.
- 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.

## *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](http://www.aap.org). Every September, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### *Illness*

We 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 the center. The center has 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. We 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 we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher 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 more than 2 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.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

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:
  - o The child's physician signs a note stating that the child's condition is not contagious, and;
  - o 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 our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### **Medications**

(A) Our center does not administer prescription or over the counter medication to children.

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We 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
- Hemophilus 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
- Tuberculosis

## Safety

### *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. Our playground is used as an extension of the center, and daily programs 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 center 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 the air quality rating is unhealthy or below. Lightning storms, tornado, hurricane, Earthquake, or flooding if there is any likely danger.

### *Communal Water-Play*

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions hand washing is taken to ensure that communal water-play does not spread communicable infectious disease.

### *Injuries*

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we 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, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Respectful Behavior***

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

### ***Smoking***

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

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances 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, staff 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 our 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. No guns are kept on the premises.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are 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. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we 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. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### **Pets**

**We have 3 cat currently who are in our home. All there needs are meet in the upper floor which is not licensed space. They attended the vet and receive their required vaccinations . They are treated for fleas to prevent fleas infestation. Action would be taken to fumigate during off hours if somehow fleas where a problem. The cats mainly keep to the upstairs. Sometimes will wander down if it is quiet. They have all be calm and gentle they will run away if they are frightened or hear loud noises. All pets will be kept out of eating areas during meal times.**

### **Emergencies**

#### ***Fire Safety***

Our center is fully equipped with smoke detectors and carbon monoxide detectors.

Our fire evacuation plan is reviewed with the children and staff 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.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Early Childhood Education Program Family Handbook**, and I have reviewed the family handbook with a member of the **Early Childhood Education Program** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Early Childhood Education Program Family Handbook** that I do not understand.

Recipient Signature		Date
Center Staff Signature		Date

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