**Mary Poppin’s Pre K Program Handbook 2017**

"Your child's second home"

Provider Experience

1 Licensed with State of North Dakota

2 Involved currently in church see resume for previous exp

3 Certified Infant/Child CPR and first aid

4 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. Our goal in providing quality child care for your child is to provide...

1 A safe environment

2 A nurturing environment

3 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.

4 A proper approach to discipline... Since children occasionally need discipline, it is important that we

share a similar philosophy so that your child is not 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. We express my disapproval (without attaching character). We

state our expectations and show your child how to make amends. We 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.

5 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 providers 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

1 Arrival and Greeting'

2 Breakfast and clean up

3 Bathroom and hand washing

4 Circle time (including calendar. songs. finger plays, story time etc.)

5 Arts and crafts or other learning activity

6 Bathroom and hand washing

7 Outdoor playing (weather permitting}

8 Hand washing

9 Lunch and clean up

10 Naptime

11 Bathroom and/or diaper change and hand washing

12 Snack and clean up

13 Freeplay

14 Calm down time and mini light dinner

15 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 at $6 per hour. There is a $20.00 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 Mary Poppin’s Pre K, 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**

We express my disapproval (without attaching character). We 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. *No physical discipline is ever used in my care.*

1 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.

**Hygiene:** Due to bacteria and infectious diseases child are required to be bathed or showered before coming to daycare on a daily basis. With the instances of communical diseases such as head lice, flu viruses children must beclean to decrease the chances of other children do not get any bacteria or viral diseases. If the children are not cleaned properly the parents will be warned and if continued child care will be terminated.Clean fresh laundered clothes are required at the beginning of each day.

**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, We 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 snacks 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.

**Meals:**

we participate in the Food Program. We 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.

**Daily Reports: Dailey reports will be available to parents requesting what the children did during the day as what they ate and the day to day routines.**

**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. We will assist you in toilet training your child with the understanding that it will be successful only if we work together. We 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. We need at least 5 complete changes of clothing during. We 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 Mary Poppin’s 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 We 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? We must have your permission to release your child to someone other, than you. We

wl1l 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 a picture ID before we will release your child from my care.

We 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, we cannot refuse a parent. If I have a court order and

a non custodial parent tries to pick up the child, We will immediately contact the custodial parent. If the noncustodial parent leaves with the child, we will immediately call the police and report the situation. We 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, We 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. We 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.

No child will be left unattended until the release to the parent. **There will be no child dropped off at the front of the house except by the parent in the house in which the parent must sign in and out their children.**

**Child Abuse/Neglect:**

We are 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. **Any complaints for neglect or abuse for parents and employees to communicate through can be done through the Burleigh County at 222-6622.**

Activities:

Age appropriate activities are scheduled with flexability 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. We 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. We 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. Children must have at least 1 clean outfit if not 2 in their cubbies.(5 if not potty trained.)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. We 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 we will help them clean up and get dressed prior to your picking them up

at the end of the day. Water Play: We have sprinkler for summer water play. We require a permission slip signed

before the child is allowed to play in the water if we use a small wading pool. A swimsuit and towel may be

requested for these days. Children are often messy and dirty at the end of the day. This shows that they are actively engaging, learning and being creative. At the beginning of the day (drop off) children need to arrive at the pre-k program in fresh laundered, clean clothing. Underwear needs to be changed daily or children can get a rash.

**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.

**Trampoline use are children 5 and older and only one at a time as stated by the manufacturer with the supervision of Shalaine and approval of the parents.**

**Supervision Practises**

Supervision is basic to the prevention of harm. ***Caring for our Children,*** a comprehensive set of health and safety standards for out-of-home care settings, defines supervision as “keeping toddlers and preschoolers within sight and hearing at all times, even when the children are in sleeping areas”. The rationale is that in order to prevent harm or to rescue in an emergency, an adult must be able to hear and see the children. This may seem to be overly cautious to some, but caregivers must remember that parents have entrusted the well-being of their children to their caregiver. Parents have a contract with caregivers to properly supervise their children, and this responsibility should not be taken lightly.

Caring for children in a child care setting is different from caring for one’s own children in the child’s home. Settings are usually made up of several children, often in the same age group, in an environment full of activity shared by children who have various personalities and different rules of behavior.

**Supervision Recommendations:**

|  |  |
| --- | --- |
| As children grow and develop, each new stage presents different risk factors for child care providers to consider. **Risk Factors** | **Best Practice** |
| **EATING** | |
| Children left alone while eating could choke. | Children should always be in caregivers’ sight while eating and should not be left unattended. |
| Propping a bottle for a baby to drink may cause choking. | . |
| Allowing children to walk, run, lie down, or play while eating may cause choking. | Children should sit when they are eating. toddlers should be in low chairs or booster seats, older children should sit in chairs. |
| **SLEEPING** | |
| Children may be afraid, ill or need attention. | Children need to be within sight and hearing during rest times so the caregiver is available to reassure children. |
| While supervision cannot prevent SIDS, it can prevent deaths due to suffocation and entrapment while they are sleeping in cribs/playpens. Toddlers and preschoolers are independent and adventurous by nature. They will explore their surroundings when left unsupervised. | Visual checks should be done every 15 minutes. Place babies flat on their back in a crib with no soft bedding. Keep babies’ heads uncovered. Each sleeping room should have a hearing monitor, and the receiver should be carried by the caregiver or the caregiver should stay in the same room with the receiver. Sleeping rooms should be safety proofed in the event that children explore the environment or get out of the crib/playpen. |
| Fire is an unexpected risk. Children’s sleeping rooms will be upstairs or living room. | When possible, remain in the sleeping area with the children. If not possible, remain on the same level as the children sleeping. |
| **PLAY** | |
| Infants can roll off of a surface, choke, have breathing difficulty, or be injured by older, mobile children. | Infants should be in sight at all times. They should not be placed on furniture. High chairs, car seats, swings or bouncy chairs should be used only for their intended purpose and for short amounts of time while being directly supervised by the caregiver |

**Aquatic Play**

**No Swimming will be allowed as sprinkler play during the summer wil be supervised at all times by myself or staff**

**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:lnfants 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 ofIllness) - 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 lefhargy, 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 conta1ned by the diaper or toilet use.Vomiting two OF more times in the previous 24 hours unless the vomiting is determined to be due to a no communicableCondition and the child are 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 led with white or yellow eye discharge, often withMatted 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 clJil4's physician or local health authority states the child is non-infectious.

Impetigo, until 24 hours after treatment was began.

Streptococcal pharyngitis, until 24 hours after treatment bas 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 Week after onset or 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 proceeding 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 TeCta1ly, 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 fur 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.bas 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; theaverage 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

t: 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(l}

6months-DTP, TOPV,HbCV(l) 12months-MMR 15months-DTP,HbCV(l)

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, We will administer Syrup of Ipecac instructed to do so by

poison control or emergency medical services.

Medical Emergencies:

Although supervision is constantly given, We 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. (Ie. 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 we

are unable to reach you, we will start trying the people designated as your emergency contacts. If we are

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**

Mary Poppin’s is open from 6:30 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

Easter

Thanksgiving

Christmas Eve (close at noon) and Christmas Day

We are closed for all school holidays

The above are paid holidays for Shalaine’s daycare if they fall on a contracted day for your child

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. We are 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, We 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 we 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 occurances. 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 we 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 are regardless as to whether your mild 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 we cannot depend on the mutually agreed pick up time. We 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 We are 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 or 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 We

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.

**Employee Hiring practices and policies:**

1. It is Illegal to discriminate against job applicants or employees because of race, color, religion, sex, pregnancy, national origin, age, disability or genetic information. Employers may not use these factors in job advertisements, interviews and application decisions.
2. Employers must limit interview questions to those relevant to the position available. Employers are prohibited from asking questions about disability. Questions about race, sex, national origin, age and religion also are irrelevant in determining qualification.

Employees must complete Authorization and Child Abuse Form SFN 508 before employment once hired. Employees then have 6 months to complete training under the child care and referral site to stay employed.

**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. We

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 it's terms. Payments are made weekly unless agreed by the manager rent Goy 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 :

1 Take an interest in your child's activities and development at day care, and share your child’s habits,

and concerns with me;

2 Read all correspondence given to you, and those posted. Promptly sign and return those forms needing

to be signed; .

3 Remember that yon are responsible for your child while on my premises so please remain in complete

Control with your child during that time

4 Call me because your concerns and feed back are important to us.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Daycare Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_