



# Curious Explorers Child Development Centers Parents' Manual

Owner/Director: Isatou Jabang

**We provide care and educational activities for Babies, Infants, Toddlers, Preschoolers and after school children.**

## **OUR PHILOSOPHY**

As a childcare provider, we have a strong belief that ALL children are diverse and unique individuals who have strengths and are naturally curious. Children need to be provided with an organized, child-directed learning environment that emphasizes mutual respect, fun, discovery, literacy and addresses sensory needs. Our supportive environments will provide the conditions necessary for all children to construct knowledge and focus on the learning process.

## **OUR MISSION**

- Continue to grow professionally to better serve children and families.
- Provide appropriate services to ALL children.
- Utilize strengths and challenge weaknesses.
- Foster self-esteem while celebrating Children's successes.
- Establish a fun and safe learning environment.
- Enable children to make discoveries and realize their potential.
- Support and build a trusting relationship with parents, children, and other professionals in our community.

## **GOALS**

- To offer early childhood care services in a way that is specifically designed by my knowledge in early childhood education, according to the family's priorities, beliefs, and needs of the child.
- To develop a nurturing relationship with each child and their family.
- To provide play opportunities for all children who are enrolled in my program.
- To provide support and help for families as they seek out resources to meet their child's needs.

To help children:

- Develop effective communication skills.
- Develop the ability to choose and follow through on personally meaningful experiences.
- Develop large and small muscles through play-based activities.
- By demonstrating through interaction with the developmentally appropriate environment and through self-initiated and teacher-facilitated activities, increasing levels of conceptual and cognitive development.
- By demonstrating an awareness of daily routine.
- Develop a level of independence in self-care skills.
- Develop problem-solving strategies.
- Develop aesthetic appreciation as they explore the developmentally appropriate environment around them.



## **CURRICULUM**

We incorporate preschool curriculums into our daily activities to support infants and toddlers to have nurturing, consistent, and loving, throughout daily experiences, and to prepare older children for school. We offer individual and appropriate activities that are specifically designed to help the child grow and develop based on his/her strengths and weaknesses, addressing all areas of development.

We use *The Creative Curriculum® for Preschool* that includes new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.

## **ENROLLMENT CONDITIONS**

No child will be denied enrollment based on his/her race or religion. We retain the right to deny enrollment if all our spots for a particular child's age group are filled. We do not make it a policy to deny enrollment if a child has special needs. However, if after talking with the parents of a child with special needs and we realize that we do not have the necessary training, equipment, facilities, etc. to work with the child, we will not accept the child. This is in the best interest of the child, since our goal is to meet the needs of each child.

When a child with a specific need/needs related to a medical condition is enrolled, we work with the parents and health care providers to develop a special health care plan for that child.

## **REQUIREMENTS FOR ENROLLMENT**

During the parent interview, you received a checklist which covers the requirements for enrollment. This must be followed to enroll your child in our program. All paperwork must be received before your child can start.

Before your child starts the program, it is wise to make a visit with the child during our regular day care hours (mornings are best, since the children take naps in the afternoons). This way your child gets to see what happens in the day care and gives him/her a chance to meet the other children and the teachers. This visit is a good time to bring any items you need to leave here (e.g., diapers, extra clothing, etc.). We are required to have a complete change of clothes for each child. If you or your child is very uneasy about day care, at least two visits are recommended: the first during off hours when your child will not be overwhelmed by the other children and the noise, and we will have all the toys available to him/her. During this time, we will be able to give your child our undivided attention. The second visit can be during regular business hours 7.30am to 6pm.

The following forms must be completed before your child starts my program:

1. Authorization for Child's Emergency Medical Treatment
2. Authorization to pick up child (Release Information)
3. Child's Annual Health Certification with physical examination (signed by a physician)
4. Child's historical information
5. Contract and Acknowledgment of Policies
6. Emergency Information
7. Field Trip Consent



8. Food Allergy / Sensibility / Food Preference Consent
9. Getting to know your Infant / Getting to know your pre-school age child
10. Immunization Record
11. Miscellaneous information form
12. Oral Health (Dental Provider) Assessment Form
13. Permission for Medication
14. Permission to Administer Non-Prescription Medication
15. Picture Consent
16. Registration fee and arrangement of payment
17. Registration Record for Child receiving care away from home.

### **WAITING LIST**

If there is no space available for your child, a Waiting List form may be completed. Children will be placed on the waiting list for \$200 fee, and as space becomes available in the age-appropriate group, parents will be notified. Parents will have 48hrs to enroll their child after receiving notification of availability otherwise the seat will be given to the next family ready to enroll.

### **ADMINISTRATIVE RECORDS ON OPERATIONS**

I will maintain all required licenses and permits posted in a place with easy access to all parents to see (Certificate of Occupancy or Home Occupation Permit, all current fire, health and safety inspection approvals, and any variances received).

### **ADMINISTRATIVE RECORDS ON CHILDREN**

I will maintain a record of your child's information and forms, and will retain these records for three (3) years following the termination of child's enrollment.

### **CONFIDENTIALITY**

The information you are providing will be maintained confidential. I will respect your privacy at any given moment. Before any information is shared with anyone outside of my facility, you, as the parent/guardian, will be notified in advanced. This policy will be followed at all times, unless disclosure is necessary in an emergency situation and parents/guardians will be notified immediately.

### **TRAINING AND EDUCATION LEVEL OF CAREGIVERS**

All the caregivers involved in my program, including myself, shall meet or will meet all the education requirements described on the local Regulation,.

### **CRIMINAL AND BACKGROUND HISTORY CHECKS**

All the caregivers involved in my program, including myself, have a criminal and background history checks, as required by the local Regulation.

### **ADMINISTRATIVE RECORDS OF STAFF OF FACILITIES AND OF PERSONS RESIDING IN THE HOME FACILITIES**

I maintain, in my facility, the information of every employee and person residing in my facility, as required by the local Regulation The information that I maintain include:

- (a) Full name, gender, social security number, date of birth and home address;
- (b) Job position (title) and job description;



- (c) Documentation and results of criminal and background history checks in accordance with this Chapter and with all other applicable federal and District of Columbia laws and rules;
- (d) A copy of employee's resume, required degrees, certificates, transcripts, and letters of reference;
- (e) Verification of the employee's orientation to his/her duties and responsibilities and to the facility's policies and procedures;
- (f) An ongoing record of continuing education;
- (g) First Aid and CPR Certification for children, as required;
- (h) Date of appointment to, or withdrawal from, any position in the facility;
- (i) Reason for withdrawal from a position;
- (j) Employee's health record; and
- (k) Employee's signature

### **REPORTING UNUSUAL INCIDENTS**

In case that an unusual incident (an incident that may adversely affect the health, safety or well-being of any child or children in the facility) occurs during the time that your child is in my facility I will immediately report the incident to the Child Care Subsidy Program and licensing at (202)-727-2998 or [osse.childcarecomplaints@dc.gov](mailto:osse.childcarecomplaints@dc.gov). I also inform parents(s)/guardian(s) of each affected child.

I will submit a written report of the unusual incident, and fill up the Unusual Incident Report Form within twenty-four (24) hours of the incident to the Child Care Subsidy Program. .

### **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

Any staff member of my facility who knows or has reasonable cause to suspect that an enrolled child is, has been, or is in immediate danger of being an abused or neglected child will, as required by the District of Columbia Prevention of Child Abuse and Neglect Act of 1977, effective September 23, 1977 (D.C. Law 2-22, D.C. Official Code §§ 4-1321.01 et seq.), make an immediate oral report. We will call and report the suspected abuse and/or neglect to the Child Care Neglect office at (202) 671-SAFE (202-671-7233). (See attached SUSPECTED CHILD ABUSE REPORT)

I highly recommend that parents should have realistic knowledge about this subject and others regarding the regulation – DCMR 29 Public Affair – Chapter 3, that includes the requirement to protect the health, safety and well-being of children in licensed Child Development Facilities

I will attend training regarding the facility's policies and procedures regarding child abuse, neglect, and risk's to a child's health or safety, including how to report suspect abuse, neglect, or risk to a child's health or safety.

I will submit a written report of the unusual incident, and fill up the Unusual Incident Report Form within twenty-four (24) hours of the incident to the Child Care Subsidy Program at (202)-727-2998 or [osse.childcarecomplaints@dc.gov](mailto:osse.childcarecomplaints@dc.gov).

### **NONDISCRIMINATION AND CHILDREN WITH SPECIAL NEEDS**

My program does not discriminate on the basis of race, color, national origin, sex, or disability. My program is dedicated to supporting the goals of the Americans with Disabilities Act.

### **INCLUSION STATEMENT**



I will maintain a safe and secure environment for children to explore and achieve success through a variety of recreational activities. I believe in providing quality programs for every participant.

### **ACCOMMODATIONS**

I will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, attending trainings, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable experience for all participants. Participants are encouraged to bring a companion to assist with special accommodations.

### **EMERGENCY PREPAREDNESS PLAN**

The safety of children and personnel of my program is my highest priority. In case of emergency, we will evacuate to \_\_\_ Emory Recreation Center, 5732 13th St NW Washington DC 20011, or 5700 Georgia Ave NW. We will walk or transport children to the nearest locations. I will call parents on my cell phone. We will bring the emergency preparedness bag (with the required items), as well as a parent contact sheet and the business cell phones at 2023795483/ 2023795483

### **EMERGENCY EVACUATION PLAN**

I have prepared an Emergency Evacuation Plan that is exposed in visual areas where children and parents can see. I conduct monthly fire drill practices with the purpose that all children learn how to evacuate in case of real situation. I will always hire one extra Aid as a floater to help carry the INFANTS with a BABY MOVER VEST THAT CARRIES many infants at a time to safe evacuation site.

### **FIRE DRILL**

I perform a fire drill once a month, at different times of the day, to ensure that the children and I are prepared for an emergency. I keep a record of all the fire drills executed (Fire Drill Log).

### **EMERGENCY CLOSING**

In the event that I have to close unexpectedly, I will call all of the parents and give them 2-3 hours to come pick up their children. I will keep them up-to-date on when I will reopen.

### **CLOSED DAYS**

We will be closed on all government holidays.

### **ARRIVAL AND DEPARTURE**

Arrival: Program opens at 7:00 AM.

Departure: Program closes at 6:00 PM

Our daily acceptance or daily cut off time is 9:00AM unless there is a genuine reasons for us to accept the child beyond our cut off time.

It is important that children be picked up on time. If someone other than you, the parent, is going to pick up any child at the end of the day, we will require that the provider be notified in advanced with a writing consent form. A list of the names of persons that are authorized to pick up your child is kept in the child's file. Picture identification will be required before the child is released.

### **EARLY/LATE PICK-UP FEES**

My time is very valuable to me, as is yours to you and I expect that you follow your schedule, if you are late, you will be charged a fee of: **\$ 25 at 6:01pm and \$1 per every 1 minute**. This charge is due promptly, at the time the child is picked up.



This only applies to private-paying children. Children participating in the Subsidy Program will not be charged.

### **PARENT COMMUNICATION**

I welcome and encourage parents to participate in their child's daily routine and to "pop in" at any time. Please feel free to join in, play with us, observe and/or help.

I will endeavor to keep in touch with parents as often as possible. I will make every attempt to involve parents/guardians in all aspects of my program.

### **PROBLEMS / COMPLAINTS:**

I will always do MY best for all parents. I will put great effort into maintaining quality service. If the parent or guardian is not happy for any reason, or something does not work out as they expected, I ask them to bring it to my attention so that we can work it out. I will also keep an open mind and make changes to suit the parent's expectations if possible.

If there are any problems or complaints, I will appreciate it if the parents/guardian fills out the **Complaint Intake Form** that is included in your child's initial forms package.

If I do not resolve the complaint, parents can contact the Office of the State Superintendent of Education, Early Care and Education (202) 727 1839

### **IMMUNIZATIONS**

Before enrollment in the program, all children must be immunized, unless written opposition to this on religious or medical grounds is on file.

### **ATTENDANCE**

It is very important for all children to attend the program regularly at their scheduled time. If for any reason your child needs to miss a day, please call us to inform us of the absence.

In extreme cases of consistent absences, the following actions will be taken: after two days of absence with out notice, I will make a phone call to the parent/guardian to know what is happening.

### **BEREAVEMENT:**

In the case that a child loses a family member due to death, he/she is allowed to miss my program. Parents/guardians should call my program to inform me of the child's absence

### **SIGN IN / SIGN OUT**

Each day upon arriving, the parent is required to sign his child in, noting the time arrived. A sign-in/out pad, pens, and a clock are all located by the door. This is to be followed by signing the child out when they leave. This gives me a written record of the child's attendance, hours, and who brought/picked up the child.

### **NAP/REST/SLEEPING TIME**

- I will provide a safe, warm, quiet place for your child to rest.
- Children 12 months and older will rest on a mat or sleeping bag in a quiet room.
- Children under the age of 12 months will always be in a crib.

- Children who wake up before the rest of the children will be guided in finding a quiet time activity to engage in, that will not disturb any sleeping children.
- *I do not wake a sleeping child during naps.*

### **INDOOR PLAY**

Indoor play constitutes most of our play time (when the entire year is averaged). We provide a variety of age-appropriate toys for your child to play with. Since the ages of the children we care for vary, all the toys we have are safe for even the youngest children. It is preferred that no toys are brought from home. We will not be responsible for toys from home that are broken or lost in our program. The responsibility remains with the child and the parents.

### **OUTDOOR PLAY**

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates, we will spend time outdoors, ranging from a walk to more outdoor activities.

### **FIELD TRIPS**

Throughout the year, walking trips are made to special places in the neighborhood of interest to the children. A notice will be sent home in advance, informing parents of the destination, time, and date. We will also include a permission slip to be signed and returned. Parents are always welcome to accompany us.

### **BAD WEATHER**

Listen to the radio, or watch the news, for weather related announcements. Based on the weather and local school closings, we will be closed on a county-wide basis. For example, if the Public School of District of Columbia is closed, we will close too. If there is a two-hour delay we will be open.

### **HEALTH/ILLNESS POLICIES**

The Health Services guidelines will be used by the program for “exclusion for ill children” as follows: if a child becomes ill during the day, the child will be separated from the group and the parent will be called to pick the child up immediately. The parents are expected to make arrangements for their child to be picked up within one hour maximum of being contacted. Remember, the child may not return to the program the following day and must be symptom free for at least 24 hours before returning.

### **EXCLUDING AND RE-ADMITTING CHILDREN WHO ARE ILL**

A child who exhibits one or more symptoms of illness identified in the following symptoms described shall not attend the program.

When we observe one or more symptoms of illness, the child's parent(s) will be notified immediately. We will require that the parent(s) remove the child from the program.

We will provide a comfortable place to isolate a child who becomes ill or is suspected of being ill. The child will remain within sight and hearing of a staff member.

We will carefully observe a child in isolation for the presence of, or change in, any symptoms.



We will ensure that a child who is ill or suspected of being ill does not share any personal hygiene or grooming items.

Symptoms of illness requiring exclusion from the program include, but are not limited to, the following:

- a) Diarrhea, i.e., runny, watery, or bloody stools
- b) Vomiting two (2) or more times in a twenty-four (24) hour period.
- c) Body rash with fever.
- d) Sore throat with fever or swollen glands.
- e) Eye drainage with thick mucus or pus draining from the eye.
- f) Pink eye, i.e., colored drainage, eye pain and/or redness of the eye.
- g) Yellowish skin or eyes
- h) Fever accompanied by rash, vomiting, diarrhea, earache, irritability, or confusion.
- i) Continuous irritable crying that requires more attention than the Facility can provide without compromising the health and safety of other children; or
- j) Any other symptom indicative of a reportable communicable disease, as such, is defined in Chapter 2 of Title 22 of the District of Columbia Municipal Regulations or in any superseding document.

We will observe each child for the presence of symptoms that may indicate a medical problem, which problem may require exclusion from the program, isolation from other children, and/or consultation with the child's parent(s) or licensed health care practitioner. The following are examples of conditions that may indicate the existence of a medical problem:

- a) Fever.
- b) Lethargy or inability to walk.
- c) Respiratory problems, including increased respiratory rate; retractions in the chest; excessive nasal flaring; audible persistent wheezing; persistent coughing, either productive or nonproductive; severe coughing causing redness or blueness in the face; or difficulty in breathing.
- d) Abdominal and urinary system problems including intestinal parasites, dark urine, white spots in the stool, increased urgency or frequency of urination, or no urination for an entire day.
- e) Cardiac problems, including choking, change in color of the skin, chest pain, or persistent sweating.
- f) Ear problems, including discharge from the ear and/or ear pain.
- g) Throat and mouth problems including sores on the lips or in the mouth, white patches in the mouth, throat pain, or a dental problem that needs immediate attention; and
- h) Injuries, including persistent bleeding, oozing wounds, apparent fracture, complaint of persistent bone pain or stiffness, or difficulty with the movement of any extremity.

A child who exhibits one or more symptoms of illness identified in subsection above and who has been treated for a specific symptom by a licensed health care practitioner, may be re-admitted to the program only with a written permission, and written instructions for continuing care if needed, from that licensed health care practitioner.

If a child exhibits mild symptoms of illness and/or discomfort, I, as Child Care Provider or my substitute, in consultation with the child's parent(s), will decide whether the child should be discharged immediately or at the end of the day.



## **MEDICAL AND DENTAL EMERGENCY PROCEDURES**

The emergency care card containing parent directions and permissions will be required for enrollment. In the event of an emergency, the parents will be notified immediately, and the emergency care card instructions will be followed.

**We will not accept** the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, I will remove him from the group and notify the parent or authorized adult to pick up the child.

Parents have **one hour** from the time of notification to pick up the child.

The child may return 24 hours after their temperature has returned to normal, after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of antibiotics. If a child receives antibiotics for an ear infection, he/she may return to my facility immediately if he/she has been free of other symptoms mentioned for at least 24 hours.

The child is welcome when he has only a mild cold (e.g., runny nose or mild cough), but is able to participate in daily activities.

## **MEDICATION**

If your child is on medication and it needs to be administered while he/she is under our care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and dosage directions. We will also have a form for you to sign, giving us permission to administer medication to your child. Medication will be administered at the time or with the meal you specify, and a written record will be kept.

## **INJURIES AND NON-MEDICAL EMERGENCIES**

Minor cuts and abrasions occurrences while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged, and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care, and we are required by law to report any possible abuse situations.

If a medical emergency arises, we will try to contact the parent first, unless doing so endangers the child's life. In that case, we will take the necessary steps, putting the child's safety first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he/she is available.

In the event of a fire, we would evacuate the center/house immediately and gather outside. This will be practiced monthly so the children are familiar with the procedures.

## **RELEASING YOUR CHILD**

My normal procedure is to release the child only to the parents or someone whom the parents have designated. If someone other than the parent is to pick the child up, please notify me ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person is not on that list, I must have written permission to release your child.



One of the forms you are required to complete designates an alternative pick up person during an emergency and you are unable to contact us. Please make sure those listed are people with whom you would allow your child to leave if that person showed up at our center and said, "I need to take this child with me." Those on the list should also be people I could call in the event something happens, and you are not able to pick up your child.

Please inform your emergency contact that if we do not know them and the child is too young to recognize them, we will ask for identification. We do not mean to offend them; this is simply a measure taken for the child's protection.

### **PAYMENT PROCEDURES**

We accept ACH payments through QuickBooks invoice. We send out monthly tuition invoices to parents and occasional invoices for other fees.

If you get paid every other week and it is easier to pay every two weeks, talk to one of our directors and we can work something out for you.

Day care fees are paid monthly; due on the first day of each month. We do not have daily rates.

You are required to pay the tuition fee, whether the child is in attendance or not. This fee ensures that the child's spot is held for him/her.

### **REGISTRATION FEE**

At the time of acceptance into our facility and the signing of the contract, there will be a \$175 charge for registration. This charge is non-refundable.

For families participating in the Subsidy Program, there will be no charge.

Tuition fees are an enrollment entity and not based on the number of days attendance. Tuition rates are on a monthly basis. Payments required on the first day of the month. This may be paid biweekly or monthly if desired. Simply multiply the number of weeks by the fee due.

Tuition will be considered late if not paid by noon on the first day of the month and there will be a late charge of \$15. (This only applies for private-paying families. For families participating in the Subsidy Program, there will be no charge.)

For each calendar year a family may take any amount of weeks' vacation while the day care is open as long as you make your payments to hold your time slot. A two-week written notice of this vacation period is required.

Families participating in the Subsidy Program have 15 days of vacation per year and will be charged a 40% fee during that time to hold their time slot.

### **WE HAVE A STRICT NO PAY-NO PLAY POLICY**

We will give you four weeks' notice of any changes in our fees or policies. Tuition may increase annually.

## **TERMINATION OF CARE**

If for some reason you decide to no longer bring your child to my day care, we require eight -weeks written notice. This will give us time to find a replacement to fill your child's spot. Payment is due for the eight weeks' notice period whether or not the child is brought to daycare. You will be responsible for all final payments through the end of the notice period. Any outstanding fees must be paid on or before the child's last day.

If your balance is more than two weeks behind, your child will not be able to continue at the program until balance is paid in full. In the event of an emergency, special written arrangements must be made with the provider.

If it becomes necessary for me to resort to legal action to collect fees, you, the parent, will be responsible for legal fees incurred on our end.

If we can no longer watch your child for one reason or another, we will give you two weeks' notice, if possible. There might be a time when immediate termination could be warranted, and as we both understand it is not easy to find day care, it is important for policies to be understood and abided by.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

The childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

- \* Failure to comply with the policies set forth in the parent handbook.
- \* Failure to comply with the contract.
- \* Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- \* Non-payment of childcare or late fees and/or recurring late payment of fees.
- \* Repeated failure to pick up the child at scheduled times.
- \* Failure to show up for 5 consecutive days without any communication.
- \* Inability to meet the child's needs without additional staff.
- \*\*We decide to move (highly unlikely)
- \* Blatant disrespect towards the provider or provider's family.
- \* If a parent knowingly brings their child ill.
- \* Consistent child-rearing style differences between the parent and provider.
- \* False information given by a parent either verbally or in writing.
- \* If for any reason legal services are needed, Little Giggles Daycare, Tina Schlemme or Lyle Schemme will not be responsible for any legal or court costs incurred.

## **SUBSIDIZED CHILDCARE PROGRAM**

If you belong to this program, you already know that you are responsible for choosing your daycare and to file all paperwork needed for approval and for continuing care.

### **PERSONAL BELONGINGS**

Parents are expected to provide the following:

<b>Items</b>	<b>Infants (birth to 12 months)</b>	<b>Toddlers (12 to 24 months)</b>	<b>Toddlers (24 to 36 months)</b>	<b>Three to 5 years old</b>
Plastic bottles for the day	X			
Diapers for 4 to 6 a day	X	X	X	
Wipes as needed	X	X	X	<b>If they are still in potty training</b>
Two changes of clothes including socks	X	X	X	X
Two changes of clothes including socks				
Bibs (several)	X			
Blankets	X			
Crib sheets	X			
Light blanket	X	X	X	X
Mobile or other especial hanger items for crib	X			
“Lovie” item if needed for sleeping		X	X	X
One box of large Ziploc bags		X	X	X
Pull ups				<b>If they are still in potty training</b>
Toothbrush and tooth paste			X	X

### **PERSONAL CARE ITEMS**

All items must be labeled with a permanent marker. Each child will have their own cubby for items, and you will be notified when replacement items are needed.

### **TOYS AND MOVIES**

Children are not allowed to bring toys or movies to the program except for show and tell days or as directed by the provider. No toy guns, swords, or any other toy or movie with violent connotation will be permitted at any time. Books may be brought for story time if approved by the provider. Personal belongings associated with violence such as Power Rangers, X-men, Ninja Turtles, etc. are not permitted. All personal items should have your child’s name on them.

### **FOOD AND NUTRITION**

A well-balanced breakfast, lunch/snack will be provided or by parents in accordance with both of us provider and parents.

Lunch/snack prepared by parent/guardian should be packed in a brown paper bag.

<b>GROUP</b>	<b>MORNING SNACK</b>	<b>LUNCH</b>	<b>AFTERNOON SNACK</b>	<b>DINNER</b>	<b>EVENING SNACK</b>
--------------	--------------------------	--------------	----------------------------	---------------	--------------------------

				To serve family style meals,	
Infants and Crawlers	?	?			
Toddlers and Preschoolers	?	Arrangement between parents and provider	?	X	X

Breakfast is a bread product, fruit, and milk. Each snack includes food or drink from two of the mentioned groups. According to the posted approved daily menu.

Sweets may be included occasionally.

Please do not send snacks of candy with your child to day care unless prior approval has been given.

If your child is not here at these times, meals or snacks will not be given at unscheduled times so please be sure that they have eaten.

If your child has an allergy to a specific food, please let me know.

I never force a child to finish what is on his plate, but I do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

If you wish to provide snacks at your child's birthday or another time, that's great! If you let me know a day ahead of time, it helps.

## **SUPPLY OF PERISHABLES AND STAPLES**

We will always maintain one (1) emergency day supply of perishables and three (3) days of supply of staples.

We will maintain the following foods for one day in my program:

We will use perishable food from the refrigerator and pantry, such as milk, bread, fruits, cheese, etc. If necessary, we will begin to use non-perishable foods and staples.

Food and other items we will keep in our program for people and pets (If we have any):

- Water in clean, sealed plastic containers – store one gallon for each person and pet for each day
- Ready to eat canned meats, fruits and vegetables.
- Manual can opener
- Protein and fruit bars
- Dry cereal, granola, nuts, and crackers
- Peanut butter
- Dried foods such as dried fruits and dehydrated meals
- Canned juices
- Powdered milk or cans of evaporated milk
- Cans or jars of baby food and baby formula
- Food for pets.

## **TRANSPORTATION**

Our facilities do not own, operate, maintain, or use any motor vehicles for transporting children. We do not provide transportation.

## **GUIDANCE AND DISCIPLINE**

As childcare providers, we will work to create an environment that allows children to explore and be active, without requiring a lot of rules and restrictions. We use positive guidance, redirection, and settling of clear-cut boundaries that foster the child ability to become self-disciplined. We encourage children to respect other people, be fair, respect property, and learn to be responsible. We share with the parents, daily progress both positive and negative. Sometimes, children misbehave in one way or another and we handle each situation individually. We do not advocate “re-punishment” at home for a situation that happened hours earlier. Children respond positively if parents and providers work as a team. Parents may be asked to reinforce expectations.

In order to help protect all children in our care from physical and psychological harm, we have adopted the following guidelines:

- As childcare providers we will continue to educate ourselves, motivate parents about child development and encourage an appropriate understanding of toddler aggressiveness.
- Recognize that toddlers have a very short attention span.
- We will be vigilant and keep a record to help determine the cause of frustration that prompts the behavior.



The following is a step plan, which is dictated by child’s behavior.

- Parent-Provider conference.
- Written plan for improving behavior.
- Temporary removal from the program (this would require payment to reserve child’s slot);
- The above plan is at the discretion of the provider and may be accelerated, if necessary.

Discipline problems are avoided whenever possible by the following techniques:

- A well-organized room.
- A well-organized routine.
- Offering a wide variety of prepared activities.
- As caregivers, we expect parents to cooperate and work together with us on problems that might exist during the hours of care.
- Corporal punishment (hitting and spanking) is not permitted.

### **HOLIDAYS**

Holidays that are paid as part of my benefit, include:

MONTH	DATE	HOLIDAY
January	1	New Year’s Day
January	3 <sup>rd</sup> Monday of the Month	Martin Luther King, Jr. Day
February	3 <sup>rd</sup> Monday of the Month	President’s Day
April	16	Emancipation Day
May	28	Memorial Day
July	4	Independence Day
September	1	Labor Day
November	11	Veteran’s day
November	Last Thursday of the Month	Thanksgiving Day
November	Last Friday of the Month	Day after Thanksgiving Day
December- January	12/24,12/25, 12/26, 12/27, 12/28, 12/29,12/30, 12/31, 1/1, 1/ 2, 1/3	Christmas Eve- New Years Day

In addition, we follow the Public School or Government calendar in case of inclement weather conditions or other safety situations.

### **CLOSURES**

Visit our website for an up-to-date DC Holiday & Closure calendar. Calendars are updated yearly.

### **LOST AND FOUND**

All children’s belongings should be labeled. We will keep a specific place for lost and found items.

### **BIRTHDAY PARTIES**

As a provider I believe birthdays are very special to each child. The program will allow healthy treats and favors to be brought in for the child’s special day. Balloons, hard candy, or gum are always prohibited. Parents should notify the provider one week in advance and provide the necessary paper products.

## **RELIGIOUS PRACTICES**

In my opinion, religious teachings should be the parents responsibility. If you have any restrictions or concerns, please feel free to let me know.

We usually have parties on Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let us know ahead of time.

## **DAILY SCHEDULES**

Babies, Infants, and Toddlers will not necessarily follow a set schedule. They are not capable of sitting still for circle time, may need a morning nap, etc. This is one reason our daily schedule is not "set in stone."

Children develop differently, and activities will be done at their own pace.

We will remain flexible throughout the day and adjust as the children's needs change.

<b>DAILY SCHEDULE</b>		
<b>Schedule</b>	<b>Activities</b>	<b>Description</b>
8:00 – 8:30 AM	Greeting children and parents  Breakfast	Welcome; Put away personal items (coats, lunch, backpacks, etc.) Wash hands; clean-up, set-up breakfast. Breakfast made available until all children finished
8:30 – 9:00AM	Small Group	Independent Activities
9:00 – 10:30 AM	Circle Time  Free Choice	Welcome Talking about weather Sing/read Promoting milestone development All areas open for free playing
10:30 – 10:45 AM	Diapering / Clean-up	Wash hands; clean-up
10:45 – 11:45 AM	Outdoor Activities	Neighborhood walks, water play, sand box , etc.
11:45 – 12:00 PM	Lunch (before and after Lunch)	Wash hands Clean-up, Personal hygiene (brush teeth, diapering, etc.)
12:00 – 12:30PM	Lunch	
12:30 – 1:00 PM	Diapering / Clean-up	Wash hands; clean-up
1:00 – 3:00 PM	Rest (Nap Time)	Supervision while sleeping Soft music.
3:00 – 3:30 PM	Wake up / Snack time!  Diapering / Clean-up	Put cots away. Diapering/Restroom, Snack Clean-up.
3:30 – 4:30 PM	Outdoor Activities	Outdoor Activities
4:30 – 6:00 PM	Table Games Preparation to go home.	Playing in groups Theater, puppets, and games

	Leaving	Activities to promote and stimulate social-emotional development while waiting to go home. Diapering Goodbye / go home
--	---------	--

### **TOILET TRAINING**

When you feel your child is ready for potty training, we ask that you begin this training at home. We will follow through and encourage your child while in my care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, I will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

When accidents only happen once every other week, 5-ply training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus, clothing with too many "gadgets" makes it harder to get the child on the potty in time.

### **ILLNESS (PROVIDER)**

We ask that you have a back-up (someone you can call if your child is sick).

We will not provide care for a child who is feverish. If a child has thrown up or had diarrhea within the last 24 hours, please keep the child at home. If the child has a green discharge from his nose, he/she must be on an antibiotic for 24 hours before he/she can attend my program. If your child is not feeling well, do not give him Tylenol to mask his symptoms. If your child throws up the night before and seems fine the next day, he/she is more than likely to still be contagious to the others.

**You must wait 24 hours.** All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other, and it is very difficult to keep a sick child from infecting everyone else.

### **ANIMALS / PETS**

We will inform the parents if we have a pet in our facility and we will keep the parents informed about the pet's health condition. We will ensure that the pet is clean, in good health and is not dangerous or aggressive. We will keep the pet out of the children's area and will not allow children to handle or touch the pet.



I have read the policy/program statement and my understanding is that I will abide by the policies as stated.

Parents Policy Manual was given and signed on: \_\_\_\_\_

Name of Parent(s) or legal guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Child: \_\_\_\_\_