

Welcome to Danni Home Child Care / Effective January 1, 2015 – December 31, 2015

The purpose of this Parent Handbook is to outline the policies and procedures.

Registration Checklist:

Children may be enrolled from one month through 6 years of age, regardless of race, creed, or religious beliefs. The following forms are required by the state of Missouri and need to be read, completed and/or signed prior to enrollment:

Parent Handbook (read)

Parent-Provider Contract/Enrollment Application (complete/sign/date)

Child's Preadmission Health History-Parents Report (complete/sign/date)

Permission to Administer Form (complete/sign/date)

Emergency Information/Consent for Medical Treatment (complete/sign/date)

Parent Directory List Form (complete/sign/date)

Receipt of Parent Notification (sign/date)

Guidelines for Illnesses Requiring Exclusion (read)

Making a Smooth Transition into a Family Home Daycare (read)

Building and Maintaining a Positive Relationship with Your Child's Provider (read)

Immunizations Card must be up to Date at Time of Enrollment (supply)

Definitions:

Full time childcare: Monday through Friday anytime between the hours of 6:30am and 6:00pm

Part time childcare: Limited days of the week anytime between the hours of 6:30am and 6:00pm

Half day childcare: (6:30am - 12:30pm) or (12:30pm - 6:00pm) or (5hrs or less)

Infant/Young Toddler: 0 to 24 months old

Older Toddler/Preschooler: 2 and 3 years old

Preschool: 3-5 years old

State Licensing Requirements:

Danni Home Child Care complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials. We do not hold an actual license because required by state to have a license, you need to have 4 or more children. We do not foresee having more than 4 children at a time and if so we will get a license.

Ages Accepted:

Danni Home Child Care we specialize in childcare for children ages one month to five years old. That is to say that when your child turns 6 they will receive a diploma saying they graduated from Danni Home Child Care. If you believe your child needs a little extra time with us then just discuss that with us prior and accommodations can be made.

Termination Policy:

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, 30 days written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part

of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Advance Notice:

If you will no longer be needing our childcare services before your child turns 6, thirty days advance notice needs to be given to us. Whenever possible even more notice is better. This helps us tremendously. Reason being, unlike childcare centers we can only take 4 children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us make future arrangements with new family's inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best childcare providers we can be, instead of worrying about "the bills", and putting food on the table.

Daycare Hours:

The following holidays are considered paid, contracted holidays:

The daycare is open Monday through Friday 6:30am to 6:00pm with the following holiday exceptions:

Holidays:

Halloween (closed at 4:30pm)

Christmas Day

Thanksgiving Day

Christmas Eve

New Year's Day

Fourth of July (Closed at 4:30pm)

Deposit:

A nonrefundable deposit of \$50.00 is due the first day of care. Do not give us the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent hand book. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application.

Note: Please make checks or money orders payable to Danni Dugger.

Payment Policy/Attendance:

Option One: Payment is due on Monday of each week or on the first day of the week attending daycare. If payment is received after Wednesday of each week, a \$20 late fee will be charged.

Option Two: Payment is due on the first business day of each month or on the first day of the month attending daycare. If received after the third business day of the month a \$40 late fee will be charged. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.

Non-Sufficient Checks:

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

Late Pickup Policy:

If your child is picked up after 6:00pm there will be a late charge assessed of \$1.00 for every one minute (unless prior arrangements have been made). Please be courteous and arrive on time.

After hours is time with our family.

Health Matters:

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines for Children Requiring Exclusion from Daycare:

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

Child's Absences and/or Vacations:

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.

Medication:

At Danni Home Child Care we do give medications as long as Medication form has been filled out and signed by parents.

Reporting Child Abuse:

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Medical and Dental Emergency Procedures:

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

A phone call to 911 is made.

Child's parents (or emergency contacts) are called.

Child is separated from the other children and appropriately cared for.

Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Toilet Training:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

TV Viewing:

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to PBS, the Disney Channel, and Baby Einstein for the younger ones. On occasion, usually only on Fridays, we may pick an appropriate children's video to watch. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities

Toys:

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Miscellaneous:

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an extended period of time, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

Behavior Management & Discipline:

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Cleanliness:

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective

practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Arrival and Departure:

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Supplies Needed at Daycare:

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, tooth brush, weather appropriate clothes and a change of clothes, jacket, and shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), pacifier (if needed), and a swimsuit. We supply and apply sunscreen every day to any child playing outside. For the older children sleeping on a matt: a crib sheet, a blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything else your child may need. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Furthermore we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

Note: Please periodically check your child's cubby to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.

Meals/Snacks:

Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 9:00am, lunch at 12:30pm and afternoon snack at 4:00pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc - all common nutritional problems in young children.

Special Diets:

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc, then we must be informed, and when applicable given a doctor's note stating to the fact. At that time it will be determined if your child

can participate in the CDA program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the CDA Program. However, if a viable solution can not be reached between parent, provider, and the CDA Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

Learning and Fun:

For ages two through five, we offer a structured preschool curriculum provided to us by Mother Goose Time (a professionally planned preschool curriculum designed to be used in childcare homes and centers.) This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. Mother Goose Time fulfills the Head Start Domain Elements, Standards, and Indicator Guidelines and is consistent with the National Association for the Education of Young Children Guidelines for curriculum content. For ages 24 months and younger we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

Activities:

We know that children also learn through play; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. Indoor activities include: books and story-time, Legos, circle-time, tumbling exercises, Lincoln Logs, Kids-K'nex, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbie's, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing. Outdoor activities include: climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this

occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day. Also twice a month we go to Library for Lap Time or Story time.

Nap Time:

The infants sleep in provider provided pack n play, and the toddlers sleep on mats. Nap time for children 18 months and older is during the time between 1:00pm and 3:00pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. The State of Missouri requires that all children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time. For the older, toddler age children, sleeping on mats, please send a crib sheet, pillow, and blanket that can be kept at the daycare for your child.

Daily Connect:

For children 24 months and younger, we utilize an extremely informative mobile app called Daily Connect to keep parents up to date with their child's day. As soon as an event is saved, it is immediately synchronized on each parents account. Everybody has access to the information in real time. Additionally, at the end of each day parents listing the events of the day, such as, when your child was given a bottle (if applicable), what they ate and drank, when diapers were changed and what it was, their nap schedule, and any other pertinent information. With also a printed Daily that will be in folder at the end of the day for parents to pick up.

Guidelines - What Is Asked Of Children:

All food and drinks must be kept in the kitchen area.
No playing in the bathroom.
No coloring on anything but paper.
Name calling and foul language or yelling is not allowed.
No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
No pulling or picking of plants, grass, trees, or flowers.
No picking-up, pulling, poking or squeezing of babies.
All kitchen and bathroom cupboards are off limits to daycare children.
Take turns and share.
Help clean up.
Laugh, smile, play, and be happy.

Communication:

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

A Final Note:

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Danni Home Child Care handbook are understood and agreed upon.