**2021**

Eva Pemberton

1/1/2021

Handbook of Policies and Procedures



Country Caterpillar In Home Daycare Center



# Welcome and Philosophy

 Welcome to Country Caterpillar in Home Daycare Center. I spent over ten or more years as a private Nanny/ Child Care Provider and am familiar with the child care regulations in the State of Washington. I have also worked these last eight years in Healthcare as a Surgical Assistant and been trained in all medical emergencies. I have been fingerprinted and FBI background checked, hold a current Infant and Child CPR and First Aid Certificate, Advance Cardiac Life Support, Basic Life Support with Infant life support, HIV/Aids/Infection control, and have taken child-related educational workshops over the years. I am an experienced, qualified, and professional child care provider.

 I believe you will find my Handbook of Policies and Procedures to be very thorough. This comes from many years of experience and dedication to my profession. Please know that I put the same amount of attention into each and every child entrusted into my care. I pride myself on helping children learn the necessary skills they need to succeed in life and providing them a safe, loving, and comfortable atmosphere in which to do so.

**Contact and Communication**

I believe Parent/Provider communication is vital to a successful child care experience. I ask that you be as open with me as I am with you. If you ever have a question or concern I would expect you to come directly to me. Drop-off and pick-up times are generally not a good time for child care discussions. You may call me during our daily quiet time or after 5pm or you may email or text me. I will get back to you as soon as I am able to.

I utilize a variety of methods to keep you informed. I send home a daily note for every child during the school year and year-round for infants and young toddlers. I maintain a website and a private Facebook group page for my child care business.

Contact Information:

 Cell Phone- call or text: 425-231-5423

 Email: Countrycaterpillardaycare@hotmail.com

Website:

Facebook: private group by direct add only

 Street Address: request via Facebook messenger or Email

# Admission and Deposit

I keep records on file for each child enrolled in my child care home. These records include, but are not limited to, a Contract and Rate Agreement, an Enrollment Record, and a Release for Emergency Care. I will provide you with any necessary paperwork that will need to be completed and in my possession before I can assume the responsibility of caring for your child. You are expected to inform me of any changes or additions to the information you provide me with as it arises.

 There will be a non-refundable application fee and supply fee due with your 1st months tuition. This is due 2 week before enrollment. In the event that your child does not start care by the agreed upon date, your space will be forfeited and your deposit to hold the space will become non-refundable.

 Admission is not discriminated on the basis of ability, race, creed, color, national origin, religion or sex.

**Hours of Operation**

 Upon enrollment in Country Caterpillar in Home Daycare Center, we will discuss child care hours based upon your individual needs. Those hours will be specified in our Contract and shall not exceed 10 hours per day. You may not enroll your child for any drop-off time later than 9 am and/or any pick-up time earlier than 3:30 pm or later than 5:00 pm. My normal hours of operation are M-F 7am to 5pm with a child’s max stay of 10 hours per your contracted hours. If these hours extend the contracted time there will an additional extend daycare hour fees. (see section below)

 Please keep in mind that my child care hours are individualized per family. If you are contracted for a 7:30 am drop-off, my child care is not open to you until that time even if another family may have contracted for and arrives at 7:15 am. It is the same for pick-up times, if your contracted pick up time is 5 pm, you are late and owe late fees at 5:01 pm, even though another family may still be here with a contracted pick-up time of 5:00 pm. Please choose your needed child care times carefully.

 Late/early fees equal to $1 per minute per child will be billed to you in the event of any early drop-off and/or late pick-up that has not been previously authorized. You are expected to pay for any late/early fees within 24 hours. You should be prepared with one of your authorized pick-up people to have your child picked up on time in the event of an unanticipated work situation or traffic problem that may delay you. I hope I don’t need to charge this late/early fee. My intent is not to gain more money, but to have my business hours respected so that I will be able to follow through with my own family plans and commitments.

 If you need to change your enrollment hours, I require a minimum of a two-week notice in writing. I reserve the right to terminate our child care arrangement if your new hours will not work well for my child care business.

**Late Openings/Early Closing Days**

 When at all possible, I will try to plan my personal appointments for the early morning or late afternoon hours to prevent having to close child care for the day. Many times I will be able to have a substitute here in my place when this occurs. When a substitute is not possible, I may occasionally have to delay the child care opening for a short time or close the child care prior to 5:30 pm. If I have to open late or close early, I will give you as much notice as possible. There will be no credit in child care fees for late openings or early closings. In addition, all early/late fees apply to the temporary opening or closing time for that particular day.

**Full time Care:**

 Full-time care is defined as any enrollment of four to five-days per week. If you are enrolled four days per week, you will pay the full-time child care rate. The four days you contract for will be the same from week to week. **If you should ever need care on the fifth day, it is treated like drop-in care in that you must request and be approved for. If I approve the fifth day, there will be no charge.** I reserve the right to deny care on the fifth day for any reason. If you regularly request care for the fifth day, I may ask you to sign a new contract and expect your child to attend all days.

**Tuition Rates 2021-2022**

 **Payment is expected on the 1st day of the Month or Monday morning at the time of child’s drop-off for that week.**

**Price list in effect on the first day of the 2021-2022 school year.**

**Children remain in the same group as they are registered for in September through August.**

**Rates for September 2021 to August 2022:**

**Infants (0 months to 12 months old)** As of September 2021

4- 5 Day Program: $1300 / month

3 Day Program: $1125/ month

2 Day Program: $785/ month

1 Day Program: $560/ month

Drop in Care: $80

**Older Infant ( 12 month to 30 month)** As of September 2021

4- 5 Day Program: $1100 / month

3 Day Program: $1000/ month

2 Day Program: $685/ month

1 Day Program: $360/ month

**2 ½ to 4 years old** As of September 2021 -

4- 5 Day Program: $1000/ month

3 Day Program: $900/ month

2 Day Program: $600/ month

1 Day Program: $260/ month

**Before and After Care ( Kindergarten to 5th Grade)** -

*(Cedarhome Elementary only)*

4- 5 Day Program: $800/month

3 Day Program: $700month

2 Day Program: $550/ month

1 Day Program: $260/ month

**New Child Registration is $100 with Supply fee of $50 , both are NON-REFUNDABLE.**

**Returning Child Registration is $75 with Supply Fee of $50, both are NON-REFUNDABLE**.

**Drop IN rate: $65/ Day for 10 hour stay. Infants are $80/Day for 10 hour stay.**

**Must be requested and approved.**

**Extended Care (Overtime)**

 Extended care is defined as any days and/or times you may need child care outside of **your contracted hours**.

 I understand that you may occasionally need extended hours. You must request these **48 hours** in advance (not the day of) and if approved, you are expected to pay an extended care rate.

Before care Drop off time is no earlier than 6 AM.

Late Pick up time is no later than 6: 30 PM.

Hourly Rate is $10 per hour you need extended

Monthly payment can be arranged if this will be a daily occurrence. This rate would be in addition to your contracted hours. (Extra time plus contracted hours)

I do not permit an earlier drop-off in exchange for an earlier pick-up.

**Drop-Off and Pick-Up**

#  When dropping off and/or picking up your child, you must pull your car completely up and to the left or right of any other vehicle already in my driveway. This is to prevent others from potentially having to park on the road. Your car is not permitted in my driveway if it is leaking oil or fluids other than water. Please do not sit in your car in the driveway upon arrival. Enter and exit promptly. Finish your phone calls outside. Please make sure you have closed the door so other children don’t exit the home. Do not permit your children to play with outside decorations or landscaping.

# You may knock and enter with code. Smoking is prohibited outside and inside my home. You must sign your child in and out of my home on a daily basis. The log will be located near the entrance/exit door in the hallway. There is a clock in this room which is the timepiece that will be used to compute your drop-off, pick-up, and late/early fee times. It is my responsibility as Provider to keep this clock set correctly.

 You are expected to remove your shoes or boots on the designated rug upon entering my home if they are soiled or wet. Children are expected to remove their shoes or boots upon entering my home and place them in their cubby each day. Shoes are not permitted in any area of my home on a daily basis, as this is where children play, crawl, lay and tumble.

 It is normal for some children to have a difficult time separating from parents in the morning and/or to make the transition into leaving at the end of the day. Please be brief. It is harder on the child when you prolong your stay and I need to focus my attention on the other children who tend to act out when they see me busy with another parent. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. The children are expected to clean up from their activities at the end of the day. For this reason, if you will be arriving earlier than your regularly scheduled pick-up time, please give me a quick text on your way. The cleaning up process tends to get much more difficult with parents present. With your cooperation, drop-off and pick-up times will be as stress-free as possible.

 I have a one drop-off, one pick-up rule per family. Examples: You are not permitted to bring one child at 7 am and your other child at 9 am. You not permitted to pick up one child at 1 pm and your other child at 5 pm. You are not permitted to bring your child at 7 am, pick them up at 10 am, bring them back at 11:30 am, and then pick them up at normal pick-up time.

 I understand that you may occasionally need to drop off your child later or pick up your child earlier than your contracted enrollment times for various reasons such as doctor appointments. I expect that you give me as much notice as possible when these situations arise and that you follow my 2 basic rules. 1. No drop-offs or pick-ups are permitted between the hours of 1:00 and 3:30 pm. This is our daily quiet time. It is impossible to wake one child and have the others remain asleep and it is disruptive to our schedule. 2. Respect my one drop-off and one pick-up rule per family.

 If you should decide to drop in and 'visit' your child during your contracted hours, I ask that you take our schedule into consideration 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. If yourchild's personality is such that they will become upset with your departure, you will be expected to take them with you when you leave. This may be especially upsetting to children who are adjusting to child care. No visitors will be accepted during our quiet time between the hours of 1:00 and 3:30 pm.

 Children will only be released to the authorized pick-up persons whom you have identified on your Enrollment Form. You are required to always notify me if one of your authorized pick-up persons will be picking up your child. A verbal notification is fine unless the pick-up person is not one of your authorized pick-up people. In the case of an unauthorized pick up, I will need written permission from you. If you do not inform me that someone else (other than a parent) will be picking up your child, they will not be released even if they are one of your authorized pick-up persons. Anyone picking up your child will be asked to show proper photo ID if I have not yet met them.

 Unauthorized persons are not allowed in the child care home during child care hours. This means that you may not bring your friend, your child's friend, your family member, etc into my home when you are dropping off and/or picking up your child. The reason for this rule is that it is a safety and liability issue for me.

 If you or one of your authorized pick-up persons arrives without a proper auto safety seat, your child will not be released and late charges will apply. If you arrive under the suspected influence of drugs and/or alcohol, an alternative contact will be called and late charges will apply. If you insist on leaving my premises with your child, law enforcement will be called immediately.

 Any child remaining after the scheduled closure of the child care home (when parents, guardians or other emergency contacts cannot be reached) will be fed an appropriate dinner with my family and partake in any family activities I have scheduled. After two hours of my inability to reach any authorized contact, the department of social services or the local police station may be contacted.

 I expect you to be in control of your child. Children are not permitted to enter my home unattended or to go out to your vehicle unattended. If your child is screaming, please stay outside until they are calm. I ask you to not bring in your hysterical child.

**Payment Policy**

Payment is due no later than drop off time on your first contracted care day of each week or the 1st of the month. If this day is a holiday, a vacation or planned day off for the parent or the provider, payment is due the previous business day. If you or your child are ill, your payment is still expected. If I close the child care due to my own illness or emergency/power outage, payment will be accepted on your first contracted day back to child care. There will be a late fee of $25 per child for each calendar day (including weekends) that payments are received late beginning the following morning for all payments not made before your contracted drop-off time.

Payments may be made by cash, internet bank transfer, childcare app payment portal, Venmo or FaceBook pay. Bank transfers must be completed (not initiated) with funds in my bank on or before your child care tuition due date. If your wire transfer is returned to me for insufficient funds (regardless of the reason), you will be billed a $35 penalty fee plus any other fees I incur as a result. This bill is due upon receipt. I have the right to request cash-only payments in the future should this occur.

 Please do not put me in the uncomfortable position of having to ask for my money including, but not limited to, late fees, extended care requests, and/or drop-in requests. Any unpaid balances will be turned over to collections and the responsible party who signed our contract will pay all fees incurred.

 You will be given a minimum of three-week's notice of any increase in your child care fees.

**Tax Information**

I will supply a tax form in early January each year for your tax purposes. If child care has been terminated by either party prior to January, it is YOUR responsibility to request this form. I DO NOT send them out automatically as they contain critical information.

**Extended Leave**

In cases of your potential absence due to maternity or an extended leave from your job (teachers for example), I require full child care payments for the entire time of your absence to hold your child\*s space. I do offer the option for seasonally-employed families to pay a higher fee during the 'school year' in lieu of payment requirements in the summer months. If I am in a position where I can temporarily fill your spot with another child during your absence, I may waive a portion of your child care fee. This will be solely at my discretion.

**Absent Days and Notifications**

You are required to notify me prior to your contracted drop-off time if your child will not be coming for the day or if you will be late in arriving. In the event you do not call me by your contracted drop-off time, I reserve the right to fill your space with a last-minute drop in, leave for a scheduled field trip or errand, and/or close child care for the day if no other children are coming. You will not be notified if this occurs; it is your responsibility to call. If you do not notify me in advance and any of these situations occur, no tuition refund will be issued.

There will be no refunds or adjustments made to your child care fee for your time missed for any reason, including, but not limited to, illness, holidays, and work days off. My operating expenses and hours of work are the same whether you bring your child or not. You are not only paying for the care of your child, you are also paying for their “space” in care.

Except in the case of illness, Parents will give Provider a minimum of three-week's notice for any absences in excess of 3 concurrent days. Examples: vacation, maternity leave, etc.

 Internet communications including, but not limited to, emails and/or facebook messages, are not an
 acceptable method to make requests or inform me of absent days, appointments, or other required
 notifications specified in this handbook. If I lose internet service I will not receive your message.

**Weather-Related and Other Unanticipated Closings**

 I reserve the right to close my child care early or for the day without notice in the event of unanticipated situations such as, but not limited to, power outages, no water, widespread illness, and/or extreme weather conditions. Extreme weather conditions include, but are not limited to, flood, snow, power outage and earthquake.

 These closings will be with pay, limited to 3 per calendar year. The remainder, if they occur, shall be unpaid days. My paramount concern is the safety of the children. If I deem it unsafe for children to stay in my home and/or for parents to get to my home, I will close my child care. We also follow guidelines from the school district, local government and state governor. (example Covid19)

**Holidays, Personal/Sick Days, and Vacation Days**

I take 10 paid holidays, up to 6 paid personal/sick days, have 2 weeks of paid vacation and with a possibility/may take up to 10 unpaid vacation days per calendar year January 1 through December 31. Unused days may not accumulate.

 Holidays include:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Day After, and Christmas Eve, Christmas Day and the Day After.

When a Holiday falls on a Saturday, Country Caterpillar in Home Daycare Center will be closed the preceding Friday with pay. When a holiday falls on a Sunday, Country Caterpillar in Home Daycare Center will be closed the following Monday with pay.

 The 6 paid personal/sick days will be taken throughout the year as needed. Paid personal days are taken for my illness, appointments, family activities, to catch up at home, attend trainings, or just relax. When I plan for these paid personal days off I try to schedule them as far in advance as possible so that you may make other child care arrangements. I try to choose days that are convenient for the majority of the families in my care. You will be given a minimum of two-week's notice of any personal days I plan off, except in the case of illness or emergency.

 I will make every attempt to be available each day, however there will be occasions when another family member or myself are ill and I am unable to provide child care. If this occurs, notice will be given as soon as possible, however it may be the morning of care. If a situation arises requiring my immediate absence during child care hours, the assistant teacher will be in charge to provide care for the children. After my 6 paid personal/sick days are used up, I will credit your child care fees accordingly.

The unpaid vacation days I take may be taken as individual days or full weeks. Generally, I will not take more than two weeks off concurrently for vacation. I will provide you with a full year of known child care closings in January and update that document with a minimum of three-week's notice as needed as closings are added.

 You are expected and it is your responsibility to be prepared with a back-up provider at all times.

**Health and Illness Policy**

I must provide a healthy environment for the well being of all of the children. I accept children with MILD colds or other MINOR ailments only. Use your good judgment and, if in doubt, please call me in the morning. An ill child requires extra care and close attention and is best cared for at home. Do not send your child if he/she has shown any of the following symptoms during the previous 24 hours:

Communicable Diseases: Not permitted by law in child care. 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, or 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. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. I may require a doctor's note, at my discretion, for return to child care.

Fever: Not permitted. Any child with a fever =/> 100 degrees Fahrenheit will be sent home immediately. Your child needs to be fever free for a minimum of 24 hours without the aid of any fever reducing substance before returning to child care. Administering medication to reduce your child\*s fever so that you can bring him/her to child care is **grounds for termination**.

Diarrhea: Not permitted. 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. Any child who vomits while at child care will be sent home immediately and must stay home until 24 hours have passed with no vomiting episodes.

 Runny Nose & Cough: You may bring your child to care if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge from the nose of any color other than clear is not acceptable in child care. A constant runny nose which needs wiped continually is not acceptable even if clear. A constant daytime cough that is causing your child to gag and be uncomfortable and/or a constant naptime cough that would disrupt the sleep of the other children will require you to keep your child at home. If you suspect your child's runny nose/cough may be due to allergies or teething, I will require you to bring a doctor's note stating the same.

Rashes: Not permitted. If your child has any rash other than a mild diaper rash, you must bring a note from the doctor stating it is not contagious before returning to care.

Runny and/or Crusty Eyes: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances. A period of 24 hours must pass after symptoms before returning to care.

Excessive Crankiness: If your child is irritable, excessively whining or crying, wants constantly held, or requires more attention than I can provide and still give adequate attention to the other children in my care or disrupts the routine 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 child care until after the second hair treatment and no nits are present. Your child will be inspected by me upon arrival at child care before you leave.

COVID19 : With a global pandemic it has now been advised per CDC as 72 hours of no symptoms of any flu like symptoms/covid 19 symptoms. Your child will need a NEGIVITE test results to return back into the childcare setting along with 72 hours of no symptoms. IF we close for any reason related to COVID19 the center will need to quarantine for those 2 weeks per CDC guidelines or the local health board. All covid19 recommendations will be followed from our local health board and CDC.

If I become aware of any of these symptoms during care, you will be asked to return for your child immediately. You will be expected to arrive within one hour.

 Please notify me at once if you find that your child has a contagious illness so I may notify the other parents. If your child is on medication for something contagious, do not bring him or her until they have been on medication long enough to not be contagious any longer (usually 24 hours). Please remember that just because your child has been home or on medication for 24 hours, does not mean that they feel well enough to take part in the daily activities at child care. In that event, they must stay home an additional day. If your child has been given prescription or over-the-counter medication before arriving at child care, please inform me when dropping off.

The one drop-off, one pick-up rule applies. If you are called to pick up your child who becomes ill during the day, you must also take your other child with you. In most cases of illness, I require siblings to remain out of child care with your ill child. More often than not, if one child is ill, the other soon will be.

**Field Trips and Transportation**

We may occasionally go on a field trip. Field trips could be trips to the park, zoo, library, and beach. All of the children will be placed in safety-approved car seats as required by Washington State law. You may be requested to provide a car seat for the day. I will assume all activity costs for the trip.

 If I plan a field trip, I will ask you to sign a permission form. I will carry that with me as well as the other emergency records that I keep on file for your child. In the event of an emergency away from the child care home, your child will be cared for and you will be notified. If you do not wish for your child to attend our field trip, your regular child care fee is due like for any absence, and it is your responsibility to obtain alternate care for the day. No half-day child care will be provided.

 We also occasionally take walks away from the child care home into the housing community playground and walking trails. We also take daily walks to Cedarhome Elementary to drop off the older children in our before and after care program (K-5th grade). All children will walk to the elementary school leaving the home at 8:40am and again at 3:20pm. Smaller children will be restrained in a baby carrier/wagon or stroller and older children will walk with extra guidance regarding safety.

 I do not transport children to and from school or activities.

**Medication Administration**

Please take every measure possible to administer all medication at home. I will not administer prescription medications or breathing treatments. If needed, I will administer the nonprescription medications, ointments, and creams you provide. The nonprescription medications must be in their original containers and labeled with your child's name. I will not exceed the manufacturer's recommended dosage unless you provide me with a written physician's note with instructions.

**Emergency Procedures**

During child care hours, scrapes and bumps are inevitable. In the event of serious injury, illness, or emergency, I will take the appropriate first aid action and, if necessary, will call the Stanwood Police Department or Paramedic Unit. You will be notified as soon as it is feasibly possible.

I will make a conscientious effort to locate you or your designated emergency contact before taking any action in an emergency unless I see fit that medical emergency is needed ASAP. If I cannot locate you or your designated emergency contact, I will call your child's doctor, dentist or hospital if emergency, medical or surgical care is needed. In addition and if needed, I will call an ambulance at my own discretion. All costs involved in emergency treatment and/or the cost of an ambulance are your responsibility.

Fire safety lessons are taught as a regular part of my program. It is very important that children know what to do in the case of a fire, not only in my home, but theirs as well. In addition to having a fire safety plan.

In the event of an unexpected blizzard/snow strom with children already in attendance, plenty of food and water will be on hand and children will be taken care of until conditions allow pick up.

 I am required by law to report any suspected abuse or neglect.

**Meals and Snacks**

 I serve breakfast, lunch, and snacks throughout the day. You are responsible for feeding your child at home if you will arrive at child care after a meal time. Our meal times will vary according to seasonal schedules. Please ask if you are unsure of a current meal time.

No outside foods such as cookies, candy, chips, etc. to be brought into the home unless it is to celebrate a holiday or birthday. All items must be store bought and not homemade.

I require parents of infants to provide formula or breast milk until the child is drinking milk. I will begin the transition from a bottle to a cup at the same time as finger foods are introduced.

I encourage healthy eating habits. Children are offered a variety of foods and are encouraged to try new things. Nutrition lessons are taught as a regular part of my program. Please inform me of all allergies in advance as, in some cases, you may need to provide the appropriate foods. If one child has a life threating food allergy, all children in my care will not be given that item. (Example: Peanut allergy)

**Discipline and Guidance**

I require acceptable behavior, by my standards, from the moment your child exits your vehicle until they are safely buckled back in later that day. My expectations of your child will probably be higher than your own due to the number of children I care for on a daily basis. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

House Rules - No running, jumping, or screaming permitted inside the house. We use "walking feet" and "inside voices." No walking around the house with food, cups, or bottles. No going out the door or gate at pick up time without an adult. No shoes in the house. No name calling, teasing, swearing, bad language such as 'shut up', tattling, or potty talk. No gun or violent play allowed.

 We Respect Each Other and Keep our Hands to Ourselves - No roughhousing, hitting, pushing, biting, grabbing, kicking, pulling, pinching, spitting at others, including household pets and your parents. Lifting, carrying, climbing, or sitting on other children is not permitted.

 We Respect our Belongings and our Environment - No standing on, hitting with, pounding with, throwing toys or other household items. No climbing on, standing on or jumping off of furniture.

I believe that children thrive on consistency, routine, and loving guidance and that it is very important to teach children empathy and to take responsibility for their own actions. Children in my care will be taught and expected to share with others, play cooperatively, express themselves verbally, clean up when asked, follow directions and, most importantly, to treat themselves and others (including yourself) with respect. I use praise and positive rewards for good behavior.

I will discuss with you any behavioral problems as they arise. The following methods of discipline will be used: Encourage children to solve problems themselves, intervention, discussion, re-direction to another play area, loss of privileges, logical consequences, and/or being my “shadow”/stay with me until behavior changes. Please show your child that you respect me and my rules by reminding them and enforcing the rules while you are in my home and on my property.

Parents are expected to repair or replace any item your child may break (other than normal wear and tear) in or around my home, including but not limited to: infant equipment, toys, electronics, landscaping, windows, doors, etc.

**Quiet Time**

Quiet time is an especially important time of the day in a child care situation. The children need rest to enable them to have an enjoyable evening at home with their family. I need this time to allow for the regeneration of the patience and mental attitude it requires working with young children full time. This is also my best opportunity during the day to clean up, do paperwork and plan activities.

All children will lay down to rest. Even older children need a break from the day to rest and rejuvenate. Infants and young toddlers will be provided their own port-a-crib or pack-n-play, and older toddlers and preschoolers will be provided a cot. I will provide a blanket for your child or you may bring one from home if you prefer. You may also provide a small pillow if you wish. Children are permitted to bring a small soft friend from home to sleep with as well. If you provide a pillow, blanket, and/or small soft friend, I prefer that these items be left in the child care rather than go back and forth between your home and mine on a daily basis.

All children will be monitored either by sight or sound at all times during quiet time. Please do not ask me to keep your child up at this time. If you do not wish to have your child participate in a quiet time, my child care may not fit your family’s needs.

**Belongings and Supplies**

 You are expected to keep spare clothing at the child care (including socks and underwear) at all times appropriate for the season. While your child is toilet training, you will be expected to keep two-three sets of spare clothing at the child care. Any soiled clothing will be sent home in a plastic bag and you will be expected to replace the items with new spare ones the following day.

 In summer months (June to Sept) you will need to bring a bathing suit that may be kept here for the entire summer season for water play days. If your child is not fully toilet trained, you are expected to provide swim diapers.

 From September through May your child should bring a book bag/diaper bag each day Monday through Thursday for our Preschool Program. This should be at least large enough to hold a letter-sized sheet of paper.

 No toys from home are permitted except on designated special activity days/show and tell.

 Children may bring a blanket, binky, small pillow, and/or small stuffed friend, to be kept at child care, for our daily Quiet Time.

 You are expected to supply diapers, wipes, (and Pull-ups during toilet training) as they are needed. You are expected to supply any diaper creams or over-the counter ointments and medications you wish me to use. I inform you when supplies are running low, I do have emergency supplies if you run out , however this shall not become a daily occurrence.

 Please label all items with your child's name or initials. Keep in mind that if you do not supply a needed item, your child may not be able to participate in an activity or it may prevent all of the children from enjoying an activity. I reserve the right to purchase needed items for your child if you do not supply them in a timely manner. You will be billed for the cost of the item(s) and my time if this should occur.

I will identify on a routine basis any recalled toys, equipment and furnishings and remove such recalled items from my home. I am owner of a large child care email group as well as a member of another large child care group where providers share this information on a routine basis.

**Toilet Training**

Children generally achieve toilet training between the ages of 2 1/2 to 3 years old. If toilet training is begun when your child is ready, the task is easy and quick and can often be achieved in a few days. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean. I take a very relaxed attitude towards potty training. Please realize this should be your child's accomplishment and not yours or mine. Children should not be compared to how others are doing. Children train easily when they are ready.

Parents must begin the toileting process at home. If successful and I'm in agreement that your child is ready, I will follow up with toilet training here. During this time I require that children wear pull-ups for health and safety reasons while 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. It will be at my discretion when you may bring your child in big girl or big boy underpants to child care.

 While your child is learning to use the potty my rule is: No overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second set of spare clothing is required. In addition, I require that the Pull-ups your child uses have velcro sides.

**Dress Code and Hygiene**

You are expected to bring your child clean and in comfortable, weather-appropriate clothing unless there are extenuating circumstances. Examples: Pajama Day or an extra-early drop-off. When dressing your child, please keep in mind that we sometimes do "messy" activities. Please do not dress your child in clothes you would not like to be soiled. Though I try my best to keep the children's clothes free of mess, sometimes I lose this battle.

 You are expected to provide outerwear appropriate for the weather on a daily basis. This includes hats, mittens, warm jackets, and boots for cold or snowy days. Please do not ask me to change your child into special or different clothing prior to pick-up time as in most cases I simply do not have the time to do this. You are expected to bring your child in appropriate and comfortable play shoes on a daily basis. I do not permit sandals, crocs, or any type of open-toed shoe. Any shoe that would fall off easily is also not acceptable. This is a safety precaution. You may keep a pair of play shoes in your child's cubby if you wish.

 From time to time I may paint your child's fingernails and/or toenails as a fun activity. From time to time I may clip your child's fingernails and/or toenails if they are such that they are causing a problem. On a rare occasion I may need to give your child a quick sink (if infant) or tub bath or shower. Examples (but not limited to): A potty incident, slipping in mud, spilling a large amount of a food or liquid. If you do not wish me to do any of the above, please let me know and I will mark it as such in your child's file.

**Preschool and Special Events**

 Preschool: When the overall age group of my children warrants, I will provide a hands-on, theme-based preschool program for children ages 2 - 5 at no additional cost to you. Letter, shape, color, number recognition, concepts (such as big and little), science, math, literature, and more will be taught as a regular part of my program. We will also enjoy arts & crafts, music, and special fun days. Normally I teach preschool on a daily basis Monday through Thursday mornings from September through May. My goal with my preschool program is to provide stimulating activities for each child's social, emotional, physical, cognitive, and language development and to prepare each child for Kindergarten and to instill in each child a love of learning.

 Birthdays and Parties: Each child's birthday is his/her "Special Day." You may bring a special treat for all of the children on your child's special day if you'd like. If your child's birthday falls on a weekend, I will choose another day to celebrate their special day in child care. I also have small holiday parties for the children occasionally throughout the year. I typically will request treat donation on a volunteer basis for these parties.

 Christmas: The children do not exchange gifts. Instead, I ask you to purchase and wrap a toy gift (one per each of your enrolled children) of your choice for our Christmas party. I ask that the toy be "sturdy" as it will get lots of use and that it contain no small pieces or parts. Items suitable for ages Infant through 5 years of age are best. This item will remain in the child care home for continued year-round enjoyment by all of the children.

 I keep a Treasure Box in the child care. From time to time children will be allowed to 'pick a treasure.' I use this as a method of rewarding, especially when we've been working on a specific behavioral issue. I also use it as a thank you for participation in special activity days.

**Withdrawal**

I appreciate the opportunity to provide child care services to you and sincerely hope that you are satisfied with my services. If not, please tell me as most problems concerning child care can be resolved.

In the event you decide that your child may need to leave my care at any point after for any reason including, but not limited to, a job/schedule change or a pending relocation, written notice is required as well as full advance payment of the final weeks of care.

I require three week's written notification for any termination and this time period will begin on the first Monday after notice is received. I require your final three-week's child care payment at the time written notification is presented to me. This full payment is due regardless of your child's attendance and/or if the child care is closed for any reason. Unpaid child care closing days will become paid closing child care days if: 1) You give written notice on an unpaid child care day, and/ or 2) An unpaid child care closing day or days falls within your final three-weeks of child care.

**Termination**

I appreciate as much advance notification of withdrawal as you can give and in return, will give you the same courtesy with a three-week's notice of my intent to terminate our agreement. However, I reserve the right to terminate our Contract immediately for any of the following reasons (but not limited to):

 \* Non Payment, Continual late payments greater than 3 times

 \* Lack of compliance with Handbook Policies

 \* Lack of parental cooperation, Disrespect

 \* Failure to complete and return required forms

 \* Physical or verbal abuse of any person or property

 \* Serious illness of myself or my family member

 \* Continual disciplinary problems

 \* False information given by parent either verbally or in writing

If I terminate this contract for any reason and there are any outstanding fees due, a bill will accompany the termination notice. If I do not receive those fees in a timely manner, legal action will be taken. You will be billed $5 per day in late fees beginning with the payment due date specified in the termination notice, until our court date and beyond if necessary. You will be responsible for all court, filing, and mailing fees in addition to the amount due. You will be charged for the total loss of my income when I have to close to attend court. You will be responsible for any fees associated with a judgment for payment and/or for any fees associated with a garnishment of wages.

No refunds of any pre-paid child care fees will be given in the event I issue an immediate termination.

**Photographs**

Photographs of the children’s participation at my home may be taken from time to time. The photos are displayed for children to enjoy, used in various arts and craft projects, and given to parents periodically. I also have a Facebook page where photos may be displayed. If you wish for your child not to be included in pictures for any reason, please make that request in writing.

**Referrals**

In the event of an open space in my child care, should any currently enrolled family exclusively refer another family to Country Caterpillar in Home Daycare Center a referral bonus will be paid. The referred family must contract for a minimum of 4 days per week and be in care and paid up to date, for a period of three months. At the three month point, a $100 payment credit will be issued as a THANK YOU!! Happy families are my BEST advertisement!

**Confidentiality**

All information provided to will be kept confidential and released only to authorized persons including, but not limited to Country Caterpillar in Home Daycare Center, State licensor, police dept. and health and social services if required. This information will also be available to back-up providers if needed to care for your child.

**Policy Changes**

I will review and revise my Handbook of Policies and Procedures and my Contract annually. Renewals will go into effect the first of September each year. However, I reserve the right to make any policy or financial changes at any time when it is in the best interest of my child care business. I will give a minimum of three-week's notice of any these changes.

**Waiver**

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If I do not exercise a right that is provided by this agreement, it does not mean I have given up that right.