

Hello and welcome to my child care home. I am happy to have you as a prospective or present member of my child care family.

MY CHILD CARE PHILOSOPHY

I believe that children deserve to be in a loving, nurturing environment where they can be appreciated as special individuals and be loved unconditionally. Young children need a chance to learn, and grow both physically and mentally. While we do work on age appropriate skills, the most important thing I try to teach is how to get along with others.

ENROLLMENT

Forms that need to be filled out upon enrollment:

1. Admission form
2. Immunization form
3. Travel form
4. Food Program Enrollment form
5. Contract
6. Policy

I am licensed for 10 children in my home. As a licensed child care provider, I am mandated to report any suspected child abuse.

Being licensed guarantees you that I am providing at least the following:

1. A clean and comfortable environment
2. Age-appropriate materials and equipment
3. A safe environment, including safety caps on electrical outlets, fire extinguishers, smoke detectors and a first aid kit.

I am also required to complete 8-12 hours of training in the child care field each year.

MY QUALIFICATIONS

I've been a licensed child care provider since 1990. Since then I have taken many classes

on working with infants and young children. I have a CDA credential and have completed 40 hours of training in the ITTI program. I plan to continue taking classes because I get so much new and useful information regarding my child care program.

HOURS OF OPERATION

My hours of child care are from 5:00am to 5:00pm Monday-Friday.

My child(ren) will be in care:

from _____ to _____ Monday

from _____ to _____ Tuesday

from _____ to _____ Wednesday

from _____ to _____ Thursday

from _____ to _____ Friday

Parents should pick up their child(ren) on time. Overtime begins immediately after time stated above, or 5:00pm, whichever comes first. Overtime rate of \$5/5 minutes or fraction thereof, per child. Children will not be released to anyone who appears to have been drinking. Also, only persons listed on the Family Day Care Admission and Arrangement Form will be allowed to remove the children from care. It may on occasion be necessary for someone else to pick up the child(ren). In this case, I must have prior notice and be supplied with the person's name. I will ask for identification at time of pick up. There is a part time minimum \$ amount per week. This can be found on the rate schedule. If care is part time with variable hours and days, I must have the upcoming week's schedule by close of business on Friday. I reserve the right to deny care if I do not receive this schedule on time. Schedule changes must be in writing, one week prior to the effective date of such schedule change.

ABSENTEEISM AND ILLNESS

If a child or parent is ill, or for any other reason the child will not be in care for that day, please call me as soon as possible to let me know. I really do appreciate this courtesy. Payment is still expected for that day. Parents often ask, "Why should I have to

pay for child care when my child is absent?" The main reason child care providers charge for absent days is to provide stability in their budgets. Family child care providers count on their income from child care just as an employee counts on his/her paycheck. Most often I can not replace your child with another child when he/she is not here for a day or a week. However, I am expected to hold the space until the child comes back. An analogy would be: Your boss tells you that you are not needed next week because his daughter is home from college and will be taking over for the week. You won't get paid, but don't look for another job, because you will be needed back in a week. To say the least, this does not make for a good working relationship.

Parents should have alternative arrangements available in the event of an emergency, illness, vacation, or such, in case the situation should occur. For the protection of your child(ren) and the protection of the other children, your child(ren) should be kept home if he/she shows any of the following symptoms:

1. A temperature of 100 degrees or over.
2. Intestinal disturbance accompanied by diarrhea or vomiting.
If a child has 2 cases of diarrhea, he/she will be sent home.
3. Any undiagnosed rash.
4. Discharge from the eyes or ears, profuse nasal discharge.
This includes the common cold.
5. Child unable to participate in daily activities.
6. Provider unable to care for other children in care, due to the attention your child needs.

While these symptoms are not life threatening, they are highly contagious. I cannot care for them until the symptoms are gone. Children may return to child care when the symptoms have been gone for 24 hours. If your child develops any of these symptoms while at child care, one of the parents will be called and asked to pick up the child.

REMEMBER THAT EVEN CHILD CARE PROVIDERS GET SICK OCCASIONALLY. BE SURE TO HAVE BACK UP ARRANGEMENTS.

Provider's husband is her backup, should it be needed. He has had all required trainings to do this.

Parents must notify provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation as listed below:

- | | |
|---|-----------------------------|
| Acquired Immune Deficiency Syndrome(AIDS) | Amebiasis(Amebic Dysentery) |
| Babesiosis | Anthrax |
| Botulism | Blastomycosis |
| Campylobacteriosis | Brucellosis(Undulant Fever) |
| | Chancroid |

Chlamydia trachomatis	Cholera
Diphtheria	Diphyllobothrium latum
Encephalitis	Echinococcosis
Escherichia coli(pathogenic)E coli	Giardiasis
Gonorrhea(Venereal Disease)	Haemophilus influenza
Hemolytic Uremic Syndrome	Hepatitis(All viral types)
Herpes Simplex infection (for infants less than 30 days of age only)	HISTOPLASMOSIS
Influenza(unusual case incidents or laboratory confirmed)	Human Immunodeficiency Virus
LEGIONELLOSIS(Legionaire Disease)	Kawasaki Disease
Leptospirosis	Lead Poisoning
Lyme Disease	Leprosy(Hansens Disease)
Measles(Rubeolla)	Listeriosis
Meningococemia	Malaria
Mycobacteriosis	Meningitis(Infectious)
Plague	Mumps
Psittacosis	Pertussis(whooping cough)
Rabies	Poliomyelitis(Polio)
Reye Syndrome	Q Fever
Rubella and Congenital Rubella Syndrome	Retrovirus Infections
Salmonellosis(including typhoid)	Rheumatic Fever
Staphylococcal(outbreaks only)	Rocy Mountain Spotted Fever
Streptococcal Disease(neonatal)	Shigellosis(certain types of food poisoning)
Tetanus(lockjaw)	Syphilis
Trichinosis	Toxic Shock Syndrome
Tularemia(plague-like disease)	Tuberculosis
Yellow Fever	Typhus
	Yersiniosis

Immunizations must be current. When scheduling them, please try to schedule them on Fridays, so that if there is a reaction, your child will have the weekend to recuperate and you won't miss any work.

If your child has a minor injury, I may treat it myself. Should your child sustain a serious injury, 911 will be called and I will follow their recommendations, you will be notified as soon as possible. You will be responsible for ALL expenses if medical treatment is required(Ambulance, doctor, hospital). If I should have to leave with an injured child, either another adult member of my family or a neighbor will stay with the

child care children. I do not transport children in my care.

DISCIPLINE

To discipline means to guide. I will not use any physical or verbal punishment. I try to be very consistent, so that the child will not become confused.

My #1 rule is that we do not say or do anything which could be hurtful to another person.

If there is a behavior problem I try to redirect activity before it becomes a real problem. If that doesn't work the child will be separated from the others until he/she is able to get along. If the child does something serious, I will have the child tell the parent what happened, in front of me. This makes the child accountable for his/her actions.

If something a child does is serious I will have a conference with the parent to work out a solution. If serious inappropriate behavior continues, it could be grounds for dismissal.

COMMUNICATION

For your child's best interest, I feel that open communication between us is very important. If there is something going on at home that affects your child(illness, death, separation, divorce, etc.) please let me know so that I can understand your child's behavior. Some children are much more affected by certain situations than others. In these situations I try mainly to be a good listener for your child. I will not take sides. My only interest is to be supportive of your child. Anything told to me in confidence will not be repeated to anyone.

If you should ever have any questions or concerns about anything please feel free to discuss it with me.

I've had several other occupations but doing child care is definitely my favorite.

I'm in this business because I love working with children and their families. Rest assured that I am going to stay in this business for quite some time.

GENERAL GUIDELINES

Parents furnish diapers, wipes, an extra change of clothing, and a light jacket in changeable spring and fall weather.

Toilet training can be one of the most frustrating and challenging times of child rearing. During the normal course of child development a child becomes aware of the sensation of voiding and/or having a bowel movement. At a little bit later stage the child becomes aware of the fact that after this happens there is less comfort in his/her diaper and tries to "fix" the situation. It is at this stage that a child can be trained. Previous to this what frequently happens is the parent becomes trained to put the child on the potty every hour or so. This is not training the child, this is training the parent or child care provider

I realize that there is a great temptation to want to rid oneself of the expense of disposable diapers, but it will only add to the frustration of training if this process is pushed before the child is ready.

Please do not bring a child in diapers in one piece outfits which do not have snaps in the legs or at the crotch for easy diapering. I know it is tempting to put that extra cute outfit on to show off junior but if a child needs to be completely undressed to be changed it takes an extra 5-7 minutes to do the job and if you multiply that by the number of children in diapers that means much wasted time which could be used to read a story, play outdoors, etc. So please be sure the child care outfits have snaps or elastic waists which can be slipped down easily for changing. THANKS

Please make sure to send an extra change of clothes, to be kept here, in case clothes get soiled.

Please make sure to send appropriate outdoor clothing with your child(ren). We will try to go outside everyday, weather permitting. In winter, our general guideline is if it is below 20 degrees or 0 wind chill we do not go outside.

Please call me as soon as possible if your child(ren) will not be coming to child care on any given day. Generally you can call between 6am and 10pm.

Be prompt in picking up your child after work. Please remember that child care hours are for child care only and not so that you can do errands or pick up a couple things at the grocery store. This will only create hard feelings between us.

Please share information with me that will help me better care for your child. For example, child complaining of stomach aches, throwing up over the weekend, etc.

Please use the sidewalk when dropping off or picking up your child(ren). Also please park on one side or the other of the driveway, not in the middle of the driveway.

A two week written notice is required in the event that either party must cancel the

child care arrangement.

I am on the CACFP Food program. Children in care before 8:00am will receive breakfast. I also serve lunch and an afternoon snack.

The provider does carry at least the minimum amount of liability insurance.

Child care will be closed on winter storm days that the Shakopee Schools are closed. I believe that if it is unsafe for the school buses, that it is not safe for you and your child(ren).

Please respect me, my profession, my family, and my home. The respect that you show me, including my home, furnishings, equipment, and yard will communicate itself to your child(ren) and will make for a better working relationship.

DRUG USE POLICY

Abuse of prescription or nonprescription drugs by anyone providing child care services is prohibited. Anyone under the influence of prescription or nonprescription drugs is forbidden from interacting with children in care or from providing services relating to their care.

GRIEVANCES

It is my goal as your provider to have an open, trusting relationship. With this in mind, you are encouraged to contact me at anytime to discuss any issues or concerns you may have regarding my policies or your child's care.

VACATIONS

When you are on vacation, I receive full pay for that time. I receive two weeks paid vacation per year. Anytime over two weeks is unpaid. I normally take two weeks vacation per year. You will receive a minimum of four weeks notice for the vacation time. I will also take three paid personal days and two paid days for professional development each year.

PAID HOLIDAYS

New Years Day

Labor Day

President's Day
Memorial Day
4th of July

Thanksgiving Day & Day After
Christmas Eve
Christmas Day & Day After

If a paid holiday falls on Saturday, then Friday is the paid day off. Likewise, if a paid holiday falls on Sunday, then Monday is the paid day off.

If provider does not enforce one portion of the policy, this does not negate her ability to enforce other portions of the policy.

I/we have read and understand the child care policies.
