

MISS ANNE'S DAYCARE HANDBOOK

PREPARED BY ANNE INGRAHAM, EDUCATOR

HOURS, FEES AND ENROLLMENT

Daycare Hours:

Hours for child care are Tuesday through Thursday, 7:30 am to 5:30 pm,
7-7:30 drop off \$16.00/day.

Holidays: The specific days closed will be posted in January and you will receive a current year 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 4 consecutive weeks in August. No payment is due during closed summer weeks. The exact dates will be listed in the 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 tuition is expected during that time. Details on calendar.

Tuition Fees:

Daily rates: \$62.00/day : 2.6 years and older
 \$68.00/day : 18 months - 2.6 years
 \$72.00/day : Infant to 18 months

Enrollment fee is two weeks tuition and is nonrefundable. One half the fee will be applied toward the first week of daycare.

Prepayment of one week is expected on the last scheduled day of the current week unless special arrangements have been made. Checks payable to: **Anne Ingraham**.

The return check fee is \$35.00 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.

Going forward, expect a rate change of \$2-\$3/day at the onset of each new year.

All contracted days that your child does not attend, due to any illness, school vacation, family vacation time, or a federal holiday when Miss Anne's Daycare is open, 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 \$10.00 is due if between 5:30 and 5:45, after that an additional \$1 per minute will be charged.

Termination Policy:

In the event of your family's sudden termination from my program for any reason, payment of two weeks tuition for your child will be due. If termination is expected for the future, please inform me of your plans as soon as you know them and if notice is given at least two weeks in advance of departure, there is no penalty.

ADDITIONAL PROVIDER'S RESPONSIBILITIES Not in EEC handbook**Communication:**

I provide verbal (and written if upon request) communication with parents about each child's day, including their difficulties and accomplishments. I also complete various types of assessments of children's development, every 3-6 months depending on age, which are available for discussion with parents.

PARENTS' RESPONSIBILITIES**Food:**

Please supply all of your child's nutritional needs for the day, including breakfast, if your child has not eaten before arrival. I have a scheduled time for all meals but flexible to suit the needs of the children. It's been working well when parents provide a variety of foods at the beginning of the week so that when your child is old enough s/he may pick and choose as we progress through the week. This way, hopefully, there will always be something that is appealing. Sometimes what is appealing is what another child has, so please know that I will allow division of supplies unless specifically asked not to or if an allergy is of concern. Also, I usually have on hand extra food that I can share.

Facility water is filtered town water for additional drink needs and a microwave oven is available for reheating. Preparing foods to the appropriate size for child's development is part of my meal planning. If you have any questions or concerns about the logistics of providing food for your child please don't hesitate to ask.

Clothing:

Parents will provide appropriate clothing and footwear for inside and outside play. Also please keep in mind that my indoor thermostat is set to 65 in the winter months, so 2 layers are usually needed to keep young children warm, whether it be a onesie underneath or sweatshirt over.

As you dress your child, please be courteous with the number of snaps required to complete a diaper change. Select clothing according to the weather as we will be going outside most days, all year. As soon as the outside temperatures fall below 50 degrees, please include extra warm sweatpants/fleece pants for use as an additional layer. Once it gets below 35 degrees please provide snowpants/and or a snowsuit even when there is no snow. When there is snow, please provide long cuffed waterproof mittens and snow boots that are tall enough to cover with snowpants to keep your child snug and warm. Winter hats must cover child's ears and preferably have a chin strap closure for children under 3 years. In addition to the layers for legs, one more helpful piece is knee socks. Being warm all over is such an important factor to young children having a happy time outside in the cold. I have a few snowsuits, snowpants, snow boots, mittens, and hats on hand but in limited sizes. Please feel free to check if I have your child's size, if, for any reason, you are unable to supply any of this outside gear. Sneakers or other toe-covering shoes are required for many outside play activities; expect these activities on a daily basis.

Sizing a snowsuit suggestion: Put on the child and have them lie down on their belly and try to get up, if getting back up is a struggle for the child, they need a bigger size.

Waterproof rain gear for 15 months+ really adds to our outdoor fun.

For your child's unencumbered gross motor development, please do not dress your child in regular jeans or dresses until age 3.

When your child is ready for toilet learning keep in mind that this is a self-help skill they are learning and their pants and undies or pull-ups should have a comfortable elastic waistband for easy down and up by the child. Please no snaps, zippers, long tops or dresses that need to be held out of the way, until your child can manage those additional skills by themselves.

Parents will provide at least two extra changes of clothes for their child that will remain in the child's cubby (socks and underclothes as well). For infants, three or four outfits and onesies would be appropriate. Sometimes I can wash, if permitted, what has been soiled, but other times I will send it home. Please replace with similar items on those occasions.

I will also request articles of clothing that are needed. Also understand that clothing can become unsightly at daycare, so please leave your favorite outfits at home.

Other:

Parents will provide diapers, or pull-ups and wipes for applicable child's needs.

No toys from home may arrive with your child with the exception of books to share. Special blankets or soft sleep toys are permitted for children over 1 year but must be kept in their cubby or crib until rest time.

Parents will provide a photo ID of all people permitted to pick up their child unless I have personally been introduced or a sibling is accompanying the adult. Please inform me if the pickup person is going to be someone I would not expect.

Parents are expected to pick up their children promptly at contracted time. If that time is 5:30, please be on your way by 5:35 PM, unless there is a need for communication between provider and parent. Please respect daycare closing times, playing outside on daycare property past closing is not permitted. Late fees will apply.

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

****Please respect my smoke-free environment****