

WE CARE 4 ALL, INC.

Family Daycare Handbook



Founders: Shirnet FrayPalmer

Nicket Rose

www.wecare4all.org/

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Please read this ~Handbook~ thoroughly, as it covers particularly important policies and procedures that not only governs our childcare contract agreement; but also pertain to the care of your child. There may seem to be a lot of information, however, if you have any questions regarding the policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be a yearly revision to this ~Handbook~ and the accompanying contract. All families will sign a new contract each year. We Care 4 All Family Daycare reserves the right to make changes to the policies and procedures, as deemed necessary. You will be notified, in writing, of any changes that may occur.

ABOUT ME AND MY FAMILY

I am a mother of four and grandmother of four as well. Originally, I was born in Kingston, Jamaica, West Indies. I traveled to the United States when I was around seven years of age. Since migrating to the US, I have resided in Paterson, New Jersey with not much intention of leaving. Much of my schooling has been completed in the US. I graduated from School # 26 in Paterson, NJ, and then went onto graduate from Rosa Parks School of Fine and Performing Arts also in Paterson, NJ. After graduating from high school, I was accepted in the E.O.F (Equal Opportunity Fund) program. This program gave individuals who proved that they wanted a better way of life, a better chance to receive ongoing education at minimal to no cost. During this time, I spent about six weeks, attending Montclair University Campus. Afterward, I transferred to Passaic County Community College located at One College Blvd., in Paterson, NJ where I have continued my education in the field of nursing.

Since my final year in high school, I have always held a job. My jobs ranged from being a cashier at Kings Supermarket to an Instructional leader at Katz Kiddie Korner Academy. However, none of the jobs mentioned had an impact on me like the one I held at, Spectrum for Living as a Supervisor/Activity Therapist. There I worked with mentally and physically disabled individuals. They were so childlike and needy. It felt good that I was able to assist them in their everyday lifestyle and even teach them how to be independent. They reminded me so much of children. This was when I realized that I wanted to serve children in a special way. After about five years, I left Spectrum,

not because of unhappiness but because I wanted to pursue my dream of working with children.

While going to school to acquire my nursing degree, with the aid of my sister Mrs. Nicket, we started our Registered Family Childcare program. During this process I realized that my love was truly for the children and have since prepared to further my knowledge in the childcare field. My goal is to open a full-service daycare facility for those who want quality childcare, especially for infants, but cannot afford it. Presently I am taking some time off from the nursing field to acquire the skills necessary to provide quality childcare and educational services to children in my community. I have since acquired several certifications and accolades for childcare practices and credentials in early childhood education. I am also CPR/First aid certified. Having four children of my own I know that most parents worry about the care and education that their children receive, and I intend to help alleviate some of those concerns. **The present function of this family daycare serves days, evenings, overnights and weekend also recreational slots. We also accept subsidy payments. We are what you would call a full spectrum facility and we are GNJK rated!!!** Our children enjoy a day of moderate structure and fun all rolled up in one. Children are cared for with thorough individual care.

Nicket Rose is the co-founder of WE CARE 4 ALL, INC. She was born in Kingston Jamaica. When she was around twelve, she started to take care of her baby sisters. She did not know that she was starting her training for her profession at such an early age. As she grew, she realized that everywhere she went children attached themselves to her and refused to let go. They seem to never want to leave her side. At that time, she did not know that this ability was a gift God had given her, until she received a job at a daycare working with children. That was when she realized her calling. To help and care for those little ones that cannot do for themselves. She says, “The most important things you can give to children are patience and love and God definitely graced her with that. How proud the feeling to care for them? To see them grow right before our very eyes. Prospering from day to day. What joyous blessing that brings. She has taken courses in childcare to help further her understanding and continues to enhance her knowledge every chance she receive. She will continue to show them love and respect while God enables her.



What “We” as a provider should expect from you, the parent and what you should expect from us:

Mission

Our mission is to provide compassionate quality care for all through faith, hope, and love.

We believe a child’s early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each child’s need for love, security, acceptance, warmth, and stimulation.

Goals

While in our care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Family childcare provides for children the comfort and experience of belonging to an extended family. We provide a home like setting; therefore, we do not follow a strict routine. Our approach to childcare is child centered and focused directed. Children are offered choices whenever possible. You receive a newsletter each month, which will give a brief overview of upcoming activities. Just because you are not seeing anything in the way of papers does not mean that we have not been busy throughout the day. Children learn through play and experiments. We allow children to address their curiosity within a safe domain.

Agreement on Terms or Arrangements. You should fully understand the terms of the contract and the policies and procedures that you as the parents are agreeing to. **You will receive an updated handbook annually.**

Open communication is vital. Explain clearly and carefully your wishes and expectations about how you want your child attended to. Also provide updates on any problems and progress that your child is making. Good communication helps us work together in the best interest of your child(ren). We will have quarterly meetings to inform you on any upcoming events and or policies.

Respect and Communication

We hope you recognize that taking care of children is not an easy task and we take this role very seriously. We are NOT a baby-sitting service. We are here to stimulate and encourage growth through play and literacy. We enjoy taking care of all your children. However, please do not expect us to do things that you yourself would not want to do. Be honest about how you believe the arrangement is working. We cannot improve without our parents' input. Although you need to be vigilant in order to safeguard your child, you should trust us as your childcare provider to do the best for them. Show your trust by asking questions rather than jumping to conclusions when apparent issues develop. Also, we value our time and the time of others. If we have a scheduled appointment, please be on time. If you are more than 5 minutes late without a notification, we reserve the right to proceed to our next appointment and you will need to reschedule your appointment.

License capacity: 5 total children allowed at one time period not including my own.

Ages allowed: All ages are accepted

Home Language Policy

Here at We Care 4 All we make every effort to communicate with children and families whose primary language is not English. Parents are asked to share words in their home language with their child's teacher to help make their child feel more comfortable in the classroom. Teachers will attempt to label some of the classroom materials in the Home Language of the students. Parents are also encouraged to share books or other materials in their home language with the class. Non-English-speaking parents are encouraged to bring with them someone who can help interpret and translate questions, concerns, and documents.

Social Media Policy

This social media policy applies to parents, members of staff, students, committee members and volunteers at **We Care 4 All**.

This policy includes (but is not limited to) the following technologies:

- ☒ Social networking sites (e.g. Facebook, Instagram, Snap Chat)
- ☒ Blogs
- ☒ Discussion forums
- ☒ Collaborative online spaces
- ☒ Media Sharing services (i.e. You Tube)
- ☒ Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

We therefore require that:

- ☒ No photographs taken within the Daycare setting or at Daycare special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

(This excludes those photographs taken by staff for the children's online learning journal, which are

sometimes used for display in the setting, for use on the **We Care 4 All** website and in other

advertising material if parental permission is given).

☒ No public discussions are to be held or comments made on social media sites regarding the Daycare

children, staff or committee business (except appropriate use for marketing fund raising events) or that

could be construed to have any impact on the Daycare's reputation or that would offend any member

of staff or parent using the Daycare.

Social media

☒ Staff are advised to manage their personal security settings to ensure that their information is only

available to people they choose to share information with.

☒ Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at the Daycare. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

☒ In the event that staff name the organization or workplace in any social media they do so in a way that is not detrimental to the organization or its service users.

☒ Staff observe confidentiality and refrain from discussing any issues relating to work.

☒ Staff should not share information they would not want children, parents or colleagues to view.

☒ Staff should report any concerns or breaches to the designated person in their setting.

Any member of staff, student or volunteer found to be posting remarks or comments that breach

confidentiality, bring Daycare into disrepute or that are deemed to be of a detrimental nature to the Daycare or other employees, or posting/publishing photographs of the setting, children or staff may face

disciplinary action in line with the Daycare disciplinary procedures (students will be asked to leave

immediately).

Any comment deemed to be inappropriate is to be reported to the Chair and Manager and any action taken will be at their discretion.

General guidelines for using social media:

☒ Personal security settings should be managed to ensure that information is only available to people you choose to share information with.

☒ Remember that no information sent over the web is totally secure and as such if you do not wish the

information to be made public refrain from sending it through social media.

☒ Maintain professionalism, honesty and respect.

☒ Apply a “good judgement” test for every social media post you make.

Note:

We Care 4 All will use social media to advertise fund raising events throughout the year.

This policy was adopted at a meeting of **We Care 4 All**

Held on 10th November 2016

Date to be reviewed November 2018

Signed on behalf of the management

Name of signatory Shirnet FrayPalmer

Role of signatory (e.g. chair/owner) owner

Hours of Operation

WE CARE 4 ALL, INC. Family Daycare is open 24hours a day 7 days a week. Hours of care will be contracted from child to child. We accept Subsidy payments.

Note: Sat/Sun is above and beyond which is not included in the weekly fee and not covered by subsidized payments.

Daycare will be closed on the following holidays:

New Year's Eve

New Year's Day

Martin Luther King Jr.

Juneteenth

Independence Day

Memorial Day

Labor Day

Thanksgiving

The day after Thanksgiving

Christmas Eve

Christmas Day

We have other days that will be noted as needed****

*** Our Vacation week may be taken in December during Christmas and New Year's. Vacation is generally taken between the 12/20– 1/2, however we reserve right to make addendums as necessary.** The above are paid holidays for WE CARE 4 ALL, INC. Family Daycare if they fall on a contracted day for your child. In addition, WE CARE 4 ALL, INC. Daycare may close for 1-2 weeks of unpaid vacation per year. Notification of **at least** 2 weeks will be given prior to any closure days, except for emergencies or illness. **Please have a backup childcare provider for these occasions. Also in the event of illness. WE CARE 4 ALL, INC. Family Daycare is not responsible for finding alternate care for your child.**

WE CARE 4 ALL, INC. SCHEDULE 2024 - 2025

PROJECT/EVENT	CLOSING DAYS		****DATES SUBJECT TO CHANGES		
ORGANIZER	WE CARE 4 ALL FAMILY DAYCARE				
CLOSING DAYS	STARTING	ENDING	CLOSING DAYS	STARTING	ENDING
LABOR DAY	09.02.24	09.03.24	PRESIDENT'S DAY	02.17.2024	02.17.2024
CLOSING	09.23.24	09.23.24	EMERGENCY		
CLOSED	10.14.24	10.14.24	GOOD FRIDAY	04.18.25	03.18.25
CLOSED	10.31.2024	10.31.2024	STAFF TRAINING	TBA	TBA
STAFF TRAINING	11.11.2024	11.11.2024	MEMORIAL DAY	5.26.2025	5.27.2025
THANKSGIVING DAY CLOSING	11.28.2024	11.29.2024	JUNETEENTH	6.19.2025	6.19.202
CLOSING	12.09.24	12.09.24	INDEPENDENCE DAY	7.4.2025	7.7.2025
CHRISTMAS BREAK	12.24.2024	12.26.2024	STAFF TRAINING	TBA	TBA
DAYCARE CLOSURE	01.01.2025	01.02.2025`	LABOR DAY	9.1.2025	9.1.2025
MARTIN LUTHER KING JR. DAY	01.20.2025	01.20.2025	Other closures	TBA	TBA
STAFF TRAINING	TBA	TBA	emergency closings	TBA	TBA

**** Closed Wednesday, November 27, 2024 @3pm Sharp!**

****Closed Monday, December 23, 2024 @3pm Sharp!!**

Payment:



WE CARE 4 ALL INC.

A HOME AWAY FROM HOME

Rates/wk	AM	PM	Overnight
Newborns	\$300.00	\$315.00	\$330.00 0-2 1/2
Toddlers	\$290.00	\$305.00	\$310.00 2 1/2yrs-5yrs
Before/	\$ 275.00		\$295.00.00 over 5yrs

Afttr care \$ 200.00.00 transport not included

Rates/day/Shift	AM	PM	Overnight
Newborns	\$150.00	\$160.00	\$170.00 0-2 1/2yrs
Toddlers	\$115.00	\$120.00	\$135.00 2 1/2yrs-5yrs
<u>School age</u>	<u>\$75.00</u>	<u>\$55.00(1/2 day up to 4hrs)</u>	<u>\$75.00 (over 4hrs)</u>

Shift/Rates/Sat. Or Sun	Am	PM	Overnight
Newborns	\$145.00	\$150.00	\$160.00
Toddlers	\$130.00	\$145.00	\$150.00 2 1/2yrs - 5yrs
<u>Older children</u>	<u>\$125.00</u>	<u>\$135.00</u>	<u>\$155.00</u>

Rates/hr.	Am	PM	Overnight
Newborns	\$20.00	\$25.00	\$30.00
Toddlers	\$15.00	\$20.00	\$25.00 2yrs & up

**Four hrs. or more will be counted as a full day.
You will either pay hourly, daily or wkly rates
Prices are subject to change depending on extended hrs.**

1 day or 5day is the same rate for full time contract.

Transportation: \$20.00 day/\$100.00wk only transportation/one way
(Care not included)

Prices will be discussed during the interview.

Additional Fees

Payment/Pick up as your childcare provider, we appreciate payment on time. If you will be away on vacation or extended period, you are still responsible for payments paid as agreed. Pay in advance if you are not sure you will be back on time. Partial payments will not excuse late fee. If you are paying by check please pay by 3pm on Friday before the upcoming week. No returned checks please. In addition, we expect timely arrangement for children departure. Please follow your schedule as you will incur late fee. Ultimately the care of your child is your responsibility. **NO PAYMENT NO DROP OFF!!!!**

Full time children schedule will over-ride part-time siblings schedule as per pick up time.

No Show Fee: \$20.00 if daycare is not notified of child's absence.

Late Payment Fee: payments are due on Fridays (which covers the next week) otherwise a \$30.00+ \$15 late fee will be assessed every 12 hours for each additional day the payment is received late. If you pay daily all fees are due upon drop-off daily **no exceptions.** **Partial payments will not excuse you from late fee.**

Returned Check Fee: There will be a \$45.00 fee and additional costs incurred if a check is returned to provider. There after payments will be cash only.

No Payment: You will be liable for late fees and any cost for loss of wages if there is a small claims case.

Definitions:

Full Time: Childcare provided on a set scheduled time slot 1 hours or more per day or 1-5 days per week. (Not to exceed 9 hrs.) What you choose to do with your shift is your choice, however, your end time stays the same.

Extra Time: If you change your agreed schedule mid-service there will not be any refund or credit offered. We set our schedule accordingly and must be paid as such.

Before/After School: Includes breakfast and afternoon snack and dinner. We also provide care when public schools are not in session should slot be available.

Late Pickup: Children are expected to be picked up at their scheduled time. (Not to exceed 9 hrs. of care) Late pickup will be assessed at \$15.00 for every 15 minutes or any part of that a child is picked up 5 minutes later than time scheduled. **Exception to this rule is Fridays: pick up is at 5pm SHARP, otherwise it is \$1.00/min thereafter. NO EXCEPTION!!**

No Show: If your child will not be attending, WE CARE 4 ALL, INC. Family Daycare, a 4-hour notice of absence is required before child expected arrival time. If notice is not received, the fee will be assessed in addition to the regular fee for the day.

Drop-ins:

Drop-ins are welcomed and accepted **upon availability of spacing.**

Open Door:

You are invited and welcome to visit WE CARE 4 ALL, INC. Family Daycare anytime your children are present via Zoom or FaceTime. You are asked to avoid visiting during Rest Time as much as possible. Parents are also free to call WE CARE 4 ALL, INC. Family Daycare at any time. If we do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity.

Matters of Payment:

All payments are due by Friday 5pm for the upcoming week as agreed to in the contract. These payments are **prior** to childcare services being provided. **If Friday is a closure day, payment will be expected on Thursday by 6PM. After times set, the late fee will be assessed, and no checks will be accepted if payment is late.** Those paying with checks must make payment by 3pm on Friday. If you pay per day the same rules will apply according to late fees. If payment is more than 3 days late your child will not be accepted into care until payment, including all late fees, is received. If a period of 1 week passes without payment received, the contract will be terminated, your child position filled, and the collection process will begin. You will be responsible for any costs related to collection of the childcare fees. These costs will include late

fees, day of loss wages, legal fees and childcare fees. Cash, Money Order or Check is accepted, and a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first month of the New Year. Childcare fees are due regardless of whether your child attends or not. You are paying for a position, not the service. **The weekly fee is set no matter if you come one (1) or five (5) days. No refunds are given for late arrivals or early departures. If you bring your child late you are still required to pick them up at their regular time....** **No morning shift child will be accepted after 11:00am without a doctor's note. NO CHILD WILL BE ACCEPTED FOR ANY OTHER REASON AFTER 10:45AM!! All children are expected to be in daycare by the latest 8:30am unless they have a doctors appt. If a child comes late, it will be the parents responsibility to feed the child breakfast.**

All childcare services are contracted. **The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. We urge you to thoroughly read the contract/handbook and realize that it is legal, and you will be held liable for each item of the contract. By signing it, you are accepting it and all its terms.**

A Registration Fee of \$50 is due during initial appointment and payable before accepting enrollment package to WE CARE 4 ALL, INC. Family Daycare. This is done to offset paperwork and time that is used even if child does not attend our program. **This fee is nonrefundable.** Payment of the weekly rate will be charged for any extended leave due to illness or maternity leave, etc. You are welcome to send your child for a period equal to the payment received. A position at WE CARE 4 ALL, INC. Family Daycare will be considered open until the enrollment and first weeks' fees are received. If care is to start more than 2 weeks in the future, a fee in the amount of 50% of the regular rate must then be paid

weekly or the position will be considered open. This fee is nonrefundable and may only be used for 1 week at a time.

Daily Operations:

Drop Off/Pick Up:

WE CARE 4 ALL assume responsibility for your child while he/she is on property. Once collected and signed out by the parent or guardian the responsibility now belongs to the responsible party.

No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list and with written permission from the parent(s). **Telephone permission will not be accepted!** Anyone unfamiliar to us will be required to show proof of Identification. **It is the parent's responsibility to make the alternate pickup person aware of the requirements.**

It is normal for your child to cry on arrival, especially for the first few weeks. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. We will redirect your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another

differently. Most do not like to be too rushed and some do not like to wait too long once they are ready to depart. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

Court Order: If there is a court order keeping one parent or guardian away from the child, we must have a written notification from the Courts and custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non- custodial parent from picking up the child once they are on the initial forms.

We have made accommodations to breast feeding in private as needed.

We Care 4 All Breastfeeding Policy

We Care 4 All is committed to providing a breastfeeding friendly environment for

our enrolled children and staff. **We Care 4 All** subscribes to the following policy:

Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcomed to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the daycare refrigerator. Mothers should provide their own containers, clearly labeled with name and date. Sensitivity will be shown to breastfeeding mothers and their babies.

The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breast milk. All daycare staff will be trained in the proper storage and handling of breast milk, as well as ways to support

breastfeeding mothers. The daycare will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time. Breastfeeding promotion information will be displayed. The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the daycare.

Please inform us upon arrival or via phone if you, your child or any residing family members encounters a communicable disease.

Due to recent medical issues and outbreak our NEW POLICY is any child that has a temperature of 99 degrees or higher will not be permitted in care and must be cleared by a physician.

Sick/Vacation Days:

If your child is ill and needs to miss a day, please call 4 hours before arrival time or as soon as you are aware of absence. If NO notice is given, you will be charged the No Show Fee in addition to the normal daily rate. Parent agrees to provide 2 weeks' notice prior to any time off. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness etc., (over 1 week per year.) Full payment must be received whether child attends or not. However, if the Daycare is closed for a week or more no payment is expected.

Television:

We allow limited TV viewing consisting of educational contents only. On occasion we let the children pick a child appropriate video to watch. Children are NEVER required to sit and watch TV unless it is in our learning curriculum, and TV is not offered in place of Free Play or Learning Activities.

Guidance:

Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time outs depending on the severity of

the offense (almost always 1 minute per year of age, never to be more than 5 minutes). If a child becomes a persistent behavioral problem, it will be addressed with the parent.

Meals:

WE CARE 4 ALL participate in the Food Program. We provide nutritionally balance meals and snacks for your child and receives a stipend to do so. The registration Form must be filled out and dated before your child's first day. Please do not send any food or drink with your child without prior approval through the provider.

Please see "Activities" for a list of mealtimes; if your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences with each other. Manners are taught and practiced during this time as well. Please list on the medical report any food allergies child may have.

If your child needs a special diet, the parent must furnish these foods. Parents who choose not to be a part of the food program are required to provide their own meals or pay for it.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. We will offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. We will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up after themselves are part of the day. We provide a flexible curriculum, developing large and small motor skills, enhancing social and emotional behaviors along with cognitive awareness. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

A sample schedule at WE CARE 4 ALL, INC. Family Daycare:

(not exact)

6:00-8:45 AM: Free Play/Breakfast

8:50-9:20 AM: Cleanup/ Toilet time.

9:30-10:20 AM: Crafts/ Toilet Time.

10:30 AM: TV – Nick Jr. (Little Bear and Blues Clues).

10:45 AM: Story Time, puzzles, coloring, games.

11:00-11:45 PM: Toilet Time. Lunch and clean up

11:45-12:30 PM: Slow down and Quiet Time.

12:30-2:15 PM: Rest Time/Toilet

2:15 PM: Afternoon Snack. Toilet Time. Study Time for older children. Story Time, puzzles, coloring, games.

4:30-5:45 PM: Clean up time and get ready to go home.

(day shift)

6:00 PM: Dinner

House Rules

1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
4. No picking up babies or toddlers without permission.
5. No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are present).
6. No name-calling, yelling, foul language or teasing—everyone deserves to be treated with respect.

Dress Code:

Parent please dress appropriately when dropping and picking up your children. Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; we do not supply clothing. If the child has no spare clothing, the parent will be called to bring some.

Water Play: we may have sprinkler for summer water play. We require a permission slip signed before the child can play in the

water if we use a small wading pool. A swimsuit may be requested for these days.

Toys:

Please **DO NOT** send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. WE CARE 4 ALL, INC. Family Daycare assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it.

Rest Period:

All children under the age of 5 will have a rest period. No child is forced to sleep; however they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pickups or visits during this time to lessen disturbance to the resting children. All children will rest on their mats with individual linens.

Toilet Learning:

We will assist you in toilet training your child with the understanding that it will be successful only if we work together. We will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they can completely undress and dress themselves. We required at least 3 complete changes of clothing during Toilet Learning a day. **We do not launder soiled items and will send them home in a plastic bag.** Please replace any clothing sent home the next day. We provide for oral care during the program day after meals to promote healthy teeth and gums. **Please note we will not bathe/change any child(ren) over 2yrs of age unless they have soiled themselves.** Please Provide Linen on Fridays to ensure preparation for the upcoming week. Most Children come to daycare sleeping, so this process will elevate us having to wake them up to get their beds ready.

Transportation:

The weekly fee is set no matter if child is transported (1) or five (5) days. All payments are due on the day agreed to in the contract. These payments are prior to childcare transportation being provided.

At times, we may plan a field trip or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from WE CARE 4 ALL, INC. Family Daycare and reserve the right to refuse. If we do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Due to safety regulations and protocol, no transportation will be provided after dark, and/or after 5pm whichever comes first or in inclement weather.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special Treat (no homemade treats please) for the children, please arrange this with the provider. You are more than welcome to bring and prepare celebration activities for your child. Also, you may participate in ANY activities planned.

House Cleaning:

Our main concern is the care of the children. We request that no shoes are to be worn past the entrance door if inclement weather exist and a shoe cover otherwise. The facility is cleaned during Rest Time, if all are asleep, during non-business hours, and occasionally with children's help. The children will help clean up toys before meals and naps.

Confidentiality:

The information you supply to WE CARE 4 ALL, INC. Family Daycare will be kept confidential. We will, always, respect your privacy. Before any of the information is released to outside persons, the parents will need to sign a release form.

Changes to Policies:

Changes may be made to these policies as needed with 2 weeks' notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Emergencies:

Fire: There is one fire extinguishers located in my home. One is in the kitchen by the stove. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

Tornado: In the event of a tornado warning, the children will gather in the basement. We will remain in the basement until the inclement weather has passed. Tornado drills may be practiced monthly. The tornado plan is located on file and you are free to view it at any time.

Power outage: There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat and you will be called to pick up your child.

Enrollment Requirements:

Before enrolling your child in WE CARE 4 ALL, INC. Family Daycare there are several things you must do:

- 1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.**
- 2. An acquaintance visit must be made via Zoom. We will not care for children unless they have had one or preferably two, visits to WE CARE 4 ALL, INC. Family Daycare to become familiar with us and the services provided.**
- 3. All appropriate forms must be filled out, signed, and on file PRIOR to admission along with first week payment within a ½ week to 2 weeks. All necessary forms/consents will be given to you in your admission package.**
- 4. All required supplies must be brought within 2 weeks of your child's first day. If you do not bring the required supplies, I will purchase them for you and you will be responsible for reimbursing me the full cost.**
- 5. A Registration fee of \$50.00 must be paid prior to receiving enrollment forms.**

Termination of Care:

Care can only be terminated with 2 weeks' notice by the parent. We reserve the right to immediately end care for non-payment, failure to respect us, our environment, health regulations, our neighborhood, behavior of the child, which is harmful to the physical or emotional well-being of the other children, or failure to abide by our policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends. Also, if you terminate care without proper notice you will not be allowed to return to the daycare in the future. Please be advised that you will be charged the No Show Fee in addition to your scheduled daily rate until you notify me that your child will not be returning. ***Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child has caused intentionally or otherwise.**

Child Abuse/Neglect:

We are mandated reporters and as such if for any reason there are suspicions of abuse or neglect, we are required by law to report any suspected signs of child abuse and/or neglect. Likewise, if you feel that there is something going on that may not be in the child's best interest feel free to report that as well.

Supplies:

All supplies must be **clearly** labeled with your child's name, including but not limited to bibs and rags. You will need to provide the following things to be left here:

1. 2 complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear.
2. Blankets 2 for colder weather, lotion, Vaseline, powder, washcloth, and rags

FOR CHILDREN YOUNGER THAN 18 MONTHS

(and those not yet toilet trained and/or weaned from the bottle)

1. Diapers or Pull-ups, 1 full package. They will be stored in your child's cubby and we will notify you when the supply is low.
2. 1- box of baby wipes.
3. 2 - bottles and 1 pacifier and pacifier fastener to be left here.
4. 3- changes of clothing (T-shirt, sleeper, outfit, and socks). Careful attention must be paid to maintain current sizes left here.
5. Any cream, powder, Vaseline, etc.
6. Wash cloth, towel, soap, comb, brush, etc.

Note: If you prefer not to supply these items to be left here, you **must** send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all the above items are required for us to care for your child, so they will need to be brought daily. Again, if you choose not to supply us with the required items to keep on hand, you will need to ensure that they come every day.

Health Matters

Illness:

Under no circumstance is a sick child to attend WE CARE 4 ALL, INC. Family Daycare. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare home are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 99 F measured by forehead or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing,

yellow or green runny nose, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified. If a child leave daycare due to illness, he/she must be tested for Covid and any other communicable infectious disease and submit documentation within 24-48 hours to the daycare. Any parent who willfully bring their sick child to daycare and causes harm to daycare providers or other families, in regards to losing wages due to time lost from work will be fined and terminated immediately.

Immunizations:

All immunizations must be up to date and on record at the facility no later than 1 weeks before child's enrollment. If records are not received the child's contract will be terminated.

Medications:

No child will be given any over the counter or prescribed medication, unless the parent gives written permission along with a dr.'s order. All medication shall have the child's name, Type of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. We have Permission to Administer Medication forms to be filled out each time your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents.

Medical Emergencies:

Although supervision is constantly given, we cannot be always by the child's side to prevent falls, bumps, blows from other children, etc. If the child is injured in a non-life-threatening way, we will assess the child and provide home first aid and notify the parent. If the injury is more serious, the parent will be notified and 911 will be called. (I.e. excessive temperature or vomiting, head injuries, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent unless We have been found to be negligent. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to the hospital, if necessary. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including

calling 911 and having your child transported to St. Josephs Hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Non-Discrimination: As license provider, I shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

I/We have read and understand all contents within the parent handbook and agree to abide by the rules and regulations listed set forth.

Parent(s) Signature _____

Date:

Print Child Name _____

Print Child Name _____