

Caution! Kids At Play Child Care Handbook and Policies

Welcome! I am happy that you have chosen to become part of my Child Care Family. Your child is very important to me and I will make every effort to ensure that your child is in a safe and happy environment. I strive in working with your child to reach the following goals . . .



develop a good self-image and a positive attitude toward his/her self



develop language and social skills



develop independence



encourage respect and compassion for others



have stimulating learning experiences



Definition of a Child Care Provider. . .

Child Care Pro-vi-der (child'kâr prö vid'er)n. chef, baker, janitor, sock and shoe finder, coat buttoner, boot fitter, bottle washer, grocery shopper, diaper changer, protector, dish washer, nose wiper, vegetable pusher, floor sweeper, waiter, story teller, playground attendant, PE teacher, activity director, driver, zoo keeper, inspector, aerobics instructor, tutor, entertainer, therapist, manager, derby instructor, performer, bookkeeper, self-esteem builder, teacher, helper, well wisher, nurse, traffic controller, noise controller, life saver, thinker, problem solver, engineer, designer, counselor, safety instructor, arbitrator, creator, inventor, companion, musician, historian, technician, dietitian, athlete, beautician, fire marshall, analyst, artist, dentist, scientist, biologist, technologist, accountant, manicurist, receptionist, environmentalist, pharmacist, hygienist, speech therapist, reader, builder, informer, composer, supervisor, author, navigator, peacemaker, friend.

~author unknown



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CDA

Maryland Child Care Credential Level 5

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Message To All Parents

A Little About Me:

Having been a working mother I understand how difficult it is for parents to find good quality child care. I feel I have the love, knowledge, experience and qualities needed to provide a warm, and loving environment in which children can learn and grow. I believe that your child(ren) are the most important part of our future, and I will work with you to establish the solid foundation children need to feel secure and to provide stability for his/her future.

I take my profession as a child care provider, not as a “babysitter”, very seriously. You are trusting me with your most prized possession – your child. I do not take that trust lightly. I have an AA Degree with a concentration in Early Childhood Education and I will continue to take needed classes and workshops in order to constantly increase my knowledge and skills. I have also received my certification in Infant, Child and Adult CPR, First Aid and SIDS Training. I work each year at continuing my level in the Maryland Child Care Credential – right now I am at Level 5 of the 6 levels in this program. This is strictly a voluntary certification that I’ve decided to work towards. I have also worked towards and received my CDA – Child Development Associate – which is awarded by the Council for Professional Recognition in Washington, DC. These last two programs are BOTH voluntary and I decided to take these on to help ensure my program and skills are the best that they can be.



Please Note:

The purpose of the Caution! Kids At Play Child Care Handbook is to provide information about the policies and procedures under which I operate as a Child Care Provider.

Please read this handbook thoroughly, it contains important information that pertains to the care of your child. If you have any questions or concerns about any policy or procedure, please discuss them with me before signing the Parent-Provider Contract. As by signing the Contract, you are agreeing to comply with the policies and procedures set forth in this handbook.

I retain the right to enforce the policies and procedures at will. Lack of enforcement on my part does not indicate that the policy and/or procedure is no longer in effect.

Revisions, new policies or procedures will be added to this handbook as needed. You will receive a written amendment at least two weeks prior to the effective date of change. If it is a State Regulation that is changing – you will be notified of the change and those changes will be effective immediately.

I appreciate your consideration and understanding with this.

Andi Campbell

Attendance and Tuition Policies and Procedures

Attendance:

At Caution! Kids At Play Child Care you are paying for a specific slot, NOT per hour or per day, so there will be no discounts given if your child does not come to care.

Tuition Fee:

Infant (0-24 months): \$ 180 per week (Monday – Thursday)

Toddler (2 years – 5 years): \$ 145 per week (Monday – Thursday)

Before and After School (starting with full-day Kindergarten): \$ 100 per week (year round)

Part Time: Fee to be determined depending on age and needs of parent

Drop-In: Fee to be determined depending on age and needs of parent

Deposit:

A deposit for your final two weeks of care is to be paid at the beginning of care. Because this adds a substantial amount to the up front costs I am willing to have this fee added to the weekly fees for the first 8 weeks of care in equal payments. This amount will be held in a savings account. If you chose to remove your child from my care, and have kept your account in good standing and give the required two weeks written notice, the final fees will be taken from this account and applied to your last two weeks of care. If you fail to give me two weeks written notice or you are behind with your payment the deposit will be forfeited.

If you are not placing your child with me immediately – the final two week deposit is required for me to “hold” your child(ren)’s spot. Once I receive your deposit in full – your spot will be guaranteed for the agreed upon start date. If, after paying this deposit, you decide to not place your child(ren) with me this two week deposit is forfeited.

Delayed Start Fee:

Once we have a scheduled start date for your child(ren) and you then decide to delay your child(ren)’s start – you will be responsible for ½ your weekly tuition fee from that date until your child(ren) actually starts in order for me to “hold” a spot for your child(ren).

Early Drop Off / Late Pick Up:

\$ 1.00 per minute

You are contracted with me for specific times for care for your child(ren). If you arrive earlier than expected or pick up later than agreed, you will be charged a fee of \$ 1.00 per minute to be paid the same day they occur in full.

Drop In Fee:

The fee for drop in children is determined on an individual basis depending on the child(ren)'s age and needs of the parents. Payment for drop in services is due at least 2 days prior to scheduled days to secure your child(ren)'s position. Payment is required regardless of your child(ren)'s attendance as your tuition is based on "securing" your child's position and is not based on your child(ren)'s actual attendance.

Leave Of Absence:

The payment policy at Caution! Kids At Play Child Care requires full payment regardless of your child's attendance as your tuition is based on "securing" your child's position and is not based on your child's actual attendance.

With consideration, if an "Extended Leave of Absence" occurs due to being on maternity leave or a leave of absence from employment (i.e. teachers) and your child will be absent for this extended period of time, the following provisions will be allowed in order to secure your child(ren)'s position at Caution! Kids At Play Child Care.

Maternity Leave ~ up to 6 weeks

Teachers ~ up to 10 weeks (between June and August)

When scheduling your leave of absence, you will need to decide whether or not your child(ren) will continue to attend during your leave.

If your child will attend: Full tuition will be required whether your child(ren) attends their regularly schedules days/times or on a limited basis.

If your child will not attend: One-half your regular tuition payment will be required when your child is absent for the entire duration of your leave.

You must complete the "Extended Leave of Absence" form before your leave of absence begins. The form will be provided to you upon request.

Returned Check Fee:

\$35.00 plus any additional fees assessed by my bank as a result of the returned check. These fees along with all other payments will then need to be in cash only.



Payment Schedule:

I have a "No Pay, No Play" Policy.

I currently offer a convenient e-payment system for all my families. You are free to utilize any and all services they offer. Once your account is set up you can go in and view your account, make a one time payment, authorize automatic weekly payments and more. If you choose to use the e-payment system payments are due on Friday (either by autopay or manually authorized).

If you choose not to use e-payments, payments will be made in advance for child care and are due no later than drop off time on the first day of the week your child(ren) is contracted for care. If you do not have your payment in hand at drop off do not bring your child(ren) to me for care. I will kindly ask you to return with payment. There will be a \$10.00 per day late fee for payment not received as described above. Please do not put me in the position of having to tell your child he/she can not come inside to play.

I realize the financial burden that child care places on parents, and hope that parents understand that as a business child care places a financial burden on the provider. These include, but are not limited to groceries, utilities, insurance, preschool programs, toys and equipment. I also have a financial responsibility to my family.

I will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian will be responsible for all court costs.



Trial Period:

The first two weeks of childcare are to be an adjustment period. It is my responsibility to let the parent know if the child seems unhappy or if the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or I can terminate the contract anytime during the adjustment period in writing on or before the 14th day of care starts.



Termination:

Two weeks written notice is required by the parent to me. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Termination notice will NOT be accepted while provider or parents are on vacation.

I will provide the parents with one month written notice if I am no longer able to care for your child. You are still responsible for paying the monthly fees during this notice, regardless whether your child attends or not.

I will terminate our child care arrangements immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this book.
- Failure to comply with the contract.
- Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- Violent or aggressive behavior of a child will not be tolerated.
- Non-Payment of childcare fees or late and/or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- My inability to meet the child's needs.
- Blatant disrespect towards provider or provider's family.
- If parents knowingly bring their child ill.
- Mistreatment of family/daycare pet(s).

If immediate termination of child care results in any of the reasons listed above, the two week deposit will be forfeited.



Enrollment Forms:

The following forms must be completed, signed and returned to me, **prior to your child's start date**, in order for me to provide care for your child(ren):

1. Parent-Provider Contract

The Parent-Provider Contract is a legal agreement between the parent and provider. By signing the Parent-Provider Contract you are agreeing to the terms, policies, and procedures listed in *Caution! Kids At Play Child Care Handbook and Policies*.

2. Financial Agreement

The Financial Agreement is a financial agreement between the parent and provider. Upon enrollment, your childcare tuition will be determined according to your enrollment needs and the current tuition rate schedule.

Your tuition rate will remain in effect until December 31st of each year, when I review my tuition rate schedule. Any increase in your tuition rate will become effective January 1st of each year. I will announce the increase by October 31st each year for your planning purposes.

While it is not customary for me to change your tuition rate prior to the December review, I reserve the right to increase and/or adjust the tuition rate at any time, if I deem it necessary.

3. A Parent's Guide To Regulated Child Care:

This contains important information for parents of children in Child Care Facilities. I am required to make sure I provided you with this guide and received a portion of it back signed.

4. All About My Child Form:

This gives me a nice picture of where your child(ren) is currently, likes, dislikes and fears. Please be honest with me about your child(ren) so I can do my best to help your child(ren) as much as possible.

5. Emergency Form:

I provide constant supervision, however, accidents can occur. If your child is injured in a non-life threatening way, I will assess the situation and respond with first-aid treatment.

If the injury is serious, I will call the parent to notify you of your child's condition, so you can proceed to the doctor or hospital depending on the injury. If I am unable to reach you, I will attempt to call the people listed on your child's Emergency Form.

If I am unable to reach you or your emergency contact people, I will transport your child to the nearest hospital myself and will leave a message for you to meet us there.

If the situation is urgent, I will immediately call 911. I will follow the 911 Operator's directions, procedures and/or recommended actions.

Parents are responsible for all costs involved in emergency medical treatment including emergency transportation when used.

This form is to be updated as necessary and yearly.

6. Health Inventory Form:

This is a State required form that is to be completed by your pediatrician's office and returned to me prior to your child(ren) starting care. This lets me know that your child(ren) is healthy and can participate in all our activities. It also documents any health concerns I might need to be aware of and also any allergies. **Please note:** If your child has any **FOOD** allergies – I also need a written note from your pediatrician's office in addition to it being filled out on this form.

Please try to remember as you take your child(ren) for immunization appointments to ask that they update the form and provide me with an updated copy each time. I will provide you with your copy prior to the appointment as long as I know about it. Thank you!

7. Excursion Form:

Your child will be transported in my vehicle or another designated vehicle when necessary. Our travels will include but are not limited to; transporting children to and from school, everyday errands, field trips (pre-planned), and for emergencies.

Your child will be securely restrained in an infant carseat, a child carseat, a booster carseat, or vehicle safety belt depending on the State requirements.

8. Photo/News Release:

On occasions, such as birthdays, holidays, and other "fun-filled" times, photos/videos are taken in our child care home. The photos/videos are used in daycare promotion, sharing with others, teaching tools, arts & crafts projects, monthly Newsletters, news related articles, hand-made gifts for parents, and for display on Caution! Kids At Play Child Care website at www.cautionkidsatplay.com.

Personal Information:

Please keep your child's personal information up to date. This includes but is not limited to: parent's work, home and cell phone numbers, change of address, emergency contact person's names and phone numbers, email addresses, immunization information and any other information that may have changed. Please rest assured that all information shared will be kept confidential.



Daycare Policies and Procedures

Arrival/Departure:

When arriving at my home, please enter my home through the front door without knocking and/or waiting for me to greet you. I am expecting you according to the hours you are contracted for. My door will be unlocked during scheduled arrival/departure times.

Once inside, for infants/toddlers, please remove your child's coat and hang it on the hook behind the front door. If your child is able to remove their own coat, they are expected to do so and hang it all by themselves. This fosters responsibility and enhances your child's sense of self-worth.

At this time, your child is ready to start their day and you should be ready to leave. It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home in the afternoon. Please be very brief (no more than 5 minutes) during these transition times.

A smile, cheerful good-bye kiss and a reassuring word that you will be back are all that is needed. It is best to say "good-bye" once and then exit without returning to say goodbye a second or third time. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

During arrivals and departures, children will test to see if the daycare rules apply while the parent is present. Sometimes this occurs because the rules at my home may differ from the rules at theirs. I understand this, however while your child(ren) is in my home (whether you are present or not) they are expected to follow the daycare rules.

You are responsible for your child(ren)'s behavior while you are present. Please show your child(ren) respect for the daycare rules by reminding them of the rules and enforcing them while you are present. If you do not, I will remind your child that their behavior is inappropriate and will take action to correct it, if needed.

When departing, I will briefly discuss any issues or concerns about your child(ren)'s day. If we are having major issues or concerns, I will suggest that we talk later on the phone so your child(ren) doesn't over hear too much. Please assist/suggest to your child(ren) that he/she help pick up whatever they were playing with when you entered. Then you may assist with any

socks, shoes or jackets that need to be put on. I really appreciate any of this “extra” help you can provide before you leave so I can still tend to the other children that are here during this time.

When leaving my house, parents and their children must exit my home together. Under no circumstances may your child leave my home by themselves.

If you need to pick up your child(ren) during our nap schedule, please inform me ahead of time so I can have your child(ren) up and ready. Please knock softly, talk quietly and leave quickly so as not to disturb the other children who are sleeping.

When visiting our child care, please keep in mind that children tend to act in an excited manner and may forget the daycare rules when a parent visits as it creates a change in their regular routine. You are welcome to stay and observe your child as long as it doesn't interfere with our daily schedule of activities. If your presence upsets your child and your child becomes inconsolable when you attempt to leave, I will ask you to take your child with you.

I will only release your child to you or someone else you designate. If someone else is to pick up your child, please notify me ahead of time. A verbal notice is acceptable on the same day, if this person is on your list of people who are authorized to pick up your child. If the person is **NOT** on your list, I **MUST** have written permission to release your child.

Please inform emergency contacts, or people designated to pick up your child, that if I do not know them, I will need to ask for photo identification.



Business Hours:

Caution! Kids At Play Child Care’s business hours are: Monday through Thursday, 7:00 am – 5:00 pm. The actual hours that I am available to provide childcare for you are listed on your enrollment schedule and are not necessarily the same as my operating business hours. I am licensed and approved to provide childcare for certain hours each day. Each agreement is completely different and your rates are individual to your needs. Please understand that the hours we agree upon are the hours I can provide care for you and your child(ren). Even though I may have other children here at other times does not mean that you can arrive early and/or pick up late.

Holiday/Vacation/Personal Time Schedule:

Holidays:

Caution! Kids At Play Child Care will be closed on the following holidays (10 days total) with pay. If the holiday falls on a weekend – I will take the Government given day for the holiday. Please see your Yearly Calendar from me for planning purposes.

- | | | | |
|-------------------------|---------------------------------|-----------------|--------------|
| New Years Day | Martin Luther King Day | President’s Day | Memorial Day |
| 4 th of July | Labor Day | Veteran’s Day | |
| Thanksgiving | Christmas Eve and Christmas Day | | |

Provider Vacations :

Each calendar year Caution! Kids At Play Child Care will be closed for two weeks for the provider’s vacation. I will give you as much advance notice as possible when I plan my vacations. My vacation weeks are paid vacations. These weekly fees may be pro-rated throughout the year if you would like. Please let me know if you would like to do this.

Personal/Sick Days:

No more than 10 personal/sick days will be taken per calendar year. If taken, these dates will also be paid days.

I will give you as much notice as possible if I need to take a personal day.

In case of my illness or that of one of my children's - I will call you at least one hour before your scheduled drop off time. In the event of a family emergency I will give as much notice as possible.

Parent Vacations:

I would appreciate a two week written notice of your vacation. The fee while you are on vacation is your weekly fee and is expected the last day of care before your vacation starts.



Cleanliness/Hygiene:

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. If these skills are stressed at home also your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play. A clean child is a healthy child.

Infants sleep in separate pack-n-plays with clean blankets, used only by them. Beginning at toddler age washable nap mats will be used. Each child has a separate nap mat with blankets. These are washed weekly (unless soiled, then they are washed as often as necessary).

Toys are sanitized with a bleach solution once a week.

Naps:

Maryland State Regulations require that all non-school aged children are allowed to rest/sleep each day for a period of two hours. In following this regulation, all children will be required to lay down and rest, they are not forced to sleep, but they must rest quietly. This also is my time to re-charge myself, catch up on daily "child care" related chores which include but are not limited to, loading/unloading the dishwasher, picking up any toys from our morning session, completing and e-mailing daily forms, working on class work and catching up on daycare paperwork.

All children will be placed in either pack-n-plays or on nap mats for naptime.

Infants, age 4 months and up, will begin to form a nap schedule of two naps per day.

A morning nap (usually about 1 hour) and an afternoon nap (usually about 2 hours). Infants will continue this napping routine until about 12-18 months of age.

Infants/toddlers and Preschoolers, age 12 months to 4 years, will become more involved in activities and will no longer require two naps per day.

Most children gently transition into one afternoon nap per day (usually about 2 hours, but it isn't uncommon to sleep up to 3 hours).

Non-Smoking Home:

Your child(ren) will be cared for in a non-smoking home. For health reasons, I do not permit anyone to smoke in my home or on the premises. (Please be considerate, extinguish your cigarette in your ashtray before exiting your vehicle, not in my yard or driveway.)

Pets:

Currently we have one miniature dachshund, Max (8 years old). He is very tolerant of the kids. Upon entering my house, please, please, please . . . **do not pet him!** He has a weak bladder and I end up with a mess to then have to clean up! Thanks for understanding!



Toilet Training:

Toilet training marks a milestone in your child's development . . . your child will begin to separate themselves from you and learn to become independent, self-sufficient, confident, and improve his/her self esteem.

You are required to begin the process at home, after your child shows several signs of readiness. If you need examples of what those signs are, please let me know and I'll discuss them with you. I will only begin helping to toilet train your child after you have been successful at home. Please do not ask me to begin the toilet training process, my part is to assist you with the process, but I will not initiate it.

Having the parent initiate the process shows me your readiness and commitment to work with me to help your child become toilet trained.

Once I begin working with your child, I expect it to be successful. If I feel that your child is not making positive progress or that you are not keeping up with it at home, then I will discontinue the process while your child is in my care until I feel the child is ready.

For sanitary concerns, please continue to bring your child with diapers and/or pull ups until I feel like we are ready to transition into "big kid" pants. Once that happens, I might require plastic pants over the "big kid" pants for a while. During this timeframe, please make sure you

send your child in clothes that are easy for him/her to remove (dresses and pants with elastic waists). Please make sure that I have at least 3 sets of extra clothes during this time also. Due to health regulations, I can not wash out soiled clothes for you – I will put them in a plastic bag for you to take home to wash.



Supplies:

The following is a list of supplies that are required to be kept at my home, I will notify you in a timely manner when your supplies need to be replenished.

Infants/Toddlers:

Diapers

Wipes

Extra Set of Clothes or two or three . . .

Anything your child needs for naptime (pacifier, blanket, soft friend)

Formula/Breast Milk

Bottles and any needed supplies

Toddler/Preschool:

Extra Set of Clothes

Anything your child needs for naptime (blanket and soft friend)



Communication:

Communication between the parent and provider is very important. I strive to communicate with you about your child's experiences on a daily basis. This includes any positive and negative experiences that may have occurred.

My purpose in addressing the negative issues and behaviors with you is to work together in a joint effort to redirect the negative behavior into positive behavior. It is important that we provide a consistent foundation and expectations for your child.

I welcome any questions, feedback, or open discussions of any kind that are oriented towards a "positive outcome."

E-mail Correspondence:

I use e-mail as a form of communicating with you. Please be sure your e-mail address is on file with me and is current. My e-mail address is: cautionkidsatplay@gmail.com. I try to check it every afternoon at nap time and also every evening.

Newsletters:

I publish a monthly newsletter, which provides important information about upcoming events, re-cap on activities from the month and other items that pertain to Caution! Kids At Play Child Care.

Telephone Calls and Messages:

During the day, I will attempt to answer the phone at any point that I am able. If the call requires more attention than I can provide at that point and continue to give the children my full attention, supervision and involvement then I will let you know we need to continue it later. If I am unable to answer the phone, please leave a message and I will return the call as soon as I can.

For non-emergency calls, the best time to call is between 12:30 pm – 2:30 pm, during our nap time or between 5:30 pm – 10:00 pm. At this time, I will be able to focus my attention to your call.

For emergency calls, if you reach my answering machine, please feel free to call my cell phone. We may be outside or away and I may not receive your message in a timely manner.



Daily Structure/Schedule

My Goals & Objectives:

To continue to provide a secure and loving environment by providing dependable, quality child care combined with a balanced program where child can play and learn.

I want to provide the best possible educational advantage for children who are in my care that will help to prepare them for their later schooling and life experiences. Giving children the skills and readiness that is needed will help them become successful students with a love for learning.

My Academic Philosophy:

I believe that children learn best when they are doing what they love – playing. I do my best to follow the interests of the children and their developmental levels. I try to have a good mix between a structured plan (lesson plan) and non-structured (child selected) activities. I work with your child in developing a good self-image and positive attitude toward his/her self, develop language and social skills, develop independence, encourage respect and compassion for others, and have stimulating learning experiences. Each day we work on our gross motor and fine motor skills, we work on building language skills, increase thinking and problem-solving skills, develop social skills, and increase his/her general knowledge through everyday play and exploration of their world around them. A lot of days, all this work will not “produce” something you can see, but rest assured your child did learn something here each day!

Your child will work or be offered to work on some art activity each day, but he/she might not necessarily have something to bring home each day. With children it is all about the process and not necessarily the product.

Child selected activities are made up of “centers” allowing each child to choose an activity from: The Writing Center, Creative Arts/Crafts, Housekeeping, Blocks/Building, Reading Center or Dramatic Play.

Through all these experiences your child will learn about . . . the Alphabet, Colors, Cooperation, Courtesy & Manners, Enrichment Concepts, Expressions of emotion – use of words, Friendship, Independence, Numbers, Positive self-image, Problem-Solving Skills, Respect

for himself/herself as well as respect for others, Respect for objects & property, Responsibilities for tasks & of his/her actions, Shapes.

Daily Schedule:

7:00 am – 8:30 am: Arrival and free play

7:30 am – 7:45 am: Bus Stop Walk!

7:45 am – 8:15 am: Breakfast

8:30 am – 10:45 am: Group activities/child selected activities, preschool time and outside play

11:00 am – 11:30 am: Lunch Time

11:35 am – 12:00 pm: Bus Stop Walk!

12:15 pm – 2:30 pm: Nap/Quiet Time

2:55 pm – 3:10 pm: Bus Stop Walk!

3:15 pm – 3:30 pm: Snack Time

3:30 pm – 5:00 pm: Homework, table top activities, free play and outside play

Diaper changes and toileting are dealt with as needed throughout the day!

Daycare House Rules:

In order to provide a safe and secure environment, the following rules are in place and will be enforced. (Any lack of enforcement on my part does not indicate that the rules are no longer in effect.)

1. No running, jumping, or screaming inside my house.

Running – we play outside on a daily basis (weather permitting) and I offer ample opportunity for your child to “run” and play in an acceptable outdoor environment.

Jumping – no jumping is allowed in my house. It may cause objects to fall and break and/or objects to fall and harm your child or another. I engage the children in outdoor activities that allow your child to experience “jumping” motions through group games and activities.

Screaming – each child learns he/she has an outdoor voice and an indoor voice. We practice using our “indoor” voice inside.

2. No hitting, pushing, biting, grabbing, kicking, spitting, pinching or pulling hair.

Each child is taught that these “actions” cause pain and that we must treat each other the way we want to be treated. I encourage each child to “use their words” to express their emotions.

3. No name calling, teasing, swearing, or any bad language.

Each child is taught that these “words” cause pain and that we must treat each other the way we want to be treated.

4. No standing, climbing, or jumping off of toys, chairs, or other furniture.

5. No mistreatment of daycare toys.

Willful destruction of the daycare toys will be charged to the parents at the cost to replace the damage.

6. No mistreatment of the daycare home.

Willful destruction of my property will be charged to the parents at the cost to replace the damage.

7. No mistreatment of the childcare pets.

8. No violent play (shooting, wrestling, fighting, roughhousing, etc).

I offer a positive, learning environment where children can feel safe, nurtured, and loved.

I do not allow any play that will cause harm to another child.

9. No walking around my house with snacks, food or drinks.

All snacks, food and drinks must be consumed while seated at the table or at the picnic tables outside.

10. No gum, single candies, left-over food, coins or rocks.

Gum – I do not allow gum chewing.

Candy – Do not bring your child with a candy item unless you bring in enough quantity to share with all of the other children. When bringing enough to share, I will offer it at a convenient time that fits into our schedule.

Left-over Food – We have a daily schedule that includes breakfast, lunch and an afternoon snack. You are required to feed your child if they are arriving after a meal has been served. Bringing left-overs causes a disruption in our schedule and other children can easily get their feelings hurt when they didn't receive the same food item as your child.

Coins/Rocks – Please do not allow your child to bring “coins” or “rocks” in their pockets or hands. Coins and rocks have a tendency to fall out of pockets and then becomes accessible to our infants and toddlers and poses a dangerous choking hazard.

Discipline:

I believe discipline should be used to teach children and not be a punishment. Depending on the age of your child, I will use the following methods to assist your child in learning acceptable and unacceptable behaviors. I achieve this through love, consistency and firmness. We work on learning our daycare rules and are reminded of them on a frequent basis, so they are familiar with them and know what to expect.

Some methods of discipline I use are:

- Re-direction
- Verbal expressions and positive reinforcement
- Encouragement of problem-solving
- Intervention and Discussion
- Loss of privileges and/or participation
- Quiet time
- Time Out

If your child's behavior becomes a disruption to our program, poses a danger to other children, myself, or my property I will contact you immediately for removal of your child for the remainder of the day.

I will discuss the situation and present plans of a joint effort to resolve it. If after working together with your child, the behavior does not improve or becomes worse, then your childcare services will be terminated immediately and your child will not be allowed to return to my daycare in order to ensure the safety and well-being of the other children in my care, myself, and/or my property. If this occurs, your two week deposit will be forfeited.



Meals & Snacks:

I will provide a nutritious breakfast, lunch and two snacks as well as whole milk and water depending on the hours your child is attending. The meal schedule I follow is listed below. If the child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled meal or snack. If the child will be arriving after mealtime please feed them before they arrive. The menu plan is posted on the parent bulletin board.

- 7:45 – 8:15 A.M. Breakfast
- 11:00 – 11:30 P.M. Lunch
- 3:15-3:30 P.M. Snack

If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well balanced lunch and snack for their child. No junk food, soda, gum etc.



Child Illness:

Under no circumstances should you bring your child to care sick (fever of 100°f or higher, vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.) Please, under no circumstances bring a sick child to my home. **If you are not sure your child is well enough to attend child care call and discuss it with me.** Sick children expose other children, as well as myself and my family to the spread of illness and require additional care and attention that I am unable to give.

Not to mention, sick children want care from their parents in the comfort of their own homes. A sick child should be allowed to recover fully after an illness so that the child is able to fully participate in our daily activities.

Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination. It is inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure. If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense. If your child is out ill regular fees still apply.

Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however I will call you if your child is just plain miserable (whining, crying, or repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e. a child wanting to sleep all day, lay on the couch and watch TV, etc.)

The Health Department regulations prohibit the admittance of any child into a family childcare home that exhibits any of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge – check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return

- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

I have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in my care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of my calling a \$5.00 for every 15 minutes or portion thereof charge may be assessed. If I have to call a parent to pick up a child that has been dropped off for care too ill to participate in the day the child will also be required to stay at home the following day. Your child may return to care 24 hours **AFTER** symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. I am responsible for the health and well being of many children so I will closely follow health department regulations when it comes to illness. I understand and respect your need to be at work, but your cooperation is extremely important on this.

Medication:

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed.

Child care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed a Permission to Administer Form. All medication must be in the original, labeled container. Blank Permission to Administer Medication forms are available for you.



Child Abuse/Neglect:

It is law and also my responsibility as a childcare provider to report any and all abuse or neglect performed on a child. I cannot turn my head on a child that has been abused or neglected. Therefore, I will notify Children's Protective Services and the Police Department when it appears that a child in my care is being physically, sexually, or emotionally abused, neglected, or exploited.



Just Playing

When I am building in the block room, please don't say I'm "just playing". For you see, I'm learning as I play, about balance and shapes. Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "just playing". For, you see, I'm learning as I play; I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay, please don't let me hear you say, "He is just playing". For, you see, I'm learning as I play. I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "just playing". For, you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "just play". For you see, I'm learning as I play. I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted in "play". For, you see, I'm learning as I play. I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "just play". I'm learning to follow direction and see differences. I may be a cook someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just playing". For, you see, I'm learning as I play. I'm learning how my body works. I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today, and I say, "I just played", please don't misunderstand me. For you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow. Today, I am a child and my work is play.

~author unknown



Caution! Kids At Play Child Care Financial Agreement Contract

This contract is made between _____ and _____
(mother/legal guardian) (father/legal guardian)
and Andrea L. Campbell dba Caution! Kids At Play Child Care for the care of

(child's name)

Care is to be provided for the following hours:

Monday _____ am/pm to _____ am/pm

Tuesday _____ am/pm to _____ am/pm

Wednesday _____ am/pm to _____ am/pm

Thursday _____ am/pm to _____ am/pm

Friday _____ am/pm to _____ am/pm

I agree to pay \$ _____ per week for the care of my child(ren), if not using the e-payment system, payment is due the Monday prior to care or first day of care for the week if other than Monday. This fee will be charged for all contracted weeks regardless of holidays, sick days or other absences.

I agree to abide by the overtime policies and fees set forth in the parent handbook.

I agree to pay a deposit for the final two weeks of care at an additional amount of \$ _____ per week for the first 8 weeks and to forfeit said deposit if 2 weeks written notice of termination of care is not given to provider.

A trial period of 14 calendar days will begin on _____ and end on _____.
Two week written notice of termination is waived for both parties during the above trial period.

I understand that by signing this agreement, I understand and will comply to all policies listed in the handbook.

(parent's signature and date)

(parent's signature and date)