



## Linda's Policy Handbook

Welcome to my daycare. Since this will be your child's home away from home I would like to reassure you I provide a safe, caring and 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 goes for both children and parents.

The children will be taught by example at Lindas, to have respect for themselves and each other.

They will also be taught to keep a tidy space and show respect to my home and possessions.

Any negative behavior will not be allowed. This includes but is not limited to throwing toys, hitting, punching, kicking, biting, standing on furniture, bad language, etc.

### **Discipline:**

Praise is offered for good behavior. Should negative behavior occur there is one of three ways it will be dealt with.

Redirection: Toddlers will simply be told no and redirected to a different activity or era.

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

We do not do time out. We have a calm corner in the center where children can choose to go to decompress and evaluate their behavior.

Should behavior continue for a week or more, I will speak to the parent. A workable solution can almost always be found.

**Drop off/Pick up**

Please arrive on time. If you will be late please let me know as soon as possible so I may adjust our schedule as needed.

At drop off time, make sure you say goodbye to your little ones and let them know you will be returning to pick them up later. Although this may produce tears, rest assured... by the time you are out of the driveway the tears have begun to stop. 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 little ones. The excitement of pick up can make the children act up, please be mindful of your children at the time you arrive.

When you drop off/pick up, please only stay for 10 minutes as the children have lessons and may be distracted by another student coming or going and lingering can make separation harder for your child.

**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.

My daycare is open from 7am-5pm. If you will be early or late, you will be charged \$5.00 for every 15 minutes you are early/late. Please notify the school as soon as possible that you will be arriving early/late. These fees are expected to be paid immediately.

Tuition is expected to be paid whether or not your child is in attendance everyday of that period.

I require a two week written notice if you are terminating childcare. 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 child(ren), I will give you at least a two week notice.

**Vacations/Holidays:**

I am closed for the following holidays and you will be required to pay for them provided the holiday falls on a regular day of care.

New Years Day, July 4th, Thanksgiving and Christmas Day.

I take one-two weeks of vacation per 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, you are expected to pay half your regular rate for the first week of vacation. Your year begins on the date your child care contract is signed. Extra weeks in the same year will require full payment.

**Safety:**

Your child's safety is paramount. All cabinets high and low have safety locks. 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. All steps are blocked off with baby gates. All sharp edges baby proofed with rubber covers. I have two first aid kits, ice packs, a life vac and a portable battery operated radio. Storm and fire drills are practiced monthly and logged.

I have taken classes in Infant/Child CPR and First Aid, Child Car Restraint Safety, SIDS prevention and a class to help reduce the risk of Shaken Baby Syndrome.

**Clothing:**

Do not send your child to daycare in "dress clothes" if you care about them getting messy. Play clothes only. Although I try my best to keep your little ones spotless, they are infants/toddlers.

Make sure your child has a complete change of clothes 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 at the center. Occasionally in the warmer months a child will come without a coat, should the day turn chillier they can play outside comfortably.

Do not bring your child in sandals or flip flops. Only shoes that cover the entire foot should be worn. During the summer months, we do water play. 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 appropriate clothing. This includes a jacket, snow pants, boots, mittens, and a hat. If your child does not have the appropriate clothing they will not be able to play outside. If you would like to leave a spare hat and mittens this is fine as well.

**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 by Pennsylvania law, Section 6303 of the Act defines Child Abuse; some examples are: Intentionally, knowingly, or recklessly. This is simply listed to make you aware.

**Quiet Time:**

Everyday between 12:30-2:30 pm we have quiet time. All younger children will lay down to rest. Older children if they can not sleep will be given quiet activities like coloring, puzzles, movies, etc. I ask that you keep your visits and phone calls to a minimum during this time.

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 center. No toys, candy or money.

**Meal and snack times:**

Breakfast is served at 8am every morning. The school will provide only breakfast. Please pack a snack and lunch for your child. We like having meals come from home as they are the child's regular diet and we would like our center to be an extension of your home.

Snack is served at 10 am and 3pm

Lunch is served at 11:45 am

No supper will be served to children unless we have a prearranged agreement.

\*All food and bottles brought from home must be clearly labeled with the child's name. Please list any food allergies.

**Sick Policy:**

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

Temperature of 100.3 degrees Fahrenheit or over.

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 listen in your emergency information form that can. You will also be called at my discretion should your child 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 center must have the appropriate immunizations for their age or written notarized documentation on the immunization form opposing immunizations.

**Medications:**

Prior to administering prescription medication, I must have a 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. 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'm ill or on vacation and cannot provide care, you will need to have your own backup arrangements available. I will notify you as soon as possible when I'm unable to provide care for your child.

Should your child require emergency medical attention, I need a 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 medical expenses incurred.

**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 aged children, I am required to be available for assistance and care.

**Authorized Persons:**

Occasionally, your child may need to be picked up from care by someone other than a parent or 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 anytime.

**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.

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The undersigned have read and agree to abide with the Daycare Center Policies.

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(Parent Signature)

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(Date)

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(Parent Signature)

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(Date)