

POLICY SAMPLE – FAMILY CHILD CARE CENTERS INSTRUCTIONS FOR USE

Use of form: Licensees are required to develop, submit to the department for compliance review / approval, implement and provide to the parents current written policies and procedures that reflect current practices. This document is a sample policy and it is not a required form. It was created as a tool to help licensees ensure compliance with sections 250.04(2)(e), (f) and (g) of DCF 250 Licensing Rules for Family Child Care Centers, Wis. Admin. Code.

Instructions: This document is a sample that has both requirements and recommendations. If you choose to use this sample, it must be personalized to work for the needs of your particular program. You must read everything and make sure it says what you want it to say. The policies you submit to the department and share with the parents must accurately reflect current practices. It is recommended that the policies be dated and that the licensee obtain dates and signatures from the parents as documentation that they have received the policy revisions.

The electronic version of the policy sample may be completed electronically, saved and printed off. It was created using Microsoft Word.

Filling in fields: Areas in the document that appear to be gray shaded are fields that can be filled in electronically. You can use the “tab” key (if the document is locked) or the “F11” key (if the document is unlocked) to move to the next field and replace the language that is in the field to suit your program. When you print the document, the gray will disappear leaving only the words that were in the shaded area.

Locking / unlocking the document: The sample is unlocked. If you want to make any changes to the organization or wording of the document, you must do so while it is unlocked. The document may be locked by a user once final. To lock or unlock this document, see the steps below.

- Select “View” from the menu bar and click on “toolbars” in the drop-down menu.
- Select the “Forms” tool bar from the drop-down menu—this will add the forms tool bar to the top of your computer screen.
- On the new “Forms” tool bar, the last icon is a picture of a lock. Click on the lock icon to toggle between locked and unlocked.

Filling in check boxes: Check boxes () may be filled several ways. If you are working with the document locked, simply use your mouse and click on the checkbox to switch between checked and unchecked, or navigate to it using the tab key and once it is highlighted, switch between checked and unchecked using the space bar. If the document is not locked, double click on the check box to open the Check Box Form Field Options dialog box, select “Checked” or “Unchecked” as the default value, and click on OK.

Be sure date your policy and save a copy of your completed document to a disk, CD or hard drive after it has been completed.

**CARE-A-LOT FAMILY DAYCARE
956 NEWMAN STREET
JANESVILLE, WISCONSIN 53545
608-754-1997
ELIZABETH (BETTY) CHRISTIANSON**

I. GENERAL INFORMATION: Policy Effective Date: JANUARY 1, 2013

CARE-A-LOT FAMILY DAYCARE is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). I am licensed to care for no more than EIGHT children at any one time. I am inspected regularly to ensure that I meet licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

CARE-A-LOT FAMILY DAYCARE will provide care for children ages 1 DAY through 12 years.

Child care services will be provided between the hours of 6:00 AM and 6:00 PM, MONDAY through FRIDAY, JANUARY through DECEMBER. No service will be provided on New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day. No fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

I will post the following items for your review:

- License certificate.
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Noncompliances Statement and Correction Plan or Compliance Statement).
- Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Center policies

CARE-A-LOT FAMILY DAYCARE'S procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times is I used the attendance form to record the time of arrival and departure of all children immediately when they enter or leave the center.

Parents will receive a pamphlet, "Your Guide to Regulated Child Care" which is a summary of child care licensing regulations, as part of an enrollment packet.

Parents are welcome to visit my child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I can not legally limit access to a parent if there is not a copy of a court order on file at the center. If you visit during naptime please be considerate of napping children.

I am required to maintain a current, accurate written record of daily attendance for all of the children. Please assist me in meeting this requirement by signing your child(ren) in and out of the center on the required Daily Attendance Record. Also please sign the attendance form on Fridays verifying your child's hours are correct for that week.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by a telephone call in advance. The person picking up the child will need to show a driver's license or other picture ID.

I WILL NOT walk children who attend Jefferson Elementary to and from the center in the morning and after school. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. Parents may use the form "Alternate Arrival / Release Agreement – Child Care Centers" to provide this information to the center.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves.

To protect each family's confidentiality, CARE-A-LOT FAMILY DAYCARE will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Liability Insurance on Premises:

Option 1 –CARE-A-LOT FAMILY DAYCARE is covered by liability insurance for the premises.

Liability Insurance on Business Operations:

Option 1 –CARE-A- LOT FAMILY DAYCARE is covered by liability insurance for the business operations..

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to ROCK COUNTY HUMAN SERVICES CPS DEPT. 608-757-5401. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Wisconsin's Concealed Carry Law:

Option 1 – No person may carry weapons while on the premises of the child care center during licensed hours. Signs (at least 5" x 7") providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

See the attached ITEMS TO BE PROVIDED list for information regarding items that will be provided by the center and those that shall be provided by the parent.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN: Policy Effective Date: JANUARY 1, 2013

All children will be enrolled for a trial period of 1 MONTH. During the trial period either the provider or parent may terminate child care without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

- *Child Care Enrollment*
- *Health History and Emergency Care Plan*
- *Alternate Arrival / Release Agreement – Child Care Centers* (if applicable)
- *Intake for Child Under 2 Years – Child Care Centers* (if applicable)
- *Transportation Permission – Child Care Centers* (if applicable)
- Parent / Provider agreement
- Food program papers

I will inform you of any updates that are needed and give you 30 DAYS to submit the updated forms.

The following items must be completed and returned to me within 2 WEEKS.

- *Child Health Report – Child Care Centers*
- *Day Care Immunization Record* or an electronic record of your child's immunizations

Children may be enrolled on a full-time or part-time basis since I have a flat weekly rate system the fees are the same.

Drop-in Care:

Option 2 – Drop-in Care: I do not accept children for drop-in care.

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the child care contract.

I will give a 2 WEEKS written notice of my intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give a 2 WEEKS written notice of their intent to withdraw the child(ren), and will be required to pay for those 2 WEEKS whether or not children continue to attend. All outstanding fees must be paid. If you give notice during any time the center is closed for vacation time you will still be charged for the full 2 WEEKS notice time.

III. PAYMENTS AND REFUNDS: Policy Effective Date: January 1, 2013

Fees are to be paid on Friday for the week's services. If you get paid every 2 weeks you must notify the center at enrollment and then you will be required to pay for 2 weeks every other Friday. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fees are on a flat rate schedule no matter how many weekly hours you use.

At this time there are no extra fees assessed for late payment or late pick up of a child.

Rates ARE NOT higher for children under 2 years of age than for older children.

There will be no reductions for additional children from one family. I am limited in the number of children that I may care for at one time.

No refunds will be given for days when children do not attend due to illness or other reasons unless you are using an approved sick day or vacation day for the time.

After a child has been enrolled for 6 MONTHS, I will allow 5 DAYS off per year with no fees required. These days may be used for sick days or vacation time. Vacations require a 2 week notice to qualify for no payment. Only 1 SICK day may be used in a week. No vacation or sick days may be used during a week the center is already closed for a holiday or vacation.

Only one family may have vacation at any one time. Be sure to fill out your requests early to ensure you get the time you want.

No vacations may be used the week before or the week after the provider's vacation time.

After your 5 Days are used, I will require full payment for any absences for the rest of that year.

If the center has to close down due to a sickness or something that is a direct result of daycare normal fees will be charged. Exp. of this would be but not limited to just these: Head lice, impetigo, chicken pox, pink eye. You will be notified if this happens.

See the attached RATE SHEET for current fees.

IV. CHILD AND PROVIDER ABSENCES: Policy Effective Date: January 1, 2013

a. Child Absence

If your child will not attend on a regularly scheduled day please let me know within 30 minutes before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child's absence, I will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

b. Provider Absence

Vacation: I will take 2 WEEKS of vacation each year. And occasionally I will close for a day or two for other appointments. No fees are charged for my vacations. I will let you know the times for full week vacations 30 days in advance so you and your family can make alternate arrangements. I will give at least a 1 week notice of single days off.

Illness: In the event that I or a household resident become ill, I will notify the parents of all regularly scheduled children no later than 6:00 AM that the center will be closed. Regular fees WILL NOT be charged when I am closed because of an illness.

Unplanned absence: In case of an emergency situation that requires my immediate attention, I will call HEATHER CHUBAK. My emergency back-up person has been trained in Shaken Baby Syndrome prevention, and will come to the center to stay with the children during my absence. Parents WILL be called to pick up their children as soon as possible, and should do so within 1 HOUR of receiving the call. Each time an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

- The names and ages of children present.
- Arrival and departure information for each child including the names of people authorized to pick up the child.
- The location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs.
- The procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age.

Regular fees WILL NOT be charged when I am closed because of an emergency.

Planned absence:

Option 2 – Planned absence: In the event that I am scheduled to be gone for a short period of time, Heather Chubak will act as my substitute or I will close for the day. My substitute has received Shaken Baby Syndrome prevention training. Before my substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide them with an orientation. Completion of the orientation will be documented on a form provided by the Department of Children and Families and placed in the employee file. The orientation will include all of the following:

- Names and ages of all the children in care.
- Current arrival and departure information for each child including the names of people authorized to pick up the child.
- Review of children's records including emergency contact information.
- Specific information relating to child's special health care needs including medications, disabilities or special health conditions.
- Procedures to reduce the risk of sudden infant death syndrome.
- Overview of the daily schedule including meals, snacks, nap and any information related to eating and sleep schedules of infants and toddlers.
- Review of center's procedures for dealing with emergencies.
- Procedure for reporting suspected abuse and neglect of a child.
- Plan for evacuating sleeping children if night care is provided.
- Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
- Review of center policies required under 250.04(2)(e).
- Review of chapter DCF 250 Family Child Care Centers.
- Review of DHS 12.07(1) regarding caregiver reporting requirements.

V. HEALTH: Policy Effective Date: January 1, 2013

a. Child Illness / Injuries

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 101 degrees F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge
- A constant cough to the point that they almost throw up

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to child care. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department and to parents of all enrolled children. Parents of all enrolled children will not be notified when their child has been exposed to an illness other than a communicable disease.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. I have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Mercy Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting

911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

Mildly ill:

Option 1 – I have not been authorized by the licensing agency to provide care for mildly ill children.

b. Medications

Medications:

Option 2 – I will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, I will obtain a written authorization from the child's parent. The authorization shall include the brand and the ingredient strength.

c. Smoking

Smoking is not permitted on the premises of the center during licensed child care hours.

d. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS I will do the following:

- **Children under one year of age:**
 - Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- **Children under two years of age:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

VI. NUTRITION: Policy Effective Date: January 1, 2013

I will follow USDA guidelines when planning our menus. Parents providing their own children's meals and snacks will be informed in writing of the USDA nutritional requirements.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

- Early morning snack (6:30 am)
- Breakfast (9:00 am)
- Lunch (12:00 pm)
- P.M. snack (3:00 pm)
- Dinner (5:00 pm)

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child's physician and upon the written request of the parent.

Daily, Weekly, or Monthly records of meals and snacks are available for your review upon request..

CARE-A-LOT FAMILY DAYCARE participates in the USDA Child and Adult Care Food Program. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I WILL provide what ever formula your infant is on when entering daycare. All bottles and commercial baby food must be labeled with your child's name.

VII. DAILY ACTIVITIES: Policy Effective Date: January 1, 2013

Religious instruction/education:

I do include religious instruction or practices in my daily activities. We do offer prayers before meals and snacks; talk about how God feels about lying; taking things that don't belong to you; cheating; etc. I also do not allow them to take God's name in vain by saying "OH GOD" "JESUS" unless we are talking about God.

We do not offer a religious education program or curriculum.

We celebrate the following occasions: Christmas, Easter, Halloween, Thanksgiving, Valentine's day, each child's birthday and when leaving daycare to start kindergarten.

I plan activities according to the age and developmental level of each child in care, and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

- Language development: Books, music, story time, finger plays
- Large muscle skills: Balls, hula hoops, hoppy hops, bean bags, swinging, bikes, outdoor play
- Small muscle skills: Arts/Crafts, blocks, legos,
- Creative expression: Dramatic play, puppets, music, play house
- Self-help skills: Assist with mealtime preparations, dress self for outdoors, self toileting, help with jobs in center
- Literacy skills: Books, Alphabet, and writing games

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

This will be determined by the age of the youngest child present that day.

Outdoor play space:

Option 1 – There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

Swimming pools:

Option 2 – I do not have a swimming pool on the premises.

Option 4 – The center will not be using any off-premises pool, wading pool, water attraction or beach for the children.

Option 6 – The center will not use wading pools for the children.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will help awake children find appropriate activities.

Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep in a CRIB OR PLAYPEN OR SLEEPING BAG OR COT OR 2" THICK MAT . The provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.

I Will allow children to watch G-rated television including VHS or DVDs. Children may bring VHS or DVDs from home. No violent or scary cartoons will be allowed. The children will be allowed to watch television under the following situations: early morning, before naptime, late afternoon, or on special occasions. Children are not required to watch television, and other activities will be available during that time for children to use.

Your child may bring a toy for sharing time. No guns, swords, knives, etc. will be allowed. Please make sure the sizes of the toys are appropriate for all ages. Think of choking hazards.

Field trips: We occasionally take walking field trips around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

See attached SCHEDULE OF DAILY ACTIVITIES.

VIII. CHILD GUIDANCE: Policy Effective Date: January 1, 2013

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy or won't quit crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

Time outs:

Option 2 –I use "time outs" to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed five minutes and will not be used with children under three years of age. When used, the time out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

IX. TRANSPORTATION: Policy Effective Date: January 1, 2013**Transportation:**

Option 1 – I do not provide transportation. Public transportation is not used for field trips.

X. PETS: Policy Effective Date: January 1, 2013**Pets:**

Option 1 –CARE-A-LOT FAMILY DAYCARE does not have pets on the premises. Prior to adding pets to the center, I will notify parents in writing.

If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

XI. EMERGENCY PROCEDURES: Policy Effective Date: January 1, 2013

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

In the event of a tornado warning, the children will be taken to the basement. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at the mailbox.

If we are unable to re-enter the building after a necessary evacuation, I will take the children to Ellie Kotche's house 1505 Gershwin (located across the street to the right on the corner) and contact parents as soon as possible.

If the center should lose the use of heat, water or electricity before the center opens; I will call parents no later than 6:00 AM and ask them not to bring the children that day.

If the center should lose the use of heat, water or electricity while children are in attendance, I will wait one hour and if the utility is not back on parents will be called to pick up their children.

In the event that local schools close due to severe weather, the center WILL NOT close. Parents may pick their children up early if they choose.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

ITEMS TO BE PROVIDED – January 1, 2013

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable diapers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Baby wipes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lotions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labeled sheet and blanket
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sleeping bag / mat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bottle for water, formula, and / or milk
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full change of clothing including underwear and socks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sunscreen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insect repellent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clothing suitable for outdoor play for each season
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crib or playpen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closed toe shoes for outside play

XII. HOUSE RULES

1. **No gum allowed at the center.**
2. **Children may not enter the center eating in front of other children. You are welcome to bring a snack or treat as long as there is enough for everyone.**
3. **Children may NOT wear sandals for outdoor play. They may bring shoes to change into or leave a pair at the center.**
4. **The word “FART” is not appropriate for daycare. We have replaced it with “TOOT”.**
5. **If you are going to be away from your job please let the center know how to reach you on that day.**
6. **Children must wear shoes when at the center, except for naptime.**
7. **Sometimes at a meal a child doesn't like what we are having so we encourage them to take a courtesy bite. Then if they choose not to eat it they don't.**
8. **Girls need to wear shorts under their dresses so they are able to play.**
9. **Children need to bring appropriate clothing to fit the season. This means boots, mittens, hats, snow pants, etc. everyday there is snow on the ground.**
10. **If for some reason it becomes necessary for you to pick your child up during naptime please let the center know a head of time so I can wake your child and have them ready for you without waking the other napping children.**

**Thank you for this opportunity to meet with you. I hope we will be able to work together
And make this a pleasant experience for your child.**

CARE-A-LOT FAMILY DAYCARE

BETTY CHRISTIANSON

RATE SHEET – January 1, 2013

Rates at CARE-A-LOT FAMILY DAYCARE, effective JANUARY 1, 2013, are as follows:

Children less than 2 years of age

Full-time or Part-time \$100.00 per week

Children 2 - 3 years of age

Full-time or Part-time \$100.00 per week

Children 4 - 5 years of age

Full-time or Part-time \$100.00 per week

Children 6 - 12 years of age

Full-time or Part-time \$100.00 per week

Fee for late pick up of child

Currently None

Fees are to be paid on Fridays (or the last enrolled day each week), or (every other Friday if you are on a 2 week pay schedule) for the week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fee for late payment. I currently do not have a late payment fee. But if it becomes a problem I will discuss it with the parents and if the problem continues you will receive a detailed late payment fee notice.

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$25.00 if your check does not clear the bank. You also will no longer be able to write checks.

The financial terms will be finalized upon signing of the parent-provider contract.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

Families will receive a minimum of 2 WEEKS notice when a rate increase is planned.

EFFECTIVE SEPTEMBER 1, 2013 DAYCARE WEEKLY FEES WILL BE \$125.00 PER WEEK

CARE-A-LOT FAMILY DAYCARE

SCHEDULE OF DAILY ACTIVITIES

Examples of activities and equipment that will be used are puzzles, drawing, music, and blocks, games, riding and pulling toys, dolls, play house, hoppy hops, outdoor swings, bikes, balls, hula hoops, and much more.

Our daily routine will follow this general schedule:

6:00 - 6:30 Greet early children and parents free play
6:30 - 6:45 Bathroom breaks, diaper changes, wash up for snack, early morning snack
6:45 - 8:45 Greeting children and free play or movie
8:45 - 9:00 Bathroom breaks, diaper changes, wash up for breakfast
9:00 - 9:30 Breakfast
9:30 -11:00 Group learning and creative activities examples: drawing, coloring, painting, blocks, we have music during this time, we sing, dance, play listening games, sometimes a learning video if they choose
11:00-11:45 Weather permitting we go outside to play, ride bikes, go for walks, bubbles, chalk if we can't go outside we have free play
11:45- 12:00 Bathroom breaks, diaper changing, wash up for lunch.
12:00 -12:30 Lunch
12:30-12:45 Clean up from lunch
12:45 -1:15 Numbers, letters, colors, spelling names, sharing time, stories, sing songs
1:15- 1:30 Bathroom breaks, diaper changes, drinks, get ready for naptime.
1:30 - 3:00 Naptime
3:00 - 3:30 Snack time (wash up first, potty if needed)
3:30- 3:45 Bathroom breaks, diaper changes.
3:45-4:15 Blocks, play house, puppet shows, or movie if they choose.
4:15-4:45 Free play, children choose sometimes music, hoppy hop, weather permitting go outside to play etc.
4:45 -5:00 Bathroom breaks, diapers changed, wash up for dinner
5:00- 5:30 Dinner served to all present
5:30- 6:00 Free time until parents arrive

Actual times vary depending on ages of children in care, and the weather.

Infant and Toddlers remain on their own schedule of eating and sleeping. Tummy time will periodically provided for infants during their waking hours.

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective date of _____. I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent / Guardian Date Signed

Signature – Licensee Date Signed

Note: Policies shall be provided to the parents any time the policies are updated. It is recommended that the licensee obtain a new attestation and signature from the parents when updates are made.