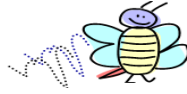


Ms. Bee's Childcare

Parent Handbook:

Policies and Procedures



REQUIREMENTS FOR ENROLLMENT

Included in your packet is a checklist which covers requirements for enrollment. This must be followed in order to enroll your child. All paperwork, tuition and registration fees must be received before your child may start.

Before you leave your child the first day, it is wise to make a visit with the child during my regular day care hours (mornings are best, since the children sleep in the afternoons). This way your child gets to see what happens in childcare and gives him/her a chance to meet the other children and me.

MY PHILOSOPHY OF PRESCHOOL EDUCATION

I believe children should have fun! After all, even the experts agree that preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. During the month, many of the activities will help promote basic skills (letter & number recognition, color & shape recognition, large motor skills, small motor skills, etc.).

SIGN IN/ SIGN OUT

Each day upon arriving/departure, the parent is required to sign his/her child in/out, noting the time of arrived/departure. A sign-in/out sheet and pen are all located on the counter and a clock on the far wall. This gives me a written record of the child's attendance, hours, and who brought/picked up the child.

INDOOR PLAY

Indoor Play constitutes the majority of our play time (when the entire year is averaged). I provide a variety of age-appropriate toys for your child to play with. Since the ages of the children vary, all the toys are safe for even the youngest. It is preferred that no toys be brought from home, However each child can bring an appropriate item for Show & Tell on Fridays.

OUTDOOR PLAY

Please dress your child appropriately for the 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 time spent outside as the weather permits.

NAPS

All children under the age of five are required to have a rest. I will provide a safe, warm, quiet place for your child to rest. Children two and older will sleep on a mat. Children under the age of two will always be in a crib or playpen. Children who wake up before rest time is over will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children.

CURRICULUM

I incorporate preschool curriculum into our daily activities for fun and to prepare the older children for school.

HOURS OF OPERATION AND HOLIDAYS:

Monday through Friday, 7:00am – 6:00pm

Holiday Closings:

- New Year's Day
 - MLK Day
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve - Closing @ 1:00PM
 - Christmas Day
 - Day after Christmas
- If a holiday falls on Saturday, the holiday will be observed on the Friday before and the daycare will be closed. If a holiday falls on a Sunday, the holiday will be observed on the Monday after and the daycare will be closed. These days will still be considered as paid days.
 - Ms. Bee's will also take 2 weeks of vacation a year. Parents will be notified of vacation dates 4 weeks in advance. We do not charge for our two weeks of vacation time. However, regular payment rates apply for your vacations, weeks with holidays and provider's sick/personal days.

EARLY ARRIVAL & LATE PICKUP CHARGES

Prior arrangements may be made as needed should you require childcare before opening and after closing hours. Rates for before opening and closing hours are at \$10.00 per 30 minutes.

There is a late pick up fee of **\$1.00 per minute** after the daycare's scheduled closing hours, which is 6:00pm.

REGISTRATION FEE

At the time of acceptance into the center and the signing of the childcare handbook/contract there will be a \$50.00 non-refundable registration/processing fee to hold your child's spot. Do not provide the registration fee until you have thoroughly read and signed the parent handbook and enrollment forms.

PAYMENT PROCEDURES

You may pay by cash or check; checks give you a record of your payment to balance with my figures at tax time. If a check is returned I will notify you and will

ask for payment in cash **plus a return check fee in the amount of \$35.00**. After the first returned check, I will accept **only cash**.

You are required to pay the weekly fee on Mondays or the first day your child attends daycare. A late fee in the amount of \$30.00 will be accessed if tuition is paid as noted in the timeframe above. **Tuition must be paid whether or not the child is in attendance. This fee ensures that the child's spot is held for him/her.**

TERMINATION OF CARE

I require a two-week written notice if you decide to terminate childcare services with Ms. Bee's Childcare. This will give me time to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day.

If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for all legal fees incurred on my part.

If I can no longer care your child for any reason, I will give you a two-week notice, if possible. There might be a time when immediate termination could be warranted so it is important for policies to be understood and abided by.

Examples of terminating your child's care with or without notice include (but may not be limited to):

- Failure to complete required forms.
- Lack of parental cooperation.
- Failure of child to adjust to the center after a reasonable amount of time.
- Lack of payment
- Lack of respect for the provider or other children, by the parent or child
- Violence upon any person or child

RELEASING YOUR CHILD

My procedure is to release the child only to his or her parents or someone else the parents designated on the consent form. The person designated must present a photo ID.

MEALS AND SNACKS

I serve breakfast, lunch and snacks as part of my program. Because of our daily busy schedule, these times are approximate.

Times served:

Breakfast:	8:00am
Morning snack:	10:30 am
Lunch:	12:30 pm
Afternoon snack:	3:00pm

- If your child is not here at these times, please be sure that they have eaten.
- If your child has an allergy to a specific food, please note on the enrollment form.
- I encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!
- If you wish to bring cupcakes for your child's birthday or provide snacks for the whole class, that would be great!

DISCIPLINE

I try to stress two main patterns of behavior: respect for other people, and respect for property. As a result I don't allow children to hit or shove other children or verbally abuse them. I also stress that they treat material possessions (daycare or theirs) with respect.

Occasionally children do not behave in respectful ways. I first remind them of the proper behavior. If the behavior is repeated, a "time out" chair is used. The amount of time a child sits in "time out" varies according to his age. Most experts agree that one minute per year of age is the most effective length of time, but this amount could be extended under certain circumstances, then I will talk to the child (by now he has calmed down) and try to explain why that behavior was inappropriate. If a child still has not calmed down or is really belligerent at this point I will separate him from the other children.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from him for a period of several minutes up to the rest of the day. If a child continues to behave inappropriately, I will talk to the parents about it. Children are never punished for lapses in toilet training or for accidents (ex. spilled milk).

Please also understand that I am a mandated abuse reporter and if I suspect there is an abusive situation I am required by law to report it. I document all things that are out of the ordinary, either in daycare or out.

RELIGIOUS PRACTICES

If you have any restrictions or concerns, please feel free to address them to me. We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let me know.

DAILY SCHEDULES

Toddlers will not necessarily follow a set schedule. They are not capable of sitting still for circle time, may need a morning nap, etc. 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.

TOILET TRAINING

When you feel your child is ready for toilet teaching, I ask that you begin this teaching at home. I 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 home.

ILLNESS

Please do not send your child to daycare if he/she has a fever is throwing up or has diarrhea. **If your child's condition is contagious and he/she must be seen by a doctor, he/she may only return to daycare with a note from their physician stating that it is ok for your child to return to daycare.** Children are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

If your child displays any of the following symptoms or has a fever of 100.1 degrees or above, you will be notified to pick up your child within one hour. Children may return only if symptom-free or if accompanied by a doctor's note stating the child is not contagious and is okay to attend care.

Illnesses are defined as:

- Fever
- Conjunctivitis (pink eye) or "cold in the eye"
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice
- Contagious illness of any sort which results in child being too ill to participate in daily activities.

MEDICATION

If your child is on medication and it needs to be administered while he/she is at day care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. Medication will be administered only if a consent form is on file.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the center will receive proper care. Treatment will be logged and explained how and when the injury occurred. I also am required to log any injuries I observe on your child which have occurred outside of my care, and I am required by law to report any possible abuse situations. If a medical emergency arises, I will contact the parents and take necessary steps in putting the child first (calling hospital, doctor, poison control, etc.). If the parents can not be reached I will call the emergency contacts. If need be, your child will be taken to the nearest hospital via ambulance.

In the event of a fire, we would evacuate the daycare immediately (2 exits are available) and gather outside in a designated safe area. This will be practiced often so the children are familiar with what to do.

ITEMS TO BE BROUGHT TO THE CENTER

- Complete change of clothes (at least 2 sets)
- Diapers (you will be notified when supplies are low)
- Wipes
- Pillow, blanket
- Swim suit & Bath towel (in the summer)
- POTTY TRAINERS: **Training under pants**

*****PLEASE LABEL EACH ITEM WITH CHILD'S FULL NAME*****

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

By signing below, you have read, understand and agree to the policies and procedures in this handbook

Parent(s) signature:

_____ Date: ___/___/___

_____ Date: ___/___/___

Ms. Bee's Childcare, Provider signature:

_____ Date: ___/___/___