

## 2008 Policies

**Thank you for your interest in my childcare program. I believe that all children are special and unique. It is my goal to provide children with a safe environment that nurtures self-esteem and security. I provide an informal education program to promote learning through hands on play and discovery. I encourage parents to discuss expectations that they have and/ or want for their child and myself as a provider. It is so important that parents and providers communicate together and establish a good relationship, which is in everyone's best interest .... especially the child's.**

**My child program is semi- structured with individual activities, group activities, supervised free time, and supervised outdoor play. Many of these daily activities will focus on learning skills such as letters, numbers, colors and shapes, as well as manners, dressing one-self, and helping around the house in age appropriate activities. I do include learning a new word and/ or phrase in spanish and the use of a computer specifically made for preschoolers.**

### My Preschool Program

- Small Muscle:** coloring, puzzles, play dough, and a variety of blocks and other activities.
- Large Muscle:** crawling, marching, running, jumping, dancing, stretching, exercising, and sports participation such as: bowling, playing catch, basketball, and etc.
- Creative Play:** ( stimulates the child's imagination and language skills ) play areas that may include store, post office, dress up, and puppets.
- Arts & Crafts:** projects emphasizing creativity/ techniques and most importantly "trying".
  - Music:** daily use of songs, rhymes, poems, piano and/ or recorded music.
- Science:** activities that encourage investigations, observations, discovering, and problem solving. Example: cooking, growing a plant, bug hunts, and etc.
- Math:** counting is a part of everyday. Other activities involving concepts such as volume, size, shape, and measurements.
- Language Arts:** Story Time will occur daily. Children will be encouraged to participate in group conversations, social conversations, storytelling, and role- play.
- Outdoor Play:** We will go outside daily, weather permitting (if it's too cold we will remain indoors ). On days when we cannot go outside, there are activities available for large muscle development.

### Open Door Policy

**You are invited and welcome to visit the daycare anytime your child is present. This is after your child has adjusted comfortably to our daily routine. This is to not disrupt the flow of the daily schedule. You are asked to avoid visiting during naptime and/ or quiet time as much as possible. Please knock/ ring the door bell as the door is kept locked for safety reasons. If you would like to call, please do so. If I do not answer, please leave a message, and I will call you back as soon as possible.**

### Behavior & Discipline

**No child will be hit, spanked, belittled, or otherwise intimidated at this daycare. Corporal punishment is never used. Children are treated with courtesy, respect, and patience. Discipline is given according to age and level of understanding. Younger children, babies and toddlers are redirected to another activity. Older children are given timeouts depending on the severity of their misconduct ( timeouts never are to exceed 10 minutes ) and the child is never left unattended. If a child's behavior becomes a problem, I will address it with you and we will resolve it together.**

**AT NO TIME WILL BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS, OR ANY TYPE OF ABUSE. DEPRIVATION OF MEALS OR ANY PART OF A MEAL WILL NEVER BE USED. NO CHILD WILL EVER BE PUNISHED FOR BATHROOM/ TOILET ACCIDENTS.**

### **Naptime**

**All children are required to have a nap/ rest period. No child is forced to sleep, however they must be quiet, so the other children are not deprived of their rest time. Older children, and those who wake early, will be allowed to read a book until rest time is over. Please try not to schedule pick- ups or visits during this time to lessen the disturbance of the resting children. All children are given clean separate bedding in accordance with Virginia Day Care Licensing Rules. All blankets will be sent home on Fridays to be laundered and to be returned the next week.**

### **Toilet Training**

**I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use the underwear/ pull-ups supplied by the parent. Please send your child in easy-on/ off clothing until they are able to completely dress themselves. I require atleast 2 changes of clothing during toilet training.**

### **Meals/ Snacks**

**Only nutritionally balanced meals and snacks are served. The children are offered the food and encouraged to try, but they are never forced to eat. Please do not send any food or drink with your child without prior approval.**

**Meal/ Snacks will be served at the following times:**

**7:00 am- 7:30 am - Breakfast**

**8:45 am- 9:15 am - Snack Time**

**11:30 am - 12:30 pm - Lunch**

**2:30 pm - 3:00 pm - Snack Time**

**Please have your child at the daycare no later the designated times to receive a meal, or please be sure your child has had the meal at home. Children are encouraged to use meal**

**time to share their experiences with each other. Manners are taught and encouraged at this time as well. Please list on the child info. sheet any food allergies that your child may have. if your child needs a special diet, please inform me so that I can adjust the menus.**

**I participate in the government food program for childcare providers. This reimburses me for a small portion of the food cost for each meal. For infants, I am required to offer an iron-fortified infant formula. If you prefer a different a formula, please inform me in writing, whether it be dietary or merely preference.**

### **Supplies**

**Each child will have a designated space for their personal items. Please mark names on child's things. Please bring the following items for your child to have available.**

#### **•Toothbrush and Toothpaste**

**•A complete change of extra clothing. This includes shirt, pants, underwear, and socks. Please be sure these are season appropriate. Please bring 2 changes of clothing while toilet training.**

**•Paint Shirt ( an old t- shirt from Mom or Dad is fine )**

**•Diapers or pull-ups and wipes, if needed ( please replenish as needed )**

**•Blanket for naptime. This is to be returned to you for laundering. Please bring back on Mondays.**

**•Sun-block, insect repellent, etc. ( can only be used if form is signed)**

**\*\*\*Parents are encouraged to bring extra seasonal outdoor clothing such as hats, mittens, coats, etc. to keep at daycare. If you prefer you may supply these items to be left here. The option of leaving these items here is for your convenience and is not required.\*\*\***

### **Clothing**

**Children should wear clothing for comfort and convenience. For the child's safety, please no clogs, flip flops, etc. Coomfortable sneakers or sandals should be worn, and water shoes for summer play ( or the child may go barefoot). Please dress your child in clothing that is suuitable for the weather. This means hats, mittens, and jackets/ coats when necessary.**

**This is a hands-on childcare, children learn by doing. I use washable art supplies, but caution never hurts! Children should not be worried about getting dirty or having spills on their clothing. Please dress your child in play-clothes. Parents must bring a complete change of clothing everyday, or leave a change of clothing at the daycare.**

**If there is a special occasion that calls for special clothing (a visit or party right after childcare or a trip to the photographer), please send in the clothing with the child and I will help them clean up and get dressed prior to your picking them up at the end of the day.**

## Water Play

*I have a sprinkler and a wading pool for summer water play. A swimsuit and towel may be requested for these days.*

## Illness

*It is in everyone's best interest that a sick child stays home. If a child has any of these symptoms listed below, they will not be permitted to attend daycare until 24 hours after the last incidence of fever, vomiting, severe diarrhea, or until 24 FULL hours after medical treatment has begun as prescribed by a physician.*

*Symptoms include but are not limited to:*

- **Fever of 100 or more.**
- **Severe diarrhea (cannot be contained by the diaper or toilet).**
- **Unexplained rash (child will not be allowed in daycare until a medical exam has indicated it is not a communicable disease).**
- **Vomiting**
- **Pink-eye or eye drainage**
- **Chickenpox - until all blisters have dried and formed scabs, about 6 days after the onset of the rash.**
- **Sore throat or loss of voice**
- **Hacking or continuous coughing**
- **Yellow or green runny nose**

*In the event that your child is ill and needs to miss a day, please call (no earlier than 6am) before your anticipated arrival. If your child has an extended illness, a discount may be arranged to hold the position at my discretion.*

*If a child becomes ill while at daycare, parents will be notified and he/she must be picked up within one hour. The sick child will, if possible, be isolated from the other daycare children to minimize exposure, although, not in a bad way as to make them feel even worse. If a child is absent for an extended period of more than one week (5 days) due to illness, a doctor's slip is required upon return to care.*

*Virginia Department Of Public Health requires that a child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required, be excluded from the home until they, or the local Health Department, states in writing that the communicable, contagious or infectious stage of the*

**disease has passed and that the child may be re-admitted to the daycare home.**

**\*\*\*\*If one of my own children is sick and I will not be able to provide care to other children, I will notify parents as soon as possible before daycare and parents will need to have backup childcare for the day. There will be no charge for that day. If one of my own children becomes so ill that I can not provide care during childcare hours, I will notify parents and children and they will need to be picked up within one hour.**

### **Health**

**A health care summary must be completed by a physician PRIOR TO ADMITTANCE. I must have immunization records for each child. Please keep these records up to date as this required by DCFS.**

**I will do my best to maintain a healthy environment for the children although no environment can be totally germ free, keeping their numbers low can lessen the harmful effects of germs.**

**The #1 way to reduce the spread germs is by thorough and frequent hand washing. I will follow all hand and equipment washing rules as stated in the Virginia Licensing Standards for Day Care Homes. I will encourage the children to wash their hands often and require hand washing before eating and after toileting.**

**Written permission is required before any medication, diapering products, sunscreens, lotions, or insect repellants can be given. All prescription medications must have the child's name, name of medication, Doctor's name, name pharmacy, prescription number, date, and directions for administering/ dosage on the label. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on a Medication Administration Record.**

**All parents are encouraged to sign a consent form for the administration of Syrup of Ipecac, and Activated Charcoal which will only be given after the provider calls the Poison Control Center and is directed to do so.**

### **Safety**

**My home is set up as a safe environment for children. I have emergency fire and storm procedures. Practice drills will be completed regularly and recorded in a monthly log.**

**Please DO NOT send toys, food candy, gum, or money with your child unless specifically asked to do so. These items place an unnecessary burden on the provider, and may cause the child to become upset when taken away. These items can also pose a choking hazard if the provider is not aware of them.**

**in the event of an injury ( other than minor scrapes, bumps, scratches, etc. ), the parents will be notified immediately!**

**Although supervision is constantly given, I cannot be by the child's side at all times to prevent falls, tripping, bumps, etc. If the child is injured in a non-life-threatening way, I will assess the child and provide home FIRST-AID.**

**in the event of a serious injury, the parents will be notified immediately and necessary steps will be taken to obtain medical aid. For emergency purposes, PARENTS MUST KEEP ALL**

**CONTACT NUMBERS CURRENT!!! If I am unable to reach you, or your emergency contacts, I will transport your child to his/her doctor or to Mary Washington Hospital/ Culpeper regional (whichever is preferred), if necessary. If immediate intervention is required, I will take appropriate action, including calling 911 and having your child transported by ambulance to the hospital.**

**You and your insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare. The childcare is not responsible for any medical or legal charges incurred.**

### **Fire**

**There is a fire extinguisher located in my kitchen and in my garage, which is located off of the kitchen. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire.**

### **Power Outage**

**There are flashlights located throughout my home. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. if the weather is inclement and the house is getting too cold for your children, you will be notified to pick up your child.**

### **Television Viewing**

**Television viewing is an important issue for parents. TV time will be limited and monitored. Viewing time may be allowed in early mornings ( prior to breakfast ), Movie Time on Fridays, and after toy pickup while waiting for the arrival of parents. This can amount to 1/2hrs. to 2hrs. per day depending on when your child is here or if they want to watch. The programs I allow children are shows like Sid the Science Kid, Super Why, Arthur, Dora & Diego, and other programs on PBS kids, Noggin, or Nick Jr. if there are any objections to this, please let me know. I will respect parent's personal rules about television viewing. We occasionally watch children's movies which are rated G (or not rated) such as Elmo, Sesame Street, Bob the Builder, Baby Einstein Videos, etc. especially during Movie Time, which is usually on Fridays. Again, please let me know of any objections to any movies that you may have.**

### **Drop-Off/ Pick-Up**

**Please do not leave your car running.**

**You must sign out your child when you pick up your child.**

**Your child must leave with you.**

**Please do not allow your child to play near the vehicles at any time.**

**I assume responsibility for your child only when he/she is in my care during regular hours.**

**No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick-up list, without WRITTEN permission from the parent. Telephone permission WILL NOT DO! Anyone unfamiliar to me will be required to show proof of identification. Please make the alternate pick-up person aware of these requirements.**

**If the person picking up the child appears to be under the influence of alcohol/drugs, another authorized person will be notified to pick-up both the child and the adult.**

### **Court Orders**

**If there is a court order keeping one parent or guardian away from the child, I must have a notarized copy of that court order to keep on file. Otherwise, I cannot prevent the non-custodial parent from picking up the child.**

### **Transportation**

**Parents will be notified in advance as to when a field trip is being planned. A child may not participate on a field trip unless parents have signed the travel authorization form. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in case of emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will ALWAYS be notified prior to any outing from the provider. You, as parents, reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate arrangements. I may request a car seat be left with me for fieldtrip days.**

### **Days & Hours of Operation**

**Baby Bears Daycare is open from 6:00am until 6:00pm. Monday through Friday. Hours of care will be contracted from child to child.**

### **Holidays/ Birthdays**

**I honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please let me know ahead of time. You are more than welcome to participate in ANY activities I have planned. Please inform me if you do not wish for a holiday (Christmas, Halloween, etc.) to be focused upon.**

### **Holidays, Vacations, and Time-Off**

**Baby Bears Daycare will be closed on the following Holidays:**

**New Year's Day**

**4th of July**

**Thanksgiving Day**

**Christmas Eve & Christmas Day**

**In addition, Baby Bears Daycare will close for 1-2 weeks vacation per year. Notification of at least 30 days will be given prior to any closed days with the exception of emergencies or illness. Please have a back up childcare provider for these occasions. I am required/nor responsible to find alternate care for your child, although I will try to have back up at all times. In the event that I will be away for a period of time less than three hours ( usually for Doctors appointments ) substitute care will be provided by a back up provider that I will arrange.**

**If the daycare is closed, no payment will be expected.**

**You are allowed up to 2 weeks of vacation at 50% tuition. Any vacation taken beyond 2 weeks in a calendar year is 100% tuition. This is to hold your daycare space and PAY IS EXPECTED IN FULL BEFORE YOU LEAVE. If you choose to take your vacation on the weeks that I am on vacation, no tuition will be due.**

**\*\*\*If care is needed for children at a timethat is different than those stated in the family's stated contract, parents must request it from me prior to the day the care is needed. I would appreciate a minimum of 24-hour notice. I do understand that situations come up and will try and help whenever I can. Parents do need to be aware that I may not always be able to grant requests.**

**\*\*\*If I cannot care for children for some unexpected reason ( i.e. illness, death in the family, etc. ), I will try to give parents as much notice as i possibly can. If I can arrange sustitute care, I will try to do that. Families will need to have their own back up care for those times when I cannot possibly give care. There will not be a charge for those days.**

### **Rates**

**\*\*\*No payment or fee will be prorated\*\***

- Basic rate per infant up to 2 years: \$165 /per week
- Half day rate (7:00- 12:30, 12:30- 6:00, MWF,etc. ): \$82.50 /per week
- Basic rate per child 2 1/2 to 4 years: \$150 / per week
- Half day rate (7:00- 12:30, 12:30- 6:00, MWF ): \$75 /per week
- Basic rate per child for before and after care regardless of age: \$75 /per week
- Daily rate for drop in: \$33 / per day for infants to 2 years.
- Daily rate for drop in: \$30 / per day for 2 1/2 to 4 years.

**\*\*\*These rates are evaluated annually\*\*\***

### **Fees**

**Late/ Early Fee: \$2.50 per 15 minutes per child ( after a 15 minute grace period ) PLease note: This is \$10 per hour, so please be on time!**

**Late Payment Fee: \$10.00 per day that payment is not received.**

**Returned Check Fee: \$30.00 plus any additional cost incurred for a returned check.**

**\*\*A notice will be sent home with the child on Thursdays if there have been any fees incurred. These fees will need to be paid on Friday with regular tuition.**

**If a parent is 30minutes late and has not contacted me with their expected arrival time, I will then call the listed numbers. If there is still no answer, I will then use the alternate pick up contact numbers listed, and your child will be made comfortable. If the parents have still not contacted me by 8:00 am the next day, the proper authorities will be called. Please make sure your emergency contact info is kept current. If this situation ever occurs, I will make every effort to care for your child as normal and help them not become worried. At no time will the children be blamed for their parent's lateness.**

**The 1st. week's payments are due when reserving the space and are non-refundable. All payments are due by 6:00 pm on Friday for the following week. After 6:00 pm, the late fee ( \$10 per day ) will be assessed. If payment is not made by Monday, your child will not be accepted into care until payment, including all late fees, is made. If a period of 7 days pass without receipt of payment, the contract will then be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to the collection of the childcare fees.**

**Cash or Check is accepted and a receipt will be given. A year end statement of all childcare fees paid will be provided within the first 4 weeks of the New Year, to the address of the contract. A fee of \$30.00, plus any additional costs I incur, will be charged to you for any returned checks. All future payments will then be accepted in either the form of cash or official bank check.**

**Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. These fees are due regardless of unforeseen or arranged absences such as illness, or appointments. Please be courteous and inform of lateness and/or absences, as waiting for children to arrive affects our schedule.**

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

### **Trial Period**

**There will be a two-week trial period for all children entering this daycare. The contract may be terminated by either me or the child's parents during these two weeks if either party feels there are reasons to do so without the need for a two-week notice.**

### **Terminating Childcare**

**After the trial period, a two-week notice MUST be given prior to terminating childcare services, or to make changes in the contract (i.e. change of hours and/or days contracted).**

**Parents will be responsible for paying for the two weeks after notice is given regardless of whether parents choose to keep children in care or not for those two weeks. If I feel that the requirements of the contract are not being met or if there is a conflict in caring for a child, I may choose to terminate the contract.**

**The childcare reserves the right to terminate the service if:**

- Immunizations are not kept current (by Va state regulations).**
- Tuition is not paid in full (or parent fee for subsidized families).**
- If the parent is not supportive of the policies and procedures.**
- The provider is treated in an abusive or derogatory manner.**
- The child fails to adjust to daycare.**
- If the child's behavior is disruptive, unmanageable, and/or harmful to the other children or to the provider.**

**If immediate termination/ dismissal is required (for any reason including non-payment) two weeks payments is required with no further care provided.**

### **Child Abuse/ Neglect**

**I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home.**

### **Confidentiality**

**The information that you supply to the provider will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. This does not apply to law enforcement.**

### **Communication**

**The purpose of these policies is to keep misunderstandings from happening. I hope it provides parents with a clear picture of the expectations I have for them and that they may have for me. if at any time a parent has a question concerning any part of this contract, I urge them communication is the key to each child getting the best care possible. Please, with so many devices of communication available, there should be no reason why a question or conflict cannot be answered/ resolved.**

**\*\*\*These policies are subject to change and will be updated (and must be signed) yearly. A three week notice will be given when a policy is changed, added, or revised.**

**Thank You-**

**Donna Jones - Childcare Provider of Baby Bears Daycare**