



Luv "N" Fun Family Daycare

BUILDING YOUR CHILD'S FUTURE

INTRODUCTION

Welcome to Love 'N' Fun Family (Toddler and Preschool Program) Day care. I am a licensed childcare provider who has been operating since 1998. I also operated a part time child care before my child started 1st grade.

I have created this handbook to try to eliminate any misunderstandings. It's hard to remember to tell every parent every rule and every procedure when we first meet. I have tried to cover everything I could think of from my childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

OBJECTIVES:

My goal is to build a relationship with the children, to have all the children in my care having a fun day where they are learning and playing while making new friends. I want your child to feel this is their second home. I want them to feel safe and comfortable here. I will provide them with lots of love and attention along with lots of fun daily activities to help them learn and grow. I hope to teach the children to respect themselves and each other. I believe all children should have a safe and happy environment. I do not allow hitting, biting, yelling, and name calling at any time. Children will be encouraged through positive reinforcement to be nice to their friends. I will encourage all children to treat their friends and my home with respect. I try to provide a daily structured program with an emphasis on reading. We also work on "getting ready for school" through my morning preschool program. My program has daily craft, songs, stories, circle time, creative art, and so much more. We also use Bible stories for character building, if you do not wish for your child to participate we can find an alternative. I enjoy being outside. If the weather` is acceptable, we will be outside at least an hour each day. I have at least six children here each day, so you will probably walk in on little messes by the end of the day. I try my best to keep things picked up but, the care of the children comes first then the chores. I try to encourage the kids to help keep their toys picked up when they are done playing. We do a lot of fun activities each day and some of them can be messy (such as painting). Please send your child in play clothes.

COMMUNICATION:

I hope we can have open communication between the two of us. If you have a problem, I hope you come to me first. Please don't wait until you're just too angry to say something and instead decide to remove your child from my care. Let's talk first. I try to be a friendly and caring person and I will try to work with you to come to an understanding if either of us is having a problem. If we have problems, I hope we can communicate to work through them. My door is always open, and I welcome an opportunity to talk openly about anything. Any questions that you have for the concern of your child or my home is always welcome. If you have any questions or concerns about your child's day, or on the report, please call me so we can talk. If you have issues you cannot discuss in front of the children please call me, so we can discuss it over the phone or, we can try to schedule a meeting for after hours.

ENROLLMENT POLICY:

The forms listed below must be filled out before your child can start. Some of these forms will be updated yearly.

- Child's Record Activity Form
- Health History Medical
- Emergency Statement Parents Information Pictures and
- Video Transportation Form Water Play/Pool Permission
- Food Program

If you need any help filling out these forms, please feel free to ask.

TRIAL PERIOD:

Your child's happiness is important to all of us. It is, therefore, agreed that the first fourteen (14 calendar days) of your child's enrolment in my home day care will be considered a trial period. At the end of this trial period, if everything is going fine, I will assume that your child is going to continue his/her care at my home. If things are not working out for either of us, then before the fourteen days are up, we need to discuss what is to be done next. If care continues after the trial period (first 14 days) then your child is automatically enrolled after this date. If you decide to remove your child after this date, I will need to have a 2-week written notice.

FEES

A fifty dollar non-refundable registration fee (per child) applies to all new children enrolling in my home day care. The registration fee helps me cover the cost of printing out the hand books and forms that are required before your child starts and any supplies that may need to be purchased. I also charge fifteen dollars a month (per child) for educational toys and art supply. This money helps to fund our art program. We need to purchase play dough, paper, pom poms, buttons and other art supplies each month. This fee is due the first Monday of each month.

LATE WEEKLY PAYMENT:

Payments are due on Friday or on the last day of the week if your child attends school part time.

A late payment of ten dollars per day will be added to your bill daily up and until full payment is made. Your child will not be able to attend school until the account is paid in full.

DAYCARE HOURS:

Love N' Fun Family Daycare is open 6:00 AM - 6:00 PM Monday through Friday. Please make sure your child is picked at our AGREED time. LATE FEES will be charged for all lateness. (unless special hours have been arranged). For all extended hours, late fees will also be applied when you arrive after your scheduled time.

VISITS

My daycare does encourage visits and or to have lunch with your child. Please schedule a time with me for such visits. (Due to COVID-18 classroom visits are on hold till further notice)

If you decide to schedule a visit, please remember we do go outside daily. If we decide to go off for a walk to the park, we may not be available when you come by. You want to make sure your visit time does not interfere with our daily walks to the playground. We try to do daily outings by going to the playground during permissible weather. If you stop by a few minutes before your scheduled time and we are not here, please text or call me. Please try to refrain from scheduling your visit at naptime. This is the time of day I try to keep the house quiet and visitors will only interrupt the sleeping children. Please be aware most children will act up when company is around.

During your visit, please keep in mind that most young children are used to a certain routine and, when they see mommy or daddy come through the door, they may think it's time to go home. When you leave without them, they are going to be quite upset. (Please keep in mind that your own child may tend to act up because you are present and that is very normal behavior so do not be alarmed)

Please be aware there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, the kids painting, outside, etc.) If the phone goes unanswered please do not become alarmed, simply leave me a message or send me a text and I will respond as soon as I am able. The best time to call is around nap/rest time 12:30pm until 2:30pm.

HOLIDAYS/VACATIONS:

The following is a list of the paid holidays that I will be taking this year:

- New Year's Eve
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
- December 26-December 30

I am open for all other holidays and if your child is scheduled to attend that day and doesn't you will be charged for the day.

RATE CHANGES:

If at any time I decide to change my rates you will receive a two-week advance notice on all rate changes. At that time, I hope you choose to continue your enrollment in my daycare, or you can give me a two-week withdrawal notice.

Your weekly rate changes two weeks after your child's birthday.

CHANGING YOUR CHILD'S SCHEDULE:

If your child is attending part time and you would like to add a day and there is space available that's fine. If your child is attending part time or full time and you want to cut down on the amount of days your child is attending, then I need a two week notice and you will be required to pay for the spot your child has reserved. If your child doesn't attend all the days, you have reserved for him/her for the remaining two weeks you will still need to pay for the contracted days. If your drop off/pick up times are going to be changed. I will need a two week notice as well.

LATE PICK UP:

Overtime starts at your agreed pick up time.. (unless you have pre-arranged hours) Late fees will be assessed at *\$10.00 for any lateness and \$1.00 for every minute until the child is picked up. There are no EXCEPTIONS to this policy. If you feel you cannot be here on time, we can discuss changing your pick up time. I try to be flexible and work with parents the best I can. If pick up becomes a big problem, termination of services may result. The provider is under no obligation to provide an extension of time, if such extension conflicts with the provider's own plans. Late arrival does not justify late departure.

BOUNCED CHECK CHARGE

A charge of thirty five dollars will be charged if a check is returned for insufficient funds. In the event of a second returned check, I will need to be paid in cash or money order) for the next six months. Otherwise your daycare services may be terminated.

FUTURE ENROLLMENT:

If care is to begin at a future date, one full week of advanced payment, will be required to hold a place for your child, for up to two weeks. Until this deposit is received plus \$50.00 registration fee, the spot is not "SAVED" and could be given to another child. If enrollment is going to be longer than two weeks then I require a week's deposit plus the registration fee and every Friday half the weekly fee to hold your child's spot until your child starts, otherwise the slot will be filled. The money will not be refunded if enrollment is cancelled.

SICK/ABSENT:

Parents/Guardians, Please text or call me at 302-601-3629 if your child is going to be dropped off later than their normal morning drop off time. You may also call me at 302 464 1783. If your child is scheduled to arrive at 7:30 am and will not be coming until 8:30 am, please give me a call. If your child is not coming to daycare because they are ill or going to visit their grandparents, etc. please call me. You are still responsible for payment even if the child does not attend the group. We go out daily (except for extreme heat, snow and ice) and we leave any time after 10:30 am. If your child is going to be late please call. If your child isn't here by 10:30 am and we haven't been informed of late arrival and we leave to go for a walk to the park, you will have to wait for our return. This could be up to more than an hour, and if the children are having a really good time that could be even longer. Please if you're going to be late call us, or we may not be here when you arrive. If you choose not to wait for us to return, you will still be responsible to pay for the day. If we know when you're going to arrive we can plan when to go for our walk, we can then decide rather to go for a quick walk or to wait for you to arrive. The kids enjoy their daily hikes to the park, being able to run, and get on the slides, push doll carriages, etc. It's not fair for the kids to miss this because we are waiting for someone to show up who either is not coming or is very late. That's why if I don't get a phone call telling me you are going to be late and it's past your normal time to come then, we will just leave assuming you are not coming and didn't call us.

ARRIVAL AND DEPARTURE:

Your child is going to miss you while you can't be with them. This is a very normal reaction and all children respond differently. Some are hesitant while others cry. It is normal for your child to cry on arrival, especially for the first few weeks. Try not to get upset over their crying. It will stop within a few minutes after you leave. If your child does a significant amount of crying at drop-off time, please make your stay brief. It is harder on the child when you prolong your stay with too many hugs and kisses. A quick hug and kiss and let them know you will return is a great way to let them know you love them and yes you will be back. Usually within 5 minutes after a parent leaves the children are all playing and happy. If you are worried please call me to check on your child to make sure they are happy and content. However, it really isn't necessary since any child that cries for more than 15 minutes continuously will have their parents contacted. That isn't normal (unless he/she has never been in daycare before then they may cry a lot the first few days up to a week that they are here) and we will try to find out what is behind the crying. If I can't console your child after an hour or so you will be called to come and pick up your child. If your child is just starting to attend my daycare and is extremely upset, they may need to come for just an hour or so a day until they get used to daycare.

Children tend to act up a bit at departure times. This is normal since they are excited to see parents and upset about leaving their friends. Please try to make sure your child is not throwing toys, hitting other children, running up the driveway. Front lawn etc. during drop off and pick up times. This is a time of testing to see if they can get away with breaking the rules because mommy/daddy is here. I will give you a few minutes to try and get your child to behave. If they continue to misbehave then I will speak to your child and try to get them to listen and be nice. I don't want you to think I am taking your place but it is not positive behavior to have the children acting unruly and take a chance on themselves or another child getting hurt. Children of all ages adjust to the transition going home differently. Most do not like to be rushed (sometimes just a quick look at what they have been doing all day will make departure a lot easier for the child) Others do not like to wait too long once they are ready to depart. They may get angry if we are trying to talk and they are ready to go.

You should hold your child's hand upon entering and leaving my house. Please do not let your child run wild in

my driveway. In the mornings, let me know that your child has arrived. If I am busy and not in immediate sight. Just texting "hello (Name of Child) we are here" is great!

Please do not let your child run out to the car when you are leaving. There could be a car coming into the driveway and they may not be able to see your child. Do not park in the driveway as it has a bump that may scratch or cause damage to your car!! Please do not leave your car idling at drop off or pick ups. This is a safety issue as toxins from the car could cause long term respiratory problems.

If you ever have any questions or concerns, PLEASE feel free to call and discuss it with me. The best time to reach me would be during nap time (usually about 1 pm would be the best) or else after daycare hours, before 8 pm. We need to have open communication for us both to feel happy and relaxed with the daycare. I prefer that there are no pick ups or drop offs during nap/quiet time (12:45--2:45pm), but if it is necessary, please be as quiet and brief as possible. Children who arrive during quiet time will be expected to remain quiet (they may play/read quietly) until quiet time is over, so that others who are sleeping will not be disrupted from their naps.

EARLY OR LATE ARRIVAL OR DEPARTURE:

If you are going to pick up your child earlier or later than usual, please call or text me at least 30 minutes before arrival. Preferably let me know that morning or the night before if possible. We are out for walks and outings so please make sure we are aware of the early departure or we may not be around. At times the children may be having a fun time and they get upset when they have to suddenly stop. If you come early and we are out you may not be able to reach us. We are usually here at nap time but if I have only a few children that day I may end up doing an afternoon hike and having a late nap time that day. My schedule is flexible and if it's a really nice day we take advantage of it.

PICK UP:

I cannot allow any child to leave with anyone except the person on your child's pickup authorization form. Unless I am contacted personally by you or tell me in the morning that someone else is going to be picking up your child, they will have to reach you on the phone and then give the phone to me and, if you can't be reached they will not be able to remove the child. This means until you pick up your child, you will have to pay the late fee. If you are going to have someone else pick your child up please let me know that morning or give me a call.

If you have any concerns or questions about your child's day, please ask me when picking him up. If I am busy you can always give me a call in the evening. If it is something that shouldn't be discussed in front of the children then please call me, so we can discuss it over the phone or set up a meeting.

CUSTODY:

Unless you give me court papers stating that you have been granted temporary or permanent custody I have no legal authority to tell either parent that he/she can't pick up their child. Unless of course you have court papers showing me otherwise. I will need a photocopy of the court order with the court's signature. Please make sure I have these papers in your child's file. Please make sure you tell me if there is someone that is not to pick up your child!

LEAVE OF ABSENCE:

If you need to take your child out for illness, vacation time, maternity leave, etc. you will need to let me know if it is going to be more than 4 weeks. If your child will not be attending for more than 4 weeks you will be required to pay 1/2 his/her normal weekly rate to hold his/her spot. If I do not receive his/her payment on each Friday and I have not heard from you that the money is coming I could end up in giving his/her spot away to another child.

DRESS CODE:

Please send your child in a dry diaper and dressed ready for play. Do not send your child in their pajamas or soaking wet diapers. I have 6 or more children each day with a very busy morning. Children start arriving at 6

am until about 8 am with breakfast starting at 7:30, then onto our program and outside. As you can see, we have a very busy morning and the time is not available for these chores.

Please send your child in play clothes. We will be working with messy materials (such as painting) and other activities throughout the day. We also spend time outside. Children need to have sneakers to be able to climb and run with the other children. Whenever I see children coming in fancy shoes or sandals it's hard for them if they don't have any sneakers in their box. We go walking on the sidewalks before we get to the playground, it's hard to run with fancy shoes on and climb up the climbing toys at the playground.

Please make sure your child has sneakers in their box. If they want to arrive with sandals or shoes on that's fine but please make sure they have some sneakers to change into. Children should arrive dressed for play. Clothing should be comfortable for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Each child must have a change of clothing in case of an accident. These clothes should be labelled with your child's name. That way if they get misplaced and found later on I know who they belong to

SUPPLIES.

INFANTS:

Diapers, wipes, pacifiers, bottles, formula, baby food (until the child eats table food), bibs, and a complete change of clothes (as they get soiled I will leave them in a plastic bag in your child's box to be taken home and cleaned). Baby's bedding, bibs, clothes and socks

TODDLERS AND PRESCHOOLERS:

Cot Blanket, pillow diapers, pull-ups, wipes and a complete change of clothes (as they get soiled I will leave them in a plastic bag in your child's box to be taken home and cleaned).

Please write your child's name on all belongings. Please be aware that if your child brings in toys or other items from home and they get lost or broken, I will not be in a position to replace or look for them. You are welcome to come in and look around for them. As soon as the item is found if we know who it belongs to it will be placed in their box. Otherwise it will go into the lost and found box.

DONATIONS:

If you have any of the items below and would like to donate them to us for our projects, it would be greatly appreciated.

- Egg cartons, toilet paper rolls, paper towel rolls, etc.
- Magazines for cutting. Any that have lots of pictures of people, children, or animals.
- Paper of any kind, brown, white, coloured, waxed, foil, etc.
- Crayons, markers, play dough, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- Unused Diapers – your child has outgrown
- Old shirts, pants, snow pants, mittens, coats, hats, socks, etc. (sizes newborn to size 6)

DAILY SCHEDULE:

I try to plan a daily system schedule. It lets the children know what to expect from day to day. But where I do have a lot of young children, toddlers and babies it is not always possible to follow a strict schedule but to do what is developmentally appropriate. If the children are having a really good time outside then we may not rush them in, just because it's close to the scheduled time for projects. If the weather is nice outside and the children are having fun outside, we may do our program outside during warm weather instead of being cooped up inside most of the day.

SCHEDULE

7:30 am - 8:00 am breakfast

8:00 am - 9:00 am free play
9:00 am - 9:45 am outdoor play
9:45 am - 10:00 am snack
10:00 am - 10:15 am story time
10:15 am - 11:15 am educational activities
11:15 am - 11:45 pm yoga or outdoor play
11:45 am - 12:15 pm lunch
12:15 pm - 2:15 pm nap
2:15 pm - 2:30 pm snack
2:30 pm - 3:15 pm educational TV program
3:15 pm - 4:00 pm construct
4:00 pm - 4:30 pm art
4:30 - 6:00 pm free play until pick-up

TOYS:

I prefer that children DO NOT bring toys from home as this usually causes fights over the toys. Most children who bring toys from home will not share their toys with the other children and the other children want to play with the (new to them) toy unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sometimes sharing the toys here with others, and it is even harder with their own special toys. If toys are brought, please be aware that they may be put away, if they are the cause of disagreements among the children. Toy weapons (guns, knives, swords, squirt guns, etc.) are not permitted and will be turned away at the door. If your child has a favorite nappy time toy, please bring it and I will get it out of their cubby at nap time. You may also bring a favorite blanket as well. I am not responsible for any loss or breakage of personal items. Any articles of clothing, toys or other items should be labelled with your child's name.

POTTY TRAINING:

Let me know when you have begun training your child. After your child has been training at home for about a week I will begin training here. I will only potty train your child at my house if you are following through with potty training your child at home too. I will only use pull-ups supplied by the parent until your child is down to less than 3 accidents a day. Please keep in mind that the activity level here can distract your child which means that they will forget to use the potty. At your home the distraction level is down, and they will do a much better job. It can take quite a while for a child to get potty trained in daycare. Please send your child ONLY in easy to remove clothing while they are potty training. If your child comes in overalls and other hard to remove clothes I will not potty train them that day. I try to have the children go to the potty every 30 to 60 minutes when first starting to potty train and as such it will be extremely difficult for me trying to fight with buttons and straps all day. I require at least 3 complete changes of clothing during potty training. I do not launder soiled items and they will be placed into a plastic bag in your child's box. Please replace any clothing sent home the next day. During potty training time I ask that you keep me supplied with at least 3 sets of clothing including socks. As your child starts getting the hang of potty training you will want to remove the pull ups and start using training pants. I will need to have plastic pants to go over these so urine doesn't get on the rugs and furniture. Wet and dirty clothes will be placed into a plastic bag at the end of the day.

MEALS:

Please do not bring your child in the morning eating pop tarts, donuts, candy, drinking soda, etc. If your child is eating food not received from my home. They must remain in your car until food is gone or it will go in their cubby until pick up time. It's not that I'm being mean but how would your child feel if he saw another child eating a Popsicle or ice cream cone and he couldn't have one! I prefer that children do not bring food, drinks, etc. from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. If you would like to bring in a nutritious snack for your child and all the other

children that's fine. But please check with me first to make sure that no one has an allergy to whatever you may like to bring. UNDER NO CIRCUMSTANCES IS CANDY OR GUM ALLOWED!! Children eating candy will fill up on sugar and not eat the nutritious food they really need to grow, plus candy and gum can get stuck on the floor, furniture, hair, etc. Thank you.

I participate in the USDA Child Food Program. I will give you one of their forms that will need to be filled out by your child's first day of daycare, so I can get that right in the mail to them. They reimburse me towards some of the food that I use to feed the children. It is a big help with the price of food nowadays. Meals will consist of breakfast morning, a.m. snack, lunch afternoon and p.m. snack (unless you have special scheduled hours). Children who arrive after meal times should be fed before they arrive. Menus will be posted in the classroom. Parents of infants will need to supply all formula and baby food. It is my belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, for the infant's needs to be adequately met.

If your child has allergies, and requires a special diet, then you will need to provide what your child is going to eat. My menu will be posted on the bulletin board on Monday morning and if there are things on there your child can not eat, let me know which ones and you will need to supply anything else your child will require to eat. I do encourage the children to say "Grace" before meals. If you do not want your child to participate, please let me know.

I never force a child to eat what is on his/her plate. But they will not be fed again until the next scheduled meal time. I will remind them of this if they are not eating.

NUTRITION

Meals and snacks will be provided each day as described below.

- Breakfast will be served daily from 7:30 am to 8:00 am
A typical breakfast will include whole milk for one-year-old children and 1% milk for children aged 2 years and older, a banana, and whole grain cereal. Portions will be based on the Child Adult Care Food Program (CACFP) recommendations.
- A morning snack will be provided daily at 9:45 am
A typical snack will include veggies and protein e.g. celery, carrots, cheese, and water.
- Lunch will be served daily from 11:45 am. to 12:15 pm
A typical lunch will consist of green peppers, mushrooms, broccoli, beans, and cheese served on whole grain e.g. fajitas. Milk will be served as the beverage.
- An afternoon snack will be provided at 2:15 pm
A typical snack will include whole grain pretzels, fruits e.g. apple slices, and water.

CLEANLINESS/HYGIENE:

I do my best to maintain a clean house and clean children. I have the children wash their hands-on arrival, after they go potty, after outdoor play and before meals and snacks. If you want your child to brush his/her teeth here, they will need to come with their own toothbrush and toothpaste as well. They will also need to be able to brush their teeth unattended.

Infants and toddlers sleep in separate cribs or pack and play. Beginning around 2-2.5 years old children are placed on cots. Each child has a separate cot; with blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water. Shoes are not permitted under any circumstances. For the safety of the kids, babies especially, all shoes must be taken off at the front door.

FIELD TRIPS:

Throughout the year we take many field trips. Parents are welcome to join us anytime but are not required to. Some of the field trips we will be taking will be to our local farms, for example Filasky's Farm for the fall and

Coleman's for our Christmas tree as well as a few others which will be communicated to you. Parents will be responsible for any admission charges and other expenses involved with the field trip.

QUIET /NAP TIME:

All children will have a rest period from 12:15 p.m.–2:15 p.m. everyday. No child is forced to sleep however, they must remain quiet. The infants and toddlers are placed away from the older children and put into some type of portable crib, so they can nap. The older children that do not nap are usually in the living room on cots with the TV on. Your child may bring a favorite blanket they can use. We only watch PBS or educational youtube at this time. If your child has a favorite book they can always bring it to be read or looked at only at quiet time. The children can do puzzles, play with quiet toys at their cot, if they are being quiet not to disturb the others. They must remain on their cots during quiet time. Those who wake early will participate in a quiet activity until rest time is over. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children. All older children will rest on their cot with individual linens. Infants and toddlers will be placed in portable cribs or packs and plays.

Without rest time, children are going to be angry and tired. They will be falling asleep on the drive home and then wanting to stay up late at night from their short cat nap, besides it is a state requirement that all children have an hour rest period every day.

Infants in my home set their own nap schedule and I will just follow their lead. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, I will attempt to put them on the scheduled nap/rest period.

Nap time is my only opportunity to take a break, clean up after lunch, do paper work, and plan activities for the next day.

TELEVISION:

Monday through Friday the TV is only towards the end of the day. I only allow PBS and educational stories on YouTube for the children to watch. I use educational videos for dancing, exercising, etc. and for my digital board if your child has a video they would like to share, we may consider that for nap time. On weekends and nights things are more relaxed and the TV may be on for a little longer.

- Children will only be permitted to watch TV with written parent/guardian permission.
- Shows will be age-appropriate and educational.
- Screen-time will be limited to no more than one hour per day.
- Children will not be permitted to use gaming devices, tablets, smart phones, or my computer.

OUTDOOR PLAY:

Part of everyday will be spent outside except in really bad weather. We will go for walks in my backyard and the playground. We will have water games in my backyard and a pool. The children should be dressed appropriately to stay warm and enjoy being outside. If your child isn't feeling well enough to play with the other kids or go outside then, your child is too sick to be in daycare that day. If your child is brought and they are not able to participate you will be called to come and get them. Children not feeling well will be much happier to be at home in familiar surroundings.

ILLNESS:

Sick children will not be accepted into daycare if a child was sent home on Wednesday because they were ill then they will not be able to return for 24 hours. Please do not bring your child back before Friday or they will not be permitted to stay. Under no circumstances will parents be allowed to bring a sick child to my home. Sick children need additional care that I can't provide. Not only that, they want to be home (in their own bed) when not feeling well. They want the comfort of their own 'Mommy' plus all the other children and then their

families become exposed to your child's germs. The following illness policies will be strictly enforced, for the health, wellbeing and safety of all concerned.

Examples of associated symptoms include, but are not limited to:

1. Fever (100 F. higher)-Child needs to be fever free for 24 hours
2. Nausea or vomiting
3. Diarrheal: runny or watery stools, or 2 or looser stools within the last 4 hours.
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with coloured discharge
5. Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are not acceptable in childcare.
6. Unexplained Rash
7. Excessive Crankiness: Child is irritable, excessive whining or crying, wants constantly held, or requires more attention than I can provide.
8. Lice (may not return child to care until no more nits are spotted)
9. Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.) This benefits your child and the other children. Your help at keeping your sick child home is appreciated. Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify me as soon as possible so that I may alert parents to watch for symptoms in their own children.

Please note: This sickness policy applies to my family and me too. If I contract any of the above symptoms I will not be able to do daycare until they are gone.

MEDICATION:

If your child is on medication and it needs to be taken while he/she is at daycare, the medicine must be in the original container and labelled with the child's name, doctor's name, name of medication, dosage, and when to be taken. If medication is to be taken only twice a day, i.e. (morning & night) then it will need to be done at home. A medication form will need to be filled out that morning so please make sure you have a few extra minutes. I will not administer medication until it has been given by the parent/guardian at least for 24 hours. If a child is going to have an allergic reaction to the medication it should happen in those first 24 hours sometimes up to 48hours. But if they are still fine after 24hours I will feel better about them coming to my home. If your child refuses to take medication from me I will not force them to take it. You will need to come by to give your child the medication or send someone else over.

Please do not bring non-prescription medicine to me in baggies. It's so easy to forget later what it is or who it belongs to. Please label all medicines. Do not leave medicine in cubbies or diaper bags. Please make sure all medicine is handed to me for safe storage.

INJURIES:

No matter how much we watch and how careful we are, accidents are going to happen occasionally. Minor cuts and bruises suffered while at daycare will receive proper care. They will be washed with soap and warm water and properly bandaged.

If a serious accident should occur, you will be contacted for instructions; unless this would endanger your child's life. In that case I will take necessary steps and (call the hospital, doctor, poison control, etc.). All injuries need to be documented. You will be asked to sign an injury report.

FIRE:

In the event of a fire, we would evacuate the house immediately and gather together at Location 1. 230 Wilgus CT. Middletown De 19709. This will be practiced at least once a month (usually more) so the children are familiar with what to do.

TERMINATION OF SERVICES:

I may terminate care if the terms of my daycare contract and my daycare policies in my hand book are not

followed.

Some examples are below (but not limited to):

- Registration fee not paid.
- Forms not filled out. *Constantly late
- Child not adjusting to daycare (crying a lot, biting, hitting constantly using bad language etc.).
- Weekly childcare not paid on time
-

WITHDRAWAL:

After the trial period, if for some reason you decide to stop bringing your child to Love N Fun Daycare a two-week written notice is required. This will allow me time to advertise to find a child to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to day care.

GUIDANCE:

I like to see happy and active children in my home. Occasionally I do run into problems. When problems with discipline start, I will try to guide your child in the right direction; through positive reinforcement. Children wouldn't be normal if they didn't have their ups and downs. Especially toddlers, who are not old enough to communicate, sometimes have a hard time with their emotions. Sometimes they hit or throw toys, etc. I will be trying to teach children with a positive approach on how to get along with their friends.

Such as:

Child is running inside. - I would say "Please Walk Ryan" "Thank you" Child is standing on a chair - I would say "Sally can you please sit on the chair" "Thank you" I try to point out what they should be doing. Please walk, please use your indoor voice, etc.

Redirection - Sometimes it will be necessary for me to try and redirect one child away from another child; such as they both want the same puzzle. I would simply point out that there are more puzzles, let's go and find one. That usually works great.

Time In: This is an opportunity to reflect on "The Thinking Chair" and discuss reasons for behaviour and a reminder of better choices.

Time Out: If the redirection and time in doesn't work then I may move on to a time out; but only for children 2.5 years of age and older. They will be removed from the group and asked to sit down and colour or look at books until they can return. They may also have a true time out and be asked to sit by themselves for a minute or two and then I will go over with them why they had a time out, and if they can think of ways of fixing the problem, so it doesn't continue. I want to try to teach them to think about what they are doing and what they could have done instead. Such as Sally picking up the doll. Keisha was playing when Sally hit Keisha. I would say what you could have done instead of hitting. Why do you think she took your doll? Do you think maybe she wanted to play with you? Maybe you could have said if you give me back my doll we can go and try to find you one? We try to teach the preschoolers ways to work things out

Removal of Privilege: If children are throwing sand or trying to run over another child with a toy carriage. Then I will immediately remove the problem, such as the carriage will be put up and the child throwing the sand will be removed from the sand box for a while. Usually we separate them from the problem for about 5 minutes and this usually works well. They cannot touch the doll carriage for 5 minutes while the other children can, or they can no longer go into the sand box. I will remind them after the 5 minutes is up that they cannot throw the sand. It hurts others and if they can go into the sand box and be nice to their friends than great, but if not, they will be asked to leave again.

If your child is chronically misbehaving then you will be notified. Between us maybe we can come up with a way of handling this behaviour. The type of behaviour I'm talking about is biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. If the solutions are

Not working, then you will be called to remove your child if his/her behaviour prevents me from being able to

provide quality care for the other children. If the problem continues then I will have no other choice but to terminate care, for the safety and wellbeing of all.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

SUSPECTED CHILD ABUSE

The State of Delaware requires that all members of a daycare be on the lookout for and report to the State, all cases of abuse to a child. I am therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

RECORDS AND FORMS:

I need to have all forms signed on or before the first day of care. Please give me a copy of your child (ren) immunization records. Forms will need to be updated yearly.

DROP OFFS:

I am not offering drop offs now.

OUT OF STATE CHECKS

I do not accept out of state checks. Payment must be cash or traveler's checks. I usually don't have cash on hand to make change so please call ahead to ask me the amount .I'm not always near the phone so please leave a message and I will get back to you.

MONTHLY MENU

Please note all meals and snacks served will follow the nutritional guidelines set forth by the CACFP. Your child will be encouraged to eat, but not forced to eat. I am a great cook and most children love the meals I prepare. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on the child's information card. If these foods modify your child's basic meal patterns, written documentation is required from your child's doctor.

Release of Children

- Your child will only be released to the people you authorized.
- In the event of an emergency, a person who was not previously authorized may be able to pick up your child, if you or another parent/guardian calls me and provides the person's name. Before I release your child, I will check the person's state-issued identification card and take a picture of the card for my records.
- If your child attends school and plans to walk from school to my home or from the bus stop to my home, you will need to provide written permission to do so.
- If someone is authorized to pick up your child and unknown to me, he or she will be required to show a state-issued identification card before I release your child. I will take a picture of the card and keep it for my records.
- Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided.
- If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

Accidents, Injuries, and Serious Incidents

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.

- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or head, lips, mouth, or face you will be notified immediately.
- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.
- You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a serious medical incident such as a seizure or allergic reaction, you will be notified immediately after I call an ambulance and you will receive an incident report.
- You will be required to sign the report as proof that I notified you of the accident/injury/serious incident.

Child Abuse and Neglect

I am required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for Children, Youth and Their Families. My first priority is to make sure your child is safe and his or her needs are met.

Positive Behavior Management

I have rules to keep all children safe. If a child breaks a rule, I will redirect the child and explain the importance of following the rule so the child may understand. If breaking rules becomes a persistent problem, I will notify you and discuss ways to handle the problem together. If your child has a special need or an emotional disability, I will work with you and professionals, if needed, to create effective ways to manage your child's behavior.

I believe in teaching by example and using positive reinforcement techniques by praising a child when he or she is behaving. Throughout the day, I will offer praise, attention, compliments, and rewards to your child. The rewards are typically stickers of popular characters. I find these techniques work best to encourage good behavior. My substitute has been trained to use these techniques too.

Breastfeeding

Since breastfeeding has been shown to be the superior form of infant nutrition, breastfeeding mothers are provided a private and sanitary place to breastfeed or express milk. The station is in my family room. There is a refrigerator available for storing expressed milk but you should provide your own containers clearly labeled with name and date. We are committed to provide ongoing support to breastfeeding mothers including an opportunity in the morning and evening holding off giving a bottle if possible when mom is due to arrive. Foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped. All staff are trained in handling human milk and we accommodate breastfeeding or expressing milk.

Emergency Health Policy

In the event of a medical emergency involving your child:


- An ambulance will be notified in the event of a life threatening accident, injury, or illness.
- You will be notified immediately by phone if your child becomes seriously ill or injured while in care.
- If you are unable to be reached, your child's emergency contact listed on the information card will be notified.
- For non-life threatening emergencies that require prompt medical attention, my substitute, Tina Smith, will transport your child to the nearest hospital unless you are able to pick up your child immediately.

Illness Policy

If your child becomes ill or exhibits symptoms of illness, I will notify you immediately. If you are unable to be reached, your child's emergency contact listed on the information card will be notified. I will ensure your child's needs for rest, comfort, food, drink, and appropriate activity are met until he or she can be picked up. Please do not drop your child off when your child is sick.

Health Exclusions

Ensuring children's health is of primary importance to me. Therefore, if your child exhibits any of the following symptoms or illnesses he or she will be unable to be in care at my home unless the symptoms are gone or your child's doctor provides documentation stating the child has been diagnosed and the illness poses no serious health risk to your child or other children:


<ul style="list-style-type: none">• Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;
<ul style="list-style-type: none">■ Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
<ul style="list-style-type: none">■ Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
<ul style="list-style-type: none">■ Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
<ul style="list-style-type: none">■ Blood in stools not due to change in diet, medication, or hard stools;
<ul style="list-style-type: none">■ Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
<ul style="list-style-type: none">■ <u>Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;</u> ■ <u>Mouth sores with drooling;</u>■ Rash with fever or behavior change;
<ul style="list-style-type: none">■ Purulent conjunctivitis "pink eye" (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;

<ul style="list-style-type: none">■ Scabies, until 24 hours after starting treatment;
<ul style="list-style-type: none">■ Pediculosis "head lice" or nits, until 24 hours after starting treatment;
<ul style="list-style-type: none">■ Tuberculosis, as directed by DPH;
<ul style="list-style-type: none">■ Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;

<ul style="list-style-type: none"> ■ Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
<ul style="list-style-type: none"> ■ Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
<ul style="list-style-type: none"> ■ Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
<ul style="list-style-type: none"> ■ Pertussis, until completing five days of antibiotic treatment;
<ul style="list-style-type: none"> ■ Mumps, until five days after onset of glandular swelling;
<ul style="list-style-type: none"> ■ Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
<ul style="list-style-type: none"> ■ Measles, until four days after arrival of rash;
<ul style="list-style-type: none"> ■ Rubella, until seven days after arrival of rash;
<ul style="list-style-type: none"> ■ Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
<ul style="list-style-type: none"> ■ Unspecified short-term illness, not chronic illness if the child is unable to participate in activities or I cannot provide care for your child and the other children.

Communicable/Contagious Disease or Condition Policy

Children with a reportable communicable disease will not be admitted for care, unless your child’s doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or DPH has advised me that your child presents no risk to others. For information regarding reportable communicable disease, please view the Division of Public Health’s (DPH) website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child’s doctor states your child may return but DPH states that your child may not, I will follow DPH’s instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

Medication Policy

I am certified to administer medication by the Office of Child Care Licensing (OCCL). OCCL considers anything other than soap and water to be medication. Before I administer any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with the child’s name. When your child no longer needs the medication or the medication has expired, I will return the medication to you. In order to comply with the Americans with Disabilities Act, I will make reasonable accommodations for children with medical needs. A school-age child may self-administer medication with written parent/guardian and health care provider permissions. These permissions must indicate the child is able to safely self-administer the prescribed medical care, identify and select the correct medicine and dosage, if applicable, and administer the medical care at the correct time and frequency.

Safe Sleep for Infants

In order to reduce the likelihood of Sudden Infant Death Syndrome (SIDS), I use these safe sleep practices:

- Infants are placed to sleep on their backs.
- If your child requires a different sleeping position, you must provide documentation from your child’s doctor

stating the new sleeping position. If a device is to be used, the child's doctor must state which device is to be used and how to use it.

- If your child falls asleep in a car seat, swing, or seat, he or she will be immediately moved to his or her assigned crib.
- Infants will only be permitted to sleep in certified cribs with mattresses set at their lowest position. • The crib mattresses are firm and tight fitting to the frame and are covered with a tight fitting sheet. • Blankets, comforters, quilts, pillows, and stuffed animals will not be used in cribs.
- Sleeping sacks or sleepers will be used rather than blankets to ensure your child is cozy.
- If you would like your child to be swaddled, you must provide written permission as well as a swaddle-blanket sleeper.

Pets

I do not own any pets. Therefore your child will not be exposed to any animals while at daycare.

Suspension and Expulsion

I have completed many training sessions to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These training included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. I complete training each year to understand children who have challenging behavior.

I work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, I will work with you to help your child change his or her behavior and you may need to seek professional services for your child. I will use interventions to help your child learn to manage his or her behavior. If a therapist is involved, I will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

Your child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to me or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for child care, as stated in my contract.

Non-Discrimination

I will not discriminate against any child or family based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

Transportation

- Transportation to and from my home will not be provided.
- Field trips will be planned throughout the year.
- You must complete a permission slip for each trip in order for your child to attend. • A first aid kit, children's emergency contact information, a cell phone, children's emergency medications, and children's medical consent forms will be taken on all trips.
- My substitute will attend all field trips.

- Children's attendance will be taken upon departure from my home, at arrival and departure from the destination, and upon returning to my home.
- Shirts with my logo and phone number will be provided for children to wear during the outing. •
- Proper car seats and safety restraints will be used when transporting your child.
- I will be driving a nine-passenger van, which will be rented in advance for the trip.