

Mary Poppin's Pre K Program

"Your child's second home"

Provider Experience

- @ Licensed with State of North Dakota
- @ Involved currently in church see resume for previous exp
- @ Certified Infant/Child CPR and first aid
- © Excellent references

Mission/Philosophy

Family child care in a "home like" setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home. providing children with "siblings" of all ages. to play, socialize, and learn from. My goal in providing quality child care for your child is to provide...

@ A safe environment

© A nurturing environment

@ A learning environment... learning is not necessarily the ABC's and 123's, but is also the learning of values. The learning of honesty, self reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.

@ A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and is expected of him/her. Children are taught which, behaviors are inappropriate and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel "bad" or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.

@ And to foster unconditional love ... this kind of love is very important to me because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

Communication is key to a successful child care arrangement. The parent and provider need to have a good Working relationships so we can communicate and work together, Parent and provider need to exchange 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, visitors, etc. All this information can be important in understanding the child's feelings, behavior and well being.

Typical Daily Routines

- © Arrival and Greeting'
- © Breakfast and clean up
- © Bathroom and hand washing
- @ Circle time (including calendar. songs. finger plays, story time etc.)
- © Arts and crafts or other learning activity
- © Bathroom and hand washing
- © Outdoor playing (weather permitting }
- © Hand washing
- © Lunch and clean up
- @ Naptime
- © Bathroom and/or diaper change and hand washing
- @ Snack and clean up
- © Freeplay
- @ Calm down time and mini light dinner
- @ Parents arrive to pick up children

Note Bathroom times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.

Definitions;

Full Time: Childcare contracted on a set scheduled time slot 5 hours or more per day or 4 - 5 days per week.

Drop In: Any requested childcare outside of the contracted days or hours. There is a \$5.00 minimum and it must be pre-approved through the provider.

After School: Includes afternoon snack. Care will not begin before 7:00 AM or end later than 5:30 PM. any day that school is not in session, a full day rate will be charged.

Late/Early: If the child is brought more than 15 minutes early or picked up more than 15 minutes late from the contracted or arranged time, the Late/Early Fee will be assessed described.

No Show: If your child will not be attending Shalaine's Daycare, a one-hour notice of absence is required. If notice is not received, the fee will be assessed in addition to the regular fee for the day.

Policies and Procedures

Daycare House Rules

No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.

No intentionally breaking anything.

No running, jumping, wrestling, climbing, etc. in the house or on the furniture.

No picking up babies or toddlers.

No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are here).

No name calling, yelling, foul language or teasing-everyone *deserves* to be treated with respect.

All food and drink will remain in the dining room kitchen area.

Discipline

I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices. of their own and 1\they just may need a couple of minutes to calm down and think about their choices. *No physical discipline is ever used in my care.*

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed immediate termination win ensue if the behavior persists.

Guidance:

Some people call it discipline, I prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at Shalaine's Daycare even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time outs depending on the severity of the offense (almost always 1 minute per year of age, never to be more than 15 minutes). If a child becomes a persistent behavior problem, I will address it with you and we will try to resolve it together. AT NO TIME WILL A child BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

Nutrition:

Children are fed nutritionally on a daily basis breakfast, lunch and a snack as required through enrollment with the family and work place connection food program - See enclosed information and enrollment form for your child. Cakes, cookies., and other "not so nutritious food" may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian, and other foods and beverages are provided by me.

Meals:

I participate in the Food Program. I provide nutritionally balance meals and snacks for your child and receive a small reimbursement. Please do not send any food or drink with your child without prior approval through the provider. Please see Activities :for a list of meal times, if your child arrives after a meal or snack has been served he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences with each other. Manners are taught. and practiced during this time as well. Please list on the medical report any food allergies child may have. If your child needs a special diet, the parent must furnish these foods.

Potty Training:

Potty training shouldn't be rushed, it is important that your child is psychologically and physically ready for training. Huggie's, Pull Ups (or alher brand) must be provided by the parent/guardian during this transition period. No regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step. I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. I need at least 5 complete changes of clothing during. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Transportation:

We may plan a field trip or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Also, because this business is run out of my home, it may be necessary to run occasional errands with the children. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from Shalaine's Daycare and reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Release of Children:

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your "Child Information Card" to pick up your child. Also please tell me when someone else that you have authorized on you "Child Information Card" will be picking up your child, Even if it is an emergency? I must have your permission to release your child to someone other, than you. I will need the person's name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before we will release your child from my care.

I have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the Non Custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non custodial parent tries to pick up the child, I will immediately contact the custodial parent. If the noncustodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non custodial parent. .

It is very important to me that your child arrives home safely. Therefore, If the person who arrives to pick up your child appears intoxicated or otherwise incapable bringing your child home safely, I will call the parent or emergency contact person listed, OR the "Child Information Card" to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

All children should be transported to and from child care in a car seat or child restraint if under 6 years old or 60 pound. For further clarification refer to the Delaware Law regarding children and seat belts and abide by that law for your children's safety. I will not release your child if the person picking up your child does not have a car seat and your child fails in the car seat requirement.

Child Abuse/Neglect:

I am required by law to report any suspected signs of child abuse and/or neglect This includes any form of Physical punishment by the parents in my home. Any request to use physical punishments by the parents will be note in the child's file along with a written refusal from Shalaine's Daycare, signed by the parent and provider.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. I will offer times for outside play, crafts, stories, instruction. and naps appropriate to the child's ages, interests and abilities. I will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up, putting dishes in the dishwasher, helping to sort laundry will likely be a part of the day. For infants and toddlers who are too young to communicate with you about their day, a daily report sheet will be sent home. I provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

Dress Code:

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident. I do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some. If there is a special occasion that calls for special clothing. (a visit or party right after child care or a trip to the photographer) please send the special clothing with your child and I will help them clean up and get dressed prior to your picking them up at the end of the day. Water Play: I have sprinkler for summer water play. I require a permission slip signed before the child is allowed to play in the water if I use a small wading pool. A swimsuit and towel may be requested for these days.

Rest Period:

All children under the age of 5 are required by (N.D) Daycare law to have a rest period. No child is forced to sleep, however they must remain quiet. Older children and those who wake early, will participate *in* a quiet activity until rest time is over. Please try not to schedule pick up or visits at this time to lessen disturbance to the resting children. All children will rest on their cot with individual linens.

Illnesses Required Exclusion from Daycare

Fever, defined by the child's age as follows until medical evaluation indicates inclusion: Fever, defined by the child's age as follows until medical evaluation indicates inclusion: Infants 4 months old and younger - rectal temperature greater than 101° F or auxiliary (armpit) temperature Greater than 100" F even if there is no change in their behavior. Infants and children older than 4 months (accompanied by behavior changes or other signs or symptoms of illness) - rectal temperature of 10; 24F greater. Oral temperature of 101 F or greater, or auxiliary (armpit) Temperature of 100" F or greater. Signs possible severe illness, including unusual lethargy, irritability, persistent crying, and difficult breathing. Uncontrolled diarrhea, defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased and/or that is not contained by the diaper or toilet use. Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration. Mouth sores with drooling unless the child's physician or local health department authority states the child is non-infectious. Rash with fever or behavior change until a physician has determined the illness not to be a communicable disease. Purulent conjunctivitis, defined as pink or red with white or yellow eye discharge, often with matted eyelids after sleep. and including a child with eye pain or redness of the eyelids or skin surrounding the eye.

Infestation (e.g., scabies, head lice). Until 24 hours after treatment was begun.

Tuberculosis, until the child's physician or local health authority states the child is non-infectious.

Impetigo, until 24 hours after treatment was begun.

Streptococcal pharyngitis, until 24 hours after treatment has been initiated, and until the child has been febrile for 24 hours..

Ringworm infection (until 24 hours after treatment was begun. .

Shingles, only if the sores cannot be covered by clothing or a dressing. Until the sores have crusted.

Pertussis, which is laboratory confirmed, or suspected based on symptoms of the illness or suspected because of cough onset with 14 days after having face to face contact with a laboratory confirmed case or pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (currently, erythromycin) has been completed.

Mumps. until 9 days after onset of parotid gland swelling.

Hepatitis A virus infection. until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.

Measles until 6 days after the rash

Rubella until 6 days after the rash appears.

Children who have exhibited ANY symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and shouldn't remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally or 100F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice.

I reserve the right to determine whether a child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

If a child will be absent for an extended period of more than one week (5 days) due to illness, parents may request a tuition waiver. This waiver can be granted for up to two weeks (10 days) per year. This request must be made in writing, and include the days the child will be absent and the scheduled day for the child to return to care. A doctor's slip is required upon return to care.

Parent/guardian must also complete a medical emergency card. entitled "Child Information Card" and update as necessary.

In accordance with the North Dakota State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or

to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exception because illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care. I am sympathetic to the difficulties of taking time off so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following:

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need that I can provide without compromising the health and safety of the other children in my care.

Medication

Children's Medication

1. A "Medication log" must accompany all over the counter medicine. Over-the-counter medicine is usually given for short term health conditions; the average length of time is 5 days.

2. Prescription medicine must:

- a. Be dated within the past 30 days
- b. Have child's name printed clearly on the label
- c. Have dosage amount and times

3. Prescription medicine must also be accompanied by a "medication log" which must include:

- a. date
- b. Child's name
- c. Doctor's name and phone number
- d. Pharmacist name and phone number
- e. Name of medication
- f. Dosage amounts and times to be administered
- g. Route of medication, ie. oral, eye, etc.
- h. Why medication is needed
- i. Date medication is to end
- j. Special directions, i.e.
- K. Parent's signature

Child's Health

The State of North Dakota requires that an age appropriate health appraisal be on file for each child enrolled within 30 days following admission, however your child cannot be initially admitted to day care without written documentation from your child's physician or nurse practitioner:

Age: 2 months-DTP, TOPV, HbCV(I) 4 months - DTP, TOPV, HbCV(I)
6months-DTP, TOPV, HbCV(I) 12months-MMR 15months-DTP, HbCV(I)
4to.6 ~ -DTP, TOPV, MMR

Immunization

Proof of all immunization must be on file with me. The medical report will be valid for two years, except that subsequent examinations for school age children will be in accordance with the School Code. Please be sure to give updated proof of immunizations as they occur, as your child cannot attend if he/she does not have the appropriate immunizations up to date and on file.

EXCEPTION: As your childcare provider, I will administer Syrup of Ipecac instructed to do so by poison control or emergency medical services.

Medical Emergencies:

Although supervision is constantly given, I cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, I will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless I have been found to be negligent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start trying the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the hospital or clinic. You or your family insurance is responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Substitution

If illness or other emergencies should arise during child care hours every attempt will be made to have a substitute provider care for your child so that I can remain open for child care. If substitute care is not available you will receive a phone call so you pick up your child. Whenever possible medical and personal appointments will be made after child care hours however, if I must use child care hours to secure appointments every attempt will be made to have substitute provider care.. If a substitute is not available I will have to close my child care home.

Hours and vacations

Hours of Operation

Shalaine's Daycare is open from 8:00 AM until 5:30 P.M Monday through Friday. Hours of care will be contracted from child to child. No childcare will be provided on Sundays or on the following holidays unless previous agreed upon with the provider and parents:

New Year's Eve (close at 5:30 PM) and New Year's Day

Independence Day

Thanksgiving

Christmas Eve (close at noon) and Christmas Day

The above are paid holidays for Shalaine's daycare if they fall on a contracted day for your child. In addition, Shalaine's Daycare may close for 10 days of personal vacation per year. Notification of at least one month will be given prior to any closed days with the exception of emergencies or illness. Please have a backup childcare provider for these occasions Shalaine is not responsible for finding alternate care for your child. In the event that I will be away for a period of time less than three hours (Doctor appointments, errands, etc.) a substitute care will be provided by my husband or another qualified care provider in my home.

If you are taking vacation time and your child will not be attending for 1 week or more, you will not be charged to hold your child's position for the month and will be prorated as contracted. After 10 days of vacation time per calendar year, you will be charged the normal rate and a 2-week notice of vacation time and payment for that time in advance. **The child cannot take vacation for the first 90 days of service.**

When the holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails; i.e.

Christmas is on Sunday and the acknowledged Federal Holiday is Monday December 26th.

Please respect that when my child care home is closed for vacation. I am taking this time to rest and to be with my family or just to catch up on home duties. I take my job very seriously and consider this to be a

legitimate long term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

I do have the right to close for any reason in which I cannot operate in a safe manner due to electricity, water, heat or in extreme circumstances loss of air conditioning. (Old medical epidemics. Child care fees are paid for these occurrences. Child care is available Monday through Friday with the exception of closings as referred to in this handbook. Actual days and hours are determined by the parent/guardian's individual needs. Please understand the time of drop off is important because I plan around the collective time frame of each child as well as each other phase of our morning routine, please call me if you know that you will be more than 15 minutes late. Our contracted pick up time is equally important there are several things to do before the children leave snack time, calm down time, clean up (personal as well as day care room), shoes on etc. Or course another reason is to know my "quit" time so I can complete other evening commitments.

Termination:

Parent/Guardian will give two weeks written notice and two weeks for payment to terminate your child's enrollment in child care regardless as to whether your child is present- (with the exception "Of the trial period). If two weeks notice is not given. you are still financially obligated for the two weeks of child care fees and late payments; two weeks full payment still applies when notice is given in conjunction With provider's vacation.

Late Drop Off and Pick Up:

Please call me if you will be late dropping your child off late or picking up late.

I'm sure you agree, personal time is precious accordingly it becomes extremely difficult and stress full to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel - if you have a cellular phone. please call and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. A \$5.00 late fee for each additional 10 minutes past our agreed pick up time will be payable upon arrival.

Fee Payment Guidelines

Payment is required in advance on a weekly basis - the Friday before the week or the last scheduled day of attendance for the week. Payment obligation is based on the hours agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or I am closed on the Friday before the week begins or the last scheduled day of attendance for the week you are responsible to make payment as agreed. In The case of your vacation or absence please postdate your check for the upcoming date due and make payment before you leave.

Late payments - A \$25 late Payment {per child} applies on any payment not received on the Friday morning before the week begins. If payment is not received on the Monday of the week an additional \$10.00 fee per day will be charged. Your child will not be permitted to return to child care without both the payment and the late fee are due in full.

A personal check or cash will be accepted, however if a check is returned for any reason and I incur any bank charges from the return of your check those charges will be added to the following weeks daycare fee as well as in the future money order or cash will be requested. After 2 check returns, all further payments must be made in cash. Non-payment or consistent late payments IS cause for termination immediately with 2 weeks notice.

Payment must be prepaid unless agreed with the Business Manager Trent Goy and the parents. Payment is required the first day of the week unless an agreement with the management.

Yearly Fee January 1st. Prorated after 3 months.

Registration \$45

Supply fees \$65

All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms. Payments are made weekly unless agreed by the manager, me, and the Parent.

A Deposit Fee equal to 2 week's childcare service will be payable upon enrollment for Daycare, if you choose not to pay for services in advance. If necessary, you may pay the deposit fee in 4 installments over the first 4 weeks of childcare. This fee is nonrefundable and will be applied to your final 2 weeks of care if a 2-week notice is given. A position at Shalaine's Daycare will be considered open until the deposit and first weeks fees are received.

A Few Final Thoughts:

As a parent in my child care home please :

© Take an interest in your child's activities and development at day care, and share your child's habits, and concerns with me;

@ Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed; .

@ Remember that you are responsible for your child "While on my premises so please remain in complete Control with your child during that time

@ Call me because your concerns and feedback are important to me.

Parent/Guardian Signature: _____ Date: _____

Signature Daycare Provider: _____ Date: _____