

Brandi "B" Day Care

2007 Policies/Parent Handbook

Welcome,

Welcome to Brandi "B" Day Care. To facilitate greater understanding between us I have created this handbook. It covers my childcare philosophies, business policies and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either parties. The words "I" or "me" or "my" refers to the childcare provider. The word "you" or "your" refers to the child's parents or guardian. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

My Child Care Philosophy

As a family child care provider, my goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually and socially at their own pace. I believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults and property.

Communication

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. Conferences will not be scheduled as a routine part of your child's care; however, should you like to have a conference, you may request one at any time.

I publish a monthly newsletter that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, my days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

Parents of infants will receive a daily note. Some typical things you may find on this paper would be feedings, diaper changes, schedule, temperament, and things to remember. Parents of toddlers and preschoolers will also receive a daily note. Some typical things you may find on this paper would be things to remember, rest schedule, activities, temperament, and meals.

You are encouraged to call me at any time between the hours of 6:00 a.m. - 9:00 p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you would leave a message on my voice mail, I will call you back as soon as possible. The best time to call during the day is during our daily quiet time.

I am looking forward to a terrific relationship with you and your child.

Enrollment Policy

There are a few forms that **must** be completed and in my possession **before** I can assume the responsibility of caring for your child. There are **no** exceptions. You are required to keep me informed of any change in address, telephone numbers, and any other pertinent information on these forms as they arise, including notifying me of additional childhood immunizations. Any questions regarding the completion of the forms, please feel free to ask. A new set of forms must be filled out once a year with the new contract. There is a non refundable *registration fee of \$25* due at the signing of the contract.

This covers the paperwork and the time I take out for the interviews. Contracts are renewed on January 1st of every year. Contract renewal fee is \$10 per child.

Holding A Space

If it is decided that your child(ren) will enroll in Brandi "B" Day Care, and you will not be placing your child(ren) with me until a later date, you must pay the registration fee and the amount of one weekly fee up front to hold your space. All fee rules apply. The registration fee and deposit are **NON-REFUNDABLE** if you decide (for any reason) that you will not be enrolling your child(ren).

Open Door Policy

I maintain an open door policy. This means you are always welcome to call or drop in to see your child(ren) at any time during regular hours. It does not mean that my door will always be unlocked. For children's safety, I would not want unwanted or unexpected visitors to enter without my knowledge. I

also do not want little ones leaving the house unsupervised. Your child's safety is my first priority. I would appreciate your taking into consideration my schedule when dropping in or calling and remember that visitors (even parents) usually cause the children to react in an excited manner that does not normally occur when I am alone with them. Please understand that I am taking care of children and may not have time to sit and talk on the phone or in person. If you need to pick up your child during nap/rest time, please let me know in the morning so I may have your child waiting for you so the other children are not disturbed. Please call ahead prior to dropping in. If I am not expecting any visitors and the children are engaged in activities you may be standing outside for a while.

Trial Period

There is a three (3) week (21 calendar days) trial period beginning on your child's first day of care. During this time the child care agreement can be terminated with 24 hours notice. After the trial period a two (2) week notice is required. Any and all pre-paid fees are non refundable.

Arrivals/Departures

Please send your child(ren) clean, well rested, dressed for the day and fed (if arriving after 8:00 am, 12:00 pm) I ask that you sign your child(ren) in/out each day. The sign in sheet will be kept by the front door. It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home. Please be very brief during these transition times. The longer you prolong the departure the more difficult it can get and I need to focus my attention on all the children. In my experience, children are almost always quick to get involved in play or activities as soon as parents are gone.

This is also a time of testing when two different authority figures are present (the parent and the provider). Sometimes children will test to see if the rules still apply. During arrivals and departures, I ask that parents/guardians please back up my rules. If you do not, I will remind the child that their behavior is inappropriate and take action to correct, if needed.

Signing In & Out

I am required to have all parents sign in and out for pick-ups and drop offs each day. A sign in/out sheet, pen, and a clock are located by the door for your convenience. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

You are responsible for your child during drop off/pickup times, please be in control of your child (ren). For their safety, children are not permitted to go out to their car or run out the door unattended at pick up time. I will only release your child(ren) to the parent/guardian or someone else you designate. If

someone else is to pick up your child, please notify me ahead of time. I must have written permission to release your child whether or not they are on your contact list. Please inform emergency contacts, or people designated to pick up your child, that if I do not know them, I will need to see a photo ID. I will not let a child leave without a parents written permission.

Please Note: If there is a court order keeping one parent away from the child(ren), I must have a

copy to put in the child's file. Otherwise, I cannot prevent the parent from picking up the child(ren).

Fees

Your specific rates will be outlined in your contract. Payment is due no later than pickup time every week on the last day your child's last schedule day of care that week as payment for the following week's worth of care. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is due BEFORE you leave. If it is my planned day(s) off, your payment is expected BEFORE I leave. If I close the childcare due to my own illness or emergency, payment will be accepted on your first day back to childcare.

All other fees (late, overtime, etc.) are due in the week they were made by the end of the day on your child's last day of care for that week. Payments may be made by check, cash or money orders and made payable to **Brandi Braden**. Post-dated checks will not be accepted. I do not keep change on hand if you are paying with cash. Any overpayment will be credited to your account for the following week.

You must still pay for your child's scheduled time - **regardless** of whether or not your child is here. Those days and times are reserved for your child (see vacations and absences for exceptions). If you or your child is ill, your payment is still expected on your child's last scheduled day of care for that week unless other arrangements have been made. Please do not put me in the uncomfortable position of having to ask for payment, and any other fees that may have been added in the week. I offer both full-time and part-time care. Full-time positions will generally be preferred over part-time positions. I reserve the right to terminate a part time position if the position can be filled with a full-time family. You may opt to pay for a full-time slot in order to keep your part-time position.

I will give you a minimum of two-week's notice of any increases in your childcare fee.

Late Pickup/Early Drop Off Fee

It is your responsibility to have your child picked up on time. If you know you will be unavoidably late, it is your responsibility to have an authorized alternate person pick up your child. It is not my responsibility to tell you that I have plans after childcare hours so that you can be here on time. Bad traffic or weather (except in extreme situations) will not be an accepted late excuse and you will be billed accordingly. Please remember that it is your responsibility to allow ample time to get here to pick up your child on time. In cases of extreme bad weather a phone call from you would be expected to let me know you are on your way. I would not want you to put yourself in danger in rushing to my home to be on time, but I would still expect to be reimbursed for my services at my overtime rate of \$5.00 per child per every 15 minutes. Job-related lateness will not be excused for any reason.

You are scheduled for childcare for the hours listed in your Contract and Rate Agreement. If you drop off before or pick up after these times, you will be charged a late/early fee. (Examples: If you put 4:30 p.m. as your pick-up time, your late fees will begin at 4:31 p.m. even though child care is open until 5:30 p.m. If you put 8:30 a.m. as your drop-off time and you drop off earlier than that you will be charged an early fee even though child care is open at 6:30 a.m.) Late fees will also apply if you tell me verbally that you will be picking your child up early and do not arrive by the time you say. (Example: If you call me at noon and tell me you will arrive by 2:00 p.m. to pick up your child and you show up at 3:00 p.m. even though your contract may state your pick-up time to be 5:00 p.m.)

If you (or any of your designated drop off/pick up people) drop off/pick up before/after your contracted times, there will be a late pickup fee of \$5.00/15 minutes and an early drop off fee of \$5.00/15 minutes. This is strictly enforced and you will be billed for early/late times (to be paid each week on Friday). Examples 1-15 minutes \$5 per child; 16-30 minutes \$10 per child. This also applies if your contracted drop off time is 8 a.m. even though the daycare is open at 6:30 a.m. (unless other arrangements have been made.) **Repeated** late pickups/early drop offs, even if you

call me to let me know, can be grounds for termination of services (with all fees due and payable). Calling me to inform me that you will be unavoidably late does not waive your late fees. This is to assure that children are picked up on time as not to impose on my own family time. Late drop off does not constitute late pick up. Please choose your drop off and pick up times carefully, I go by my clock.

Late Payment Fee

There is a charge of \$10 per day that payment is not received (to include Sat & Sun). If fee isn't paid by Monday morning, service will be halted until the outstanding balance is paid. Continued late payments will result in termination of services (with all fees due and payable). I ask you to consider how you would feel if your employer came to you on your expected payday and told you your paycheck would be delayed?

Returned Check Fee

I will charge \$25 plus any additional costs I may incur for any returned checks. Service will be halted until I receive full payments in cash. In addition, I will only accept cash payments from that point forward.

Taxes

I will supply you with a year end summary of all child care fees, paid for the year for tax purposes. This will be given to you in January of each year or when services are terminated. You may request a statement at any time.

Hours of Operation

Normal hours of operation are Monday through Friday from 6:30 a.m. to 5:30 p.m. The contract you sign will designate your hours (be sure to include fair commute travel time). I require two week's notice in writing if you need to change your enrollment hours. I reserve the right to terminate our childcare arrangement if your new hours will not work (with all fees due and payable).

Holidays

Daycare will be closed for the following holidays with pay: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas. If those days land on a weekend then daycare will be closed the Friday before or the Monday after.

Vacation

Each year I will take off **two (2) weeks paid vacation**. I may take them consecutively or split them up. I will always try to give you two (2) months notice of my plans. You will need to find alternate care or arrange your own vacation during this time. Each child under contract will be given **one (1) week vacation with half pay due**. Please give as much notice as possible, **no less** than 1 month. We do our best to work with you on this.

Absences

Although very rewarding, childcare is a very high stress occupation. In order for me to be the best provider I can be, I will need time to relax with my family, accomplish household tasks, and attend training. Each year I reserve the right to take **five (5) paid personal days**. I may not always take these days, but I leave the possibility open. Two (2) weeks notice will be given for the personal days.

Although I will make every attempt to be available each day, there will be occasions when I or another family member is ill and I am unable to provide care. You will be notified as soon as possible of any personal or family illness, funeral, or emergencies. If I am unable to provide care for any of these reasons, I will credit your next week of care per day.

I ask that you notify me as soon as possible if you will not be bringing your child or will be arriving late. Your child could be the only one in attendance and I would not like to be kept waiting..

Parents are responsible for finding backup care during my absences. When I must be away for a short time, i.e. doctors or dentist, backup care will be provided by my substitute caregiver. If I am unable to use my substitute caregiver then it will be necessary for me to close for half the day or the full day. My substitute caregiver is authorized to carry out the terms of this handbook and contract.

There are a limited number of spaces available therefore weekly payments are **not** based on child's attendance. **NO** refunds are given for late arrivals, early departures, parental vacations, or exclusion due to illness, weather and holidays.

I do not close on snowy or bad weather days. My policy is that if you can make it to me safely, I'm here for you.

Backup Providers

I am not responsible to find backup care in case of daycare closing and/or sickness of a child. Please have a list of backup providers, friends, or family that you can call in case I am unable to work because I am sick, doctor appointment, emergency, or vacation, etc.

Parties

We will celebrate Christmas, Halloween, birthdays etc...with parties. Each child's birthday is his/her "Special Day." I will buy the child a gift that is from all of us. If you feel you must purchase a personal gift for the birthday child, I ask that you please give the gift outside of the childcare home. I will let you know which day we will celebrate. If you do not want your child present for these parties/celebrations, please make alternate plans for that day.

Pictures

I may take candid pictures of the children at various times during the day and/or on field trips to use for craft projects, newsletters, and/or decorating the daycare. If a child's picture is used on the website the child's name would not be included.

Medical Emergencies

In case of emergency, I will administer the necessary first aid required, an ambulance will be called and your child will be transported to the hospital. Under no circumstances will I provide transportation for your child. You will be notified as soon as possible. If an emergency caregiver cannot be located, you may be requested to pick up your child. All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The owner/staff and my family cannot be held liable for any sickness/injury of either the parent/guardian or child while on these premises, or while the child is in the company of myself/staff during outings. For minor injuries like bumps and bruises, I will provide first aid and a report will be taken.

Health and Safety Matters

Hand washing - Hands will be washed before and after meals, after bathroom use, after nose blowing and wiping and after handling an ill child.

Toys & Equipment - Toys will be sterilized daily or as needed.

Fire/Tornado Drills - Practice drills will be conducted quarterly and recorded.

Symptoms Requiring Removal Of Child From Childcare (no exceptions)

Please do not bring your child if he/she is sick; the health and well being of all the children here are of the utmost importance to me. It is for the protection of the children that I must insist on a strict adherence to my illness policy. Please read it carefully.

Communicable Diseases: Not permitted by law in childcare. Some of these illnesses are, but not limited to: **Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, Strep Throat.** If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious and must have a doctors note saying so. All other parents will be notified of possibility of a communicable disease and what symptoms to watch for. **Fever: Not Permitted.** A child needs to be fever free for a minimum of 24 hours before

returning to childcare; that means the child is fever free without aid of any fever reducing substance. Administering Tylenol to reduce your child's fever so that you can bring him/her to daycare is grounds for termination.

Diarrhea: Not Permitted. Children may return to care 24 hours after beginning an antibiotic or needs to be diarrhea free for a minimum of 24 hours. Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note, stating that these symptoms are due to teething.

Vomiting: Not Permitted. If your child vomits while at daycare, you will be expected to come within the hour to pick your child up. The child must stay home until 24 hours have passed with no vomiting episodes.

Running Nose: Your child may be brought to daycare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). **Discharge of any color other than clear is not acceptable in child care.** A constant runny nose, which lasts longer than a week and you suspect it may be due to allergies, I will require you to bring a doctors note stating the same.

Rashes: Not Permitted. Any rash other than diaper rash must accompany the child to child care with a note from a doctor stating it is not contagious.

Runny and/or Crusty Eyes: Not Permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

Excessive Crankiness: If your child is irritable, excessively whining or crying, wants to be constantly held or requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care, you must keep your child home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to come pick up your child.

Lice: Not permitted back to childcare until **after** the **second** hair treatment.

24 Hour Rule: Your child must be free from any of the above symptoms for a minimum of 24 hours before you can return to childcare. **NO EXCEPTIONS.** If you arrive and tell me your child's fever broke at noon the previous day, you will be asked to leave. If you arrive and tell me your child vomited in the middle of the night and was feeling fine in the morning, you will be asked to leave.

Please take the rules seriously. It is always best to call me and ask if you are unsure whether or not you may bring your child. It is always best for you to have a back up plan available to you in the event your child is ill and you cannot miss work. Any infractions of the rules (on previous page) and you will be called at work or school to come and pick up your child. Repeated calls to have you return to daycare to pick up your child may result in termination (with all fees due and payable). If someone in my family has any of the symptoms (on previous page), I will call you the previous evening, or as soon as I am aware of the situation, so that you may determine whether or not you want your child exposed to such symptoms. I will ask you to make other arrangements if I feel the illness in my family will hinder the quality of care I give your child.

House Rules

There are certain house rules that all children will be taught to follow. This is for the safety and well being of everyone. I expect children to treat my home and their surroundings with respect.

NO running, jumping or screaming inside the house.

NO hitting, pushing, biting, grabbing, kicking, spitting, pinching.

NO roughhousing, climbing, sitting on, pulling or lifting/carrying other children.

Children are **not allowed** to walk around with food, cups or bottles or have food in the playroom at any time.

NO standing or climbing on toys, chairs, tables, or furniture.

NO mistreatment of toys - i.e. standing on, throwing, bashing, hitting with. Parents will be responsible for the cost to replace toy if this happens.

NO going out the door anytime without an adult.

NO name calling, teasing, swearing, bad language such as "shut up" or potty talk.

NO gum allowed.

NO guns or violent play allowed.

NO willful destruction of property, parents will be responsible for the cost to replace.

Rules For Parents

No food, drink or gum brought into house for your child, unless pre-arranged ahead of time. Please have them eat it in the car before you bring them to the door. (Special treats must be enough to share with everyone. Please consult us before hand.)

NO shoes in the house beyond the immediate doorway if it is raining or snowing outside.

NO smoking on or in front of premises.

NO swearing.

Behavior Management & Discipline

The children are explained the rules of daycare frequently, so that they know the guidelines. Once a child understands the rules and disobeys them, hurts others or property, the following techniques will be used:

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

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

3. Time Out: The child is separated from the group for a regulated period of time. This is used only when child is exhibiting a temper tantrum type behavior or hurting self, others, or property. When child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.

4. Last Resort: When a child's behavior is continually upsetting or dangerous to others, themselves or myself a call will be placed to the parents for the child to be picked up. If problems persist and cannot be resolved, this can be a cause for termination of care (with all fees due and payable).

Termination

Care can be terminated with two (2) weeks written notice. No other notice will be accepted. The full two (2) weeks pay will be due at time of notice. If parent(s) wish to terminate this agreement without a two (2) weeks notice, he/she agrees to pay the two (2) weeks fee at time of notification. Termination notices **will not** be accepted while provider or parent is on vacation.

Brandi "B" Day Care reserves the right to terminate for the following reasons (but not limited to):

Lack of compliance with handbook policies

Failure to pay or pay on time

Failure to complete required forms

Lack of parental cooperation

Disrespect

False information given by parent either verbally or in writing

Consistent late pickups/early drop offs disrupting our routine

Failure of child to adjust to the child care after a reasonable amount of time

Physical or verbal; abuse of any person, animals, or property

My inability to meet child's needs

Serious illness of child or provider

I reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of myself or other children in attendance (with all fees due and payable). Absences of more than one day without notification can result in an automatic withdrawal (with all fees due and payable). Re-admittance, if accepted, will include all back pay including late fees. If parent/guardian breaches contract he/she will be liable for all collection, attorney, court, any/and all costs involved in breach. I will also give two (2) weeks notice if the child is to be terminated from care (with all fees due and payable).

Personal Belongings I prefer that children do **not** bring toys from home **unless** it is something that can be shared with all the children (**except for infants**). If toys are brought, please note they may be put away if they cause problems among the children. All personal items must be clearly

marked with child(ren)'s name. I take no responsibility for lost, stolen or broken toys/movies brought from home. Should the child(ren) deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it. If your child needs a special toy or item for sleeping, it will be put away until nap time.

Supplies Needed

Parents are responsible for supplying disposable diapers/pull-ups, wipes, bottles, sipper cups, formula and/or baby food, pack n' play crib (children under 2 yrs.), nap blanket/sleeping mat (2 yrs. and older), weather & play appropriate change of clothes including socks and underwear (extra changes of clothes during potty training) and any other necessary items (powder, ointment, etc). You are required to supply a blanket for your child to be kept at the childcare home. All blankets and bedding will be laundered every Friday. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. All supplies need to be marked with child(ren)'s name. I will let you know when your supply runs low.

Clothing/Attire

Children should arrive dressed for play! Having fun includes outdoor activities and can include messy activities, so please make sure your child is dressed appropriately. Please do not expect me to constantly change your child's clothing from "nice" clothes to "play" clothes.

Potty Training

I will be more than happy to help with the potty training providing that it is done when the child is **ready**. Some signs to look for include appropriate language skills to communicate the need to use the potty, **staying dry** for long periods of time, that ability to dress and undress self, and **interest** in staying dry or clean. I take a very relaxed attitude towards potty training, children potty train easy when ready.

Parents must begin the toileting process at home (on vacation or weekend). If successful I will follow up with toilet training here. During this time I require that children wear pull-ups only (no plastic pants) for health and safety reasons in my child care setting. 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 pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. We will need to go **two full weeks** with **no** accidents here before putting your child in big girl or boy underpants at childcare. While your child is learning to use the potty, please: **NO** overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second full set of spare clothing is required. **If** your child is not ready and does **not** use the potty it is easier to keep them in diapers until they are ready to train. It makes diaper changing much easier, we don't have to remove all clothing to change a diaper like we do a pull-up. It is also cheaper for you to buy diapers than pull-ups.

Meals

Healthy meals and snacks are served daily and are included in your rate. All special diet food, and formulas are supplied by the parents/guardians. You are responsible for feeding your child if he/she will arrive at daycare after the beginning/end of a mealtime, even if it's a couple of minutes. Infants (under one year old) are always fed on demand. Breakfast, lunch, and snacks are served daily. If a child refuses to eat their meal, there will be no food served until the next designated meal/snack time. Please do not send food (half eaten breakfasts, candy, gum, soda, etc) with the children.

Infants- Formula/baby food must be prepared and provided by the parents. All containers of baby food or bottles must be labeled with child(ren)'s name and any unused portions of bottles or baby food will be given back to you or discarded. I do ask that you bring at least one extra bottle of formula/breast milk in addition to what the child usually takes in your care. In my experience, some

babies may take a little more formula/breast milk in my care rather than yours. This could be because they find comfort in the bottle when away from you or they have an increase in what they take while they are with me and a hungry baby is an unhappy baby.

Special Diets-If a child has a particular dieting need, substantiated by medical evaluation, I must be informed and given a doctor's note. Substitute meals or snacks may then be brought in from home and is the responsibility of the parent/guardian to provide.

Medicine

If a child requires medicine while in my care a permission slip must be filled out and signed. Medicine must be in the original container. A Doctor's note must accompany any prescription medications. If at all possible, please give children medicine at home. I have other things to do and at times might not remember because of the other children and the activities we are doing.

Daily Schedule

Young children, toddlers and babies enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. I will adhere to my written schedule to the best of my ability, keeping in mind that anything can happen when children are involved. There will be times when I have to make adjustments to the schedule. I would appreciate it if you consider my schedule when picking up or dropping off your children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Activities

My main goal at Brandi "B" Day Care is to provide a variety of fun learning experiences for all of the children. I will be using a variety of activities like free play, reading, arts; crafts, music/singing, dancing, pretend play, puzzles, building and board games. I provide a preschool program for children ages 2 - 5 at no additional cost to you. Some of the activities include arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a monthly theme format. Some of the projects will be taken home to share with the family and others will be ones that you can ask about. The monthly activity schedule is posted on the bulletin board by the front door. The goal of preschool is to have fun and provide a little extra learning stimulation for the older children. It will not be a rigorous academic program as young children still learn best from participating in and observing the environment around them.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times.

Indoor play- I provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up, when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play- We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include taking walks, backyard play, water play (sprinkler play in summer), bike/toy riding, sandbox, and more. During spring and fall, our outdoor play will probably range from 20 - 45 minutes, and in the summer it may be two hours or more long (maybe not all at once). When long periods of outdoor play are planned children will use sunscreen/sunblock for protection from any possible sun burns. A signed permission form to authorize use of sunscreen/sunblock is **required**.

Water Play- Brandi "B" Day Care has many activities involving water play throughout the year. These include but are not limited to: water sensory tables, water bottles, sprinkler play, and bathing a soiled child. At this time, wading pools are not available for water play activities. If wading pools become available in the future, a signed permission slip will be **required**.

Nap/Rest Time- All children under the age of 5 are required to lie down for a rest period in the afternoon. No child is forced to sleep, however they must remain quiet and either nap, rest, read, or play quietly during this period. Rest time gives everyone a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Naptime is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. If your child has a special blanket or stuffed animal that he/she sleeps with, please send it along. I would ask that you please avoid picking up or dropping off your child during naptime, as it disturbs the other children's rest period.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, I will attempt to put them on the scheduled nap/rest period.

Diapering- Disposable paper cover and latex gloves are used when changing diapers. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. *Cloth diapers are not used at Brandi "B" Day Care*

Acknowledgment of Pets

Brandi "B" Day Care does have pets on the property. These animals are current on all vaccinations and have been deemed in good health. While some interaction between children and animals is inevitable within a home setting, the children will be separated from and will never be left unsupervised with the animals. During sessions of outdoor play the animals will always be separated from the children and contained in their own fenced in area of the yard.

Transportation of Children

At this time Brandi "B" Day Care does not provide any transportation under any circumstances. If transportation becomes available in the future, a signed permission slip for transportation is **required**. When available, all transportation will be done within the requirements under state law.

Field Trips

At this time, off-site field trips are also not available. When field trips become available, a signed permission slip for fields trips is **required**. All field trips will be planned and parents/guardians notified in advance. If there are field trips requiring additional money it will be announced before hand and an additional permission slip will be sent home.

Child Care Licensing Information

You may contact the local Child Care Licensing office located at 1501 Circle Dr. #310, Fort Worth, TX 76119. The phone number is 817-321-8604. You may ask for my most recent Licensing report and/or questions about the *Minimum Standard Rules for Registered and Licensed Child-Care Homes*.

Reporting Child Abuse

I am required by law to report any signs of child abuse. If you suspect a child is being abused or

neglected, call 1-800-252-5400 to make a report

Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes in rates and policies, as I deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes

Welcome to *Brandi "B" Day Care!*

I take great pride in providing a safe, healthy, and loving home for you to bring your child(ren) to each and every day. Your child(ren)'s growth and happiness is very important to me, so please always feel free to discuss any questions or concerns with me. Open communication between parents and the daycare provider are so important for the needs of the children. If a lengthy conference is needed, a time that is convenient for both of us will be scheduled, as other children still need my attention during caring hours.