

Family Child Care Policy (Parent/Provider Agreement)

Carla's Child Care
715-246-0405
614 E. 3rd Street
New Richmond, WI 54017
Carla Arcand

Policy Effective Date: January 1, 2012

The information in this document is extensive. Please read it over thoroughly and talk to me about any questions you may have. You are welcome to call me any time during child care hours. If I don't answer the phone, please leave a message; I'm taking care of the children.

I. GENERAL INFORMATION

Carla's Child Care is licensed by the State of Wisconsin, Department of Health and Family Services. 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. Prior to moving to Wisconsin, I was a licensed childcare provider in the State of MN from January 1993 through September 2004. My household includes myself and my husband, Dick; I have two grown children who do not live with us, but visit often.

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 verifying your child's attendance with your signature weekly on the required Daily Attendance Record.

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 Civil Rights (Office of Adjudication), 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Carla's Child Care is licensed to provide care for children between the ages of 6 weeks through age 10 years. I am licensed to provide daycare between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, January through December. This does not mean that my operating hours are 6:00 a.m. to 6:00 p.m. and people can come/leave anytime between those hours, it means I will set my operating hours within that time period. The hours that your fee is based upon will be specified in your Rate Agreement and are not flexible on a day-to-day basis (no early drop-off/late pick-up without prior approval). My operating hours may vary from day to day depending on my headcount and the hours of care needed by individual families.

No service will be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. All regular 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. Daycare will also be closed the days between Christmas Day and New Year's Day; payment is not required for these days.

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 (Department forms *Noncompliance Statement and Correction Plan* or *Compliance Statement*).
- Any warning letter or enforcement action—order, forfeiture, temporary suspension—issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.
- Review of center policies.
- Fire/tornado/severe weather drill log.

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

Parents are welcome to visit my child care program at any time during your contracted hours unless daycare is closed that day or if prohibited by a court order. If so, I will need a copy of the order. Except during expected drop-off and pick-up times, my front door is kept locked for the safety of the children. In the event you arrive and the door is locked, please knock or ring the bell – or call ahead and I'll make sure the door is open.

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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(ren), I need to be notified in writing in advance. The person picking the child(ren) up may need to show a driver's license or other picture ID.

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.

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 foster communication on a regular basis, Carla's Child Care provides written newsletters / parent bulletin board / password protected website.

To protect each family's confidentiality, Carla's Child Care will not share information about a child or a child's family with anyone who is not authorized to receive this information.

Carla's Child Care is covered by liability insurance for my premises and for my daycare 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 employee is required to report the abuse or neglect to child protective services or the police.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

All children will be enrolled for a trial period of 10 business days. During the trial period either the provider or parent may terminate child care without advance notice. Payment is required for the days care was provided. No pre-paid fees will be credited upon cancellation during the Trial Period.

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 daycare by the first day of attendance.

- Form CFS-62, "Child Care Enrollment"
- Form CFS-2345, "Health History and Emergency Care Plan"
- Form CFS-104, "School-Age Agreement – Child Care Centers" (if applicable)
- Form CFS-61, "Intake for Child Under 2 Years – Child Care Centers" (if applicable)
- Form DPH-4192, "Immunization Record" (*I do not provide care for un-immunized children*)
- First week's tuition
- Parent / Provider agreement
- Website permission form

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

The following item must be completed and returned to me within 30 days of your first day in care.

- Form CFS-60, "Child Health Report"

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information on these forms as they arise, including notifying me of additional childhood immunizations (*I do not provide care for un-immunized children*).

Children are enrolled on a full-time basis; part-time is decided case-by-case. I do accept children for drop-in care if prior enrollment arrangements have been made and space is available. I do not provide reduced prices for reduced hours. I do accept children for drop-in care if prior enrollment arrangements have been made and space is available.

Parents must give a two week written notice, in person, of their intent to withdraw the child(ren), and will be required to pay the full amount for those two weeks whether or not children continue to attend. Full payment for the two-week notice must accompany the written notice. All outstanding fees must be paid. No pre-paid fees will be credited upon notice to withdraw

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children from care or if your child does not attend the last two weeks. Personal days cannot be used towards or during this two-week notice. Termination notice cannot be given while provider is on vacation or using a personal day.

The provider may terminate this contract at will, and may give up to a two-week notice of which payment is due. Pre-paid fees will be refunded for the days the child will not be attending when the provider terminates this contract.

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

- Failure to pay fees on time.
- Returned checks.
- Failure to adhere to contract.
- Lack of parental cooperation, disrespect.
- Verbal abuse or harassment.
- False information given by parent either verbally or in writing.
- Consistent early arrivals, late arrivals, early pick-ups, late pick-ups (disrupting our routine).
- Physical or verbal abuse of any person or property.
- Inability of child care program to meet the needs of the child.
- Inability of child care program to meet the needs of the parent.
- Failure to complete and return required forms.

III. PAYMENTS AND REFUNDS

Fees are to be paid in advance on Friday at your pick-up time for the next week's services. If you will not/do not attend child care on Friday, payment is due the day before; payments are *always* to be paid by pick-up time on your last day of attendance of the week. 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.

Carla's Child Care does not charge a registration / enrollment fee. However, to ask me to hold a future spot, a 'non-refundable holding fee' should be paid. This fee is equal to one week of child care (per child) and will be credited towards your first week's tuition. Without paying the 'non-refundable holding fee' you will not be guaranteed a spot in childcare; the position may be filled with another enrollee. In the event your child does not start care on the agreed upon date, your position may be forfeited and your 'non-refundable holding fee' to hold the position will not be returned.

I will establish a regular rate based on your child's hours of enrollment. Additional fees may be assessed for additional hours if your scheduled hours will exceed 45 hours per week.

One standard full-time rate is offered for all children who will be in care for up to 45 hours per week. An additional fee may be charged for children in care over 45 hours per week. If I take in a part-time child, payment is decided on a case-by-case basis. Rates are not higher for children under two 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.

There will be an extra fee assessed for late payment, early drop off and late pick up of a child regardless of whether there are other children in daycare at that time. Please respect my time and choose your drop-off and pick-up times carefully.

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

There will be a fee assessed for checks returned for insufficient funds. You will also be responsible for any bank fees I incur as a result.

For current fees, see the attached Rate Sheet.

IV. CHILD AND PROVIDER ABSENCES

A. Child Absence

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. I reserve the right to fill your spot with a last-minute drop in, leave for a scheduled field trip, and/or close child care for the day if no other children are coming in the event you do not call me by your contracted drop off time.

If a child who is scheduled to arrive at daycare does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and I have not been notified of the child's impending absence, I will attempt to contact the parent or guardian to determine the child's whereabouts.

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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.

You are required to inform me if you are at any other location than what is listed on your Enrollment Record and to provide a telephone number for that place.

I will not walk / transport children who attend school/preschool to and from daycare in the morning and after school. If parents wish to allow a school-age child to leave or arrive at daycare unescorted, they must provide written authorization for this activity. School-age children who leave daycare unescorted must be traveling to home, school or another activity where adult supervision is present. I do not provide care for children in 1st grade and above.

Children in my care may attend a pre-K program of the parent's choice. The parent is responsible for arranging transportation. Children who attend a morning pre-K program will be expected to participate in afternoon nap/rest time at daycare. If you do not want your child to nap/rest in the afternoon, they should attend daycare in the morning and attend an afternoon pre-K program.

Full-time enrollees are allowed six days off per year (personal days) where payment is not expected. These days do not carry over from one year to the next. These days may be used for sick or vacation time. These personal days cannot be used during a two-week's notice period. Personal days are pro-rated based on when the family begins care. Part-time enrollees do not have personal days to use.

If a full-time enrollee does not have any personal days available, I require full payment for any absences until the new year where you obtain additional personal days.

B. Provider Absence/Daycare Closings

I will take one week of paid vacation each year. I will let you know of my annual weekly vacation at least 30 days in advance so you and your family can make alternate arrangements.

I will also be paid for five personal days per year. I will let you know of this time off in advance (unless I am ill – If I am ill, I may choose to use a personal day) so you and your family can make alternate arrangements. Personal days are pro-rated based on when the family begins care.

I also have the option to take two paid professional days each year to attend license-required training and classes.

Full-time enrollees will pay me for all the days described above. Part-time enrollees will pay me if any of the days described above fall on their scheduled day to attend.

Daycare will be closed the days between Christmas and New Year's. These days are unpaid; Christmas Eve/Day and New Year's Day are paid.

Occasionally, I may need to take additional days off for appointments, emergencies, family activities, to catch up at home, or just relax. When I plan for these unpaid 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 not pay me if daycare is closed more than the personal days described above.

In the event that I or a household resident become ill and need to close daycare, I will notify the parents of all regularly scheduled children by the telephone number on file no later than 6:30 A.M. that daycare will be closed. If I do not receive an answer when I call, I will leave a voice message if that option is available. Regular tuition fees will not be charged if I don't use a personal day. If I do use a personal day, regular tuition fees will be charged. If I become ill during the day and need to close daycare, all parents will be called to pick up their children within 60 minutes. If my husband is home/available on a day I am ill, he will assist me with daycare and daycare will remain open as usual.

In case of an emergency situation that requires my immediate attention, I will call my emergency back-up provider. The back-up will come to daycare to stay with the child(ren) during my absence. Parents will be called to pick up their children as soon as possible, but no later than 60 minutes from when they are called. I will provide my emergency back-up person with a brief orientation that will include 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 and 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 tuition fees will not be charged when I am closed because of an emergency. My emergency back-up provider has been trained in Shaken Baby Syndrome prevention. (There is a binder with current information containing all this information for the back-up's use.)

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I do not provide a substitute in the event that I am scheduled to be gone or when I am ill. Parents are responsible for finding alternate care in my absence.

In the event that I am scheduled to be gone, my husband, Richard Arcand, if available, will act as my substitute. 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 and document its completion on a form provided by the Department. The orientation will cover all of the items specified in the licensing rules. My substitute has received Shaken Baby Syndrome prevention training. (There is a binder with current information containing all this information for the substitute's use.)

V. HEALTH

A. Child Illness / Injuries

The health and well being of all the children here are the utmost importance to me. Therefore, children who are ill are not to be brought to daycare. It is for the protection of the children that I must insist on a strict adherence to my illness policy. Please read it carefully.

Symptoms requiring removal of child from daycare (no exceptions):

Communicable Diseases: Not permitted by law in child care. Some of those 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. All other parents will be notified of the 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 child care; that means the child is fever free without the aid of any fever reducing substance. *Administering Tylenol to reduce your child's fever so that you can bring him/her to daycare without notifying me of the fever 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 sent 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 up your child. The child must stay home until 24 hours have passed with no vomiting episodes. If your child says to me "I threw up last night" and you bring him/her to daycare, this is grounds for termination.

Runny 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 needs wiped continually is not acceptable in child care. If your child has a clear runny nose which lasts longer than a week and you suspect it may be due to allergies, I will require you to bring a doctor's note stating the same.

Rashes: Not permitted. Any rash other than diaper rash must accompany the child to child care with a note from the 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 (even if it wasn't diagnosed 'pink eye').

Excessive Crankiness: If your child is irritable, excessively whining or crying, wants 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 pick up your child.

Lice: Not permitted back to child care until after the second hair treatment.

24-Hour Rule: State guidelines state a child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. No exceptions. I am not licensed to care for mildly ill children; if children are brought to daycare while still ill, I am in violation. Example: If I send your child home at 1 pm due to any of the symptoms above, your child may not return to daycare the following day as 24 hours has not passed.

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 60 minutes. If the parent can not pick up within 60 minutes, they must make arrangements for someone else to pick up the child. If the child is not picked up within 60 minutes, the emergency contact person on the child's enrollment form will be called.

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Children may return to daycare when they are symptom free for a full 24 hours, have been appropriately treated and have been given medical approval to return to child care (if applicable). 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 Division of Public Health.

I will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

I have not been authorized by the licensing agency to provide care for mildly ill children. This means I may care for children who have a common, temporary illness that is non-progressive in nature and is not considered a communicable disease by the Wisconsin Division of Public Health. For example, children with a cold or upper respiratory illness may be cared for. However, children who are in the contagious stages of a communicable disease such as chicken pox, pink eye, strep throat, etc. may not be in care until the appropriate period of communicability has passed.

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 Holy Family Hospital in New Richmond or the New Richmond clinic. 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 the ambulance take your child to the emergency medical facility that you designated on the child enrollment form.

All medications 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 daycare's medical logbook. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

B. Medications

I will administer medications, however I will not administer OTC cold or cough medications to children under the age of 2 without written instructions from the child's physician. 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 Tylenol at my discretion, are not allowed. Medications cannot be left at daycare unless there is a current authorization form on file (they can't remain here so they are available if I need them.)

I will apply sunscreen to a child prior to taking the child outside. I will not apply insect repellent. Parents must authorize in writing the application of sunscreen. The authorization shall include the brand and the ingredient strength (I will provide the sunscreen and will provide you with the brand/ingredient strength).

C. Smoking Smoking is not permitted on the premises of daycare 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.

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VI. NUTRITION

I will follow USDA guidelines when planning our menus. No child will go without nourishment for longer than 3 awake hours. I will offer the following meals and snacks to all children in attendance at the times identified below and in the daily schedule.

This may change from time to time depending on the arrival/departure times of the children, preschool, etc. When meal/snacks change, you will be informed on the monthly newsletter, bulletin board, or website.

Breakfast 7:30am Snack 9:30am Lunch 12:15pm Snack 3:15pm

You are responsible for feeding your child if he/she will arrive at child care after a mealtime. If you think your child is hungry in the morning and will have a difficult time waiting until breakfast time, please give him/her a snack before you arrive in the a.m.

Please do not bring your child to daycare with half eaten items in the morning or with a 'morning sippy cup'. Do not bring food/drink to daycare unless you bring enough for everyone. I do not allow gum or hard candy in my home at any time. Please feel free to bring a treat/snack on your child's birthday or on a holiday (home-made items are welcomed!)

Children are offered a variety of foods but are not forced to eat. I do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

Parents can provide their own children's meals and snacks if there are special dietary needs as ordered by their physician. In this case, you will be informed in writing of the USDA nutritional requirements. If you decide to provide your child's meals and snacks, this will be a permanent decision and is not flexible on a day-to-day basis. The meals/snacks you provide for your child will be served at the same time as my scheduled meals/snacks.

If your child has special dietary needs (medical condition) or has food allergies, parents must notify daycare in writing. Other than these reasons listed, I will not administer a modified diet to your child.

Records of meals and snacks are available for your review. I do not post a menu in advance, but can print what was served by the day/week/month if you request it.

Carla's Child Care does participate in the USDA Child and Adult Care Food Program.

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 provide one specific brand of formula – Walmart's Parent's Choice w/Iron. If you want your child to have a different formula, you must provide it. I will provide infant cereal and jarred foods. All bottles must be labeled with your child's name.

VII. DAILY ACTIVITIES

I do not include religious instruction or practices in my daily activities. I do not offer prayers before meals and snacks. I do not offer a religious education program or curriculum.

The following holidays are acknowledged (in a non-religious way): New Year's, Christmas, Easter, Independence Day, Halloween, Mother's Day, Father's Day, and each child's birthday. Please let me know if there is another holiday you would like to see acknowledged.

I will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story time, fingerplays, flannel board stories
- Large muscle skills: Balls, dancing, tumbling, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors
- Literacy skills: Books, story board, 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.

I have a large selection of toys and books. Please do not let your child bring any toys, dolls, stuffed animals, etc. from home. Toys from home result in altercations between the children because they have a hard time sharing, or they can be broke or damaged.

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Children, including infants and toddlers, will go outdoors daily when weather permits. 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

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. If I choose to provide a wading pool for the children, I will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

I DO NOT HAVE A SWIMMING POOL ON THE PREMISES. I may use a wading pool. The pool will be emptied, cleaned and disinfected after each use. The center will not be using an off-premises pool, water attraction or beach for the children.

Children are allowed to watch television including VHS or DVDs, but television viewing is very limited (not every day). Children may not bring VHS or DVDs from home as I have a sufficient supply (unless we arrange a special occasion.) Children are not required to watch television, and other activities will be available during that time for children to use.

We occasionally take walking field trips within the city of New Richmond. By signing this agreement you are giving me permission to take your child on walking field trips at my discretion. Emergency information for each child will be taken whenever the children leave the premises.

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 daycare 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.

Preschool (children two years through kindergarten) will follow a schedule that incorporates the activities listed above and as attached (Schedule of Daily Activities).

Night Care. I am not licensed to provide care outside of my current operating hours.

Rest or naptime is required by State law for all children younger than five years of age who are in care for more than four consecutive hours. I reserve the right to require rest/naptime for any child who has not yet started school if I feel it is necessary. Even older children need a break from the day to rest and rejuvenate. 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 non-sleeping children find appropriate quiet activities.

A crib or playpen is provided for each child under one year of age. Children over the age of one year will sleep in either a crib or playpen or on a cot provided by me. I will launder all bedding after every five uses or sooner if necessary.

Toilet training Children generally achieve toilet training between the ages of 2 to 3 years old. If potty training is begun when your child is ready, the task is easy and quick. It 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. Children should not be compared to how others are doing. Children train easily when they are ready. Starting too soon is not productive; neither is waiting too long to start.

Parents must begin the toileting process at home. If successful and I'm in agreement that your child is ready, I will toilet train here as well. During this time I require that children do not wear underwear 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 or diapers 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.

While your child is learning to use the potty I suggest: No overalls, onesies, belts, buckles, snaps, buttons, or zippers. This will make it easier for your child to be successful. Please provide extra clothing (pants/shirt/socks/undergarments) in the event your child has an occasional accident.

A schedule of daily activities is attached.

VIII. CHILD GUIDANCE

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

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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.

I do 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

I do not transport children in my personal vehicles for any reason.

I do not contract for transportation services, and public transportation is not used.

X. PETS

Carla's Child Care has two cats and one dog on the premises. Pets will be allowed in areas accessible to children during the hours of operation. The children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm, and Carla's Child Care has liability insurance that includes coverage for pets. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new 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. My pets will not be locked up if your child is allergic; when you choose to bring your child here, you understand s/he will be around and may touch the pets.

XI. EMERGENCY PROCEDURES

I do not provide care between 6 PM and 6 AM, so I have no plan for evacuating sleeping children between those hours.

Fire drills will be practiced with the children every month. In addition, tornado/severe weather drills will be practiced during the severe weather/tornado season which is April through October.

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 next door neighbor's front steps.

In the event of a tornado warning, the children will be taken to my 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.

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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.

If the center should lose the use of heat, water or electricity before the center opens, I will close the center.

If the center should lose the use of heat, water or electricity while children are in attendance, I will call the parents to pick up the children.

In the event that local schools close due to severe weather, the center will not close.

If we are unable to re-enter the building after a necessary evacuation, I will take the children to either my neighbors or Primarily Kids center behind my house (depending on the weather) and contact parents to pick up their children.

In the event that the center receives a threat to the building or it's 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 may be required.

XII. ITEMS TO BE PROVIDED – all items provided by the parent are to remain at daycare and must be labeled with your child's name. I will let you know when supplies need to be replenished.

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
X		Disposable diapers
X		Baby wipes
X		Lotions
	X	Sleeping bag, pillows, cots, sheets, blankets, pillows, etc.
X		Bottle for infants
X		Full change of season appropriate clothing including underwear and socks
	X	Sunscreen
X		Clothing suitable for outdoor play for each season ***
	X	Crib or playpen

Your child must come every day dressed and ready to participate fully. Dress your child in play clothes – we will get dirty, paint, use markers, etc. In the winter, every child needs snow pants, winter jacket, warm hat, warm mittens (not the little stretch gloves) and boots every day. In spring and fall, every child should come with a jacket with a hood or hat for the windy cooler weather. **Please bring your child in shoes that tie securely to your child's foot.** For example, crocs are not snug and secure and are not safe for climbing. Flip flops are not secure and are not safe for climbing or riding bike. **If your child comes in unsafe/unsecure footwear, s/he will not be allowed to participate with all planned activities.** In the summer, children should come dressed for the hot weather. You may leave a swimsuit at daycare so your child is always ready for water fun!

If your child frequently does not come with appropriate clothing as described above, I will purchase the clothing for you. You will be required to reimburse me the cost of those items. These items will remain at daycare until they are no longer needed (either your child outgrows them, they are out of season, or you leave daycare). At that time, you will be given the items to take home with you.

Please dress your child for play – we will get dirty!

I, the parent, by my signature below attest that I have received a copy of these policies. I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent

Date

Signature – Licensee

Date

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Schedule of Daily Activities for Licensed Hours of 6am – 6 pm

(The daily schedule will be adjusted accordingly to accommodate new families.)

The schedule below covers a large range of fun and educational activities! *The times are estimates, and the schedule is flexible to accommodate babies' schedules, etc.*

Music time includes singing, dancing, marching and exercising to music. Story time goes beyond books to puppets and finger play. We walk to the library once a week for music/story-time. When we go outside, we may go on a nature walk and collect leaves and pinecones, build a pile of leaves in the yard, play hopscotch on the driveway, or see if we can touch the clouds while swinging at the park! We go outside even if it is lightly raining and play on my front porch with books, toy dishes and cars. All children, all ages go outside every day.

Children learn in everything they do. During free play, we divide our blocks and cars by colors or sizes, count them out into equal piles, and practice social interaction by sharing, cooperating and waiting our turn.

When you ask your child what he/she did at daycare today, and if the answer is "we just played", you will know that they did much, much more than that. They explored, learned and used their imaginations!

7:00 Daycare opens / free play and tv time until breakfast

7:30 Breakfast

Program time (includes the following: educational curriculum, arts and crafts, story and music time, manipulatives, adult-led play, etc.)

9:30 Morning Snack

Outside Play

12:15 Lunch

12:30 Nap time

Nap/Rest Time

3:15 Snack

Free Play/Outside Play/Parent start arriving for pick-up

5:00 Daycare is closed

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