

MISS ANNE'S DAYCARE HANDBOOK

PREPARED BY ANNE INGRAHAM, EDUCATOR

The following information is excerpted from the complete handbook you'd receive upon enrollment.

HOURS, FEES AND ENROLLMENT

Daycare Hours:

Hours for child care are Monday through Friday, 7:30 am to 5:30 pm, unless an adjusted schedule has been prearranged with care provider.

Holidays: Miss Anne's Daycare will be closed for 5-8 paid holidays and a few special event days per calendar year. The specific days closed will be posted in January and you will receive a copy when you enroll. Payment is expected if your child is registered for attendance on the days the holidays occur. The few additional event days when child care is not available are at no cost to you. See attached calendar.

Vacation: During the summer, daycare will be closed for 2 consecutive weeks. No payment is due during closed summer weeks. The exact dates will be disclosed with the new calendar released in January.

Daycare will be closed during the week between Christmas and New Year's. This holiday vacation is paid vacation time; payment of your child's weekly enrollment is expected plus Christmas and New Year's Day.

Tuition Fees:

Weekly rates: \$54/day for over 2 years old (includes all nutritional needs)
\$60.00/day for 15 months to 2 years of age (includes all nutritional needs)
\$65.00/day for infants up to 15 months (includes formula and food)

Initial payment for 1 week is due before your child's first day of attendance. Prepayment of one week is expected on the last scheduled day of the current week unless special arrangements have been made.

The return check fee is \$25.00 and payment is expected immediately. If a second occurrence takes place, the fee is due immediately and payment for child care services must be made in cash through the end of the quarter.

All contracted days that your child does not attend, due to illness, school vacation, federal holiday when Miss Anne's Daycare is open, or family vacation time, must be paid in full.

If your child is picked up past your scheduled hours, or daycare operating hours without prior arrangements, a late fee of \$1.00 per minute will be charged.

Enrollment:

New applicants are accepted on a first come, first serve basis. Enrollment fee is \$100 and nonrefundable. This fee is **not** applied toward tuition at the onset of care.

Please make checks payable to **Anne Ingraham**.

Food:

My daycare offers healthy food choices guided by the state funded food program, Yours For Children. All attending children must enroll in this program, even if you plan to provide all of your child's food. As part of this program, we offer formula for infants, which is, Parent's Choice Iron-Fortified Infant Formula. We also provide iron-fortified infant cereal and homemade baby food appropriate to your child's development to meet all nutritional needs for infants.

Regarding infant feeding; supplying breast milk, fresh or frozen, is the healthiest choice for your baby. We are knowledgeable in the safe-handling and care of human milk.

PARENTS' RESPONSIBILITIES

Parents will provide appropriate clothing and footwear for inside and outside play. Please select clothing according to the weather as we will be going outside most days. Sneakers or other foot-covering shoes are required for many outside play activities; expect these activities on a daily basis. Waterproof rain gear for 15 months+ really adds to our fun. Children love the rain and puddles. Also understand that clothing can become unsightly at daycare, so please leave your favorite outfits at home.

Parents will provide at least one extra change of clothes for their child that remain in the child's cubby (socks and underclothes as well) . For infants, three or four outfits and onesies would be appropriate. Please check your child's clothing supply regularly. Sometimes we can wash, if permitted, what has been soiled but other times we will send it home. It would be very helpful to label your child's clothing.

Parents will provide diapers, or pull-ups and baby wipes applicable for child's needs. We do use homemade wipes for some children. If you would like to participate in this option, you need only contribute 8 extra large rolls of white, full sheet (not the tear to the size you want kind) VIVA paper towels per schedule posted. The wipe ingredients are a natural organic baby soap, a few drops of lavender oil, a few drops of tea tree oil and filtered water.

No toys from home may arrive with your child with the exception of books and music to share or on Wednesdays, our "Show and Tell" day. Special blankets or soft sleep toys are allowed.

Parents will provide a photo ID of all people permitted to pick up their child unless we have personally been introduced or a sibling is accompanying the adult. Please inform us if the pickup person is going to be someone we would not expect. **A daily sign-in and sign-out of your child's attendance is required with initials.**

We generally opt for parental discretion pertaining to the attendance of a child when they are not feeling well, but please don't send your child when he or she is sick if you feel your child should not go outside or if the amount of care required would be unfair to the other children. If there is an outbreak of a contagious illness and recommendations are being advised by the State Department of Public Health, you may be called to pick your child up if that illness is suspected. The child shall then remain out of the program as required.

Parents are expected to pick up their children promptly at contracted time or by 5:30 PM. Late fees will apply.

Please respect my smoke-free environment.

PROVIDER'S RESPONSIBILITIES

We will provide a play space that is clean and safe for children, with an environment that stimulates your child's physical, social, and emotional development and provides opportunities for intellectual exploration and imagination in ways that meet their individual needs and interests. In our large family environment, children will learn to share, take turns, cooperate and solve problems with positive and consistent guidance. We also teach compassion, empathy, patience, manners, and respect for themselves and others.

Parents will be informed, as soon as possible, if we are unable to provide childcare due to illness or emergency.

We will inform parents if a contagious illness breaks out among the children as soon as we have become aware.

In any emergency involving your child you will be notified as soon as possible.

My assistants and I are trained in dispensing oral and topical medications and in using an epipen but we only administer medication with a parent's written permission. A form (provided at daycare) is to be filled out completely at the onset of a child's medication needs.

PROVIDER'S RESPONSIBILITIES (cont.)

I expect respectful treatment of all property, toys, and furniture. Accidental or willful destruction of property will be charged to the parent, at my discretion, to replace or repair any damaged items.

We provide verbal (and written if so desired) communication with parents about each child's day, including their difficulties and accomplishments. We also complete various types of assessments of children, to document developmental growth, which are on file and available for discussion with parents.

These progress reports are filed every 3 months for infants to 15 months of age, every 6 months for toddlers and preschoolers, and once a year for school age children.

Any information in your child's file is not released to an unauthorized person without written parental consent.

As child care providers we are mandated reporters (under M.G.L. c. 119 s51A) and must, by law, make a report whenever we have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

Supervision of children is equally important during the times that children are sleeping at our program, particularly when that child is an infant. All infants will be placed on their backs to sleep unless there is a written physician's order that specifies otherwise. The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. I have more information on SIDS if you are interested.

If your child is in our care for more than 4 hours per day, or he/she will be eating at least one meal while in care, we are required to assist your child with tooth brushing unless you do not want your child to participate in this activity. See attached form to indicate whether your wish is to have teeth brushing or not while your child is in our care.

For the majority of each day my assistants are working with me, or independently, but should an emergency arise while I am alone, I have reliable neighbors who have volunteered to come to my assistance when called. The Hopedale Police, Fire Department and Milford Hospital are all within 5 minutes of my daycare. I teach fire safety and read related books in conjunction with conducting monthly fire drills in which children practice our evacuation plan.

My policy and procedure booklet for in depth explanations of emergency plans is included in an enrollment packet.

I am required to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning.

~ Lead poisoning is caused by swallowing or breathing lead.

PROVIDER'S RESPONSIBILITIES (cont.)

- ~ Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
 - Hurt the brain, kidneys, and nervous system
 - Slow down growth and development
 - Make it hard to learn
 - Damage hearing and speech
 - Cause behavior problems
- ~ Most lead poisoning in Massachusetts comes from lead paint dust in older homes.
- ~ Caution is advised when renovating homes built before 1978
- ~ Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. If your child is over nine months of age, you will need to provide documentation that your child has been screened for lead poisoning. Most children will be screened annually until either age three or four.

I do not suspect that my daycare environment has any issues concerning lead contamination therefore no regulated tests have ever been implemented, inside or outside my home.

In the event of a house related emergency at Miss Anne's Daycare the following procedures will be followed.

In the event of a power outage that involves the loss of heat, we would remain in the house until it got too cold, in hopes that power would return. If not, parents would then be notified of the event and where we relocated to. Our closest option is my next door neighbor who heats with wood, if she was not home we would keep trying to find other warm places to go. Parents would decide if they wanted their child to remain in the alternate home or to come pick up their child. Should the power remain out for an extended period of time, an alternate place to temporarily operate my daycare would be researched, and I would inform parents of my plan. A power outage that occurred when there is no need for heat would not require relocation.

In the event of a water pipe break, I would try to resolve the issue without having to evacuate, but if unable to quickly and safely, we would either go outside to wait for assistance or go to the neighbors if too cold. Any time we leave the premises due to an emergency, parents will be informed.

If there is a local town emergency, the police department is well aware of my daycare and will inform me of an event and what to do; whether to stay put or leave town, or go to a designated shelter. Parents will be contacted of the event and plan.

Keeping your children safe is one of our main responsibilities, which includes safety with any staff members in Miss Anne's Daycare. Every certified assistant has had CPR and First Aid training and all assistants will have had a criminal record check and fingerprinting is being implemented by the state. You will be given the opportunity to meet all staff members prior to the onset of child care. Certificates are posted by the daycare entrance. Any questions or concerns you may have regarding my assistants should be addressed to me.