



# Parent Handbook

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## Table of Contents

Introduction .....	2	Signing In and Out .....	3
My Philosophy of Early Childhood Education .....	2	Open Door Policy .....	3
Hours of Operation .....	2	Communication .....	3
Mandated Reporter .....	2	Naps and Rest Time .....	4
Privacy Policy .....	2	Appropriate Clothing .....	4
Non-Discrimination Policy .....	2	Outdoors Policy .....	4
Requirements for Enrollment .....	2	Diapering .....	4
Inclement Weather and Closings .....	2	Potty Training .....	4
Holidays and Vacations .....	2	Meals and Snacks .....	4
Rates and Fees .....	3	Behavior Expectations and Guidance .....	4
Payment Procedures .....	3	Curriculum .....	4
Illness .....	3	Personal Toys .....	4
Medication .....	3	Trial Period and Termination Policy .....	4
Injuries and Emergencies .....	3	Policy Revisions .....	4

## Introduction

The purpose of this document is to inform you of the policies in place at Little Breeches Family Day Care. You will be asked to review this document annually. Please keep in mind that, although I operate within my home, I will maintain structured business practices.

## My Philosophy of Early Childhood Care and Education

I believe that young children learn best in a place where they feel safe and have meaningful relationships with their adult care givers. They need space to explore and interact with their environment in their own way and at their own pace. It is my goal to provide an engaging developmentally-appropriate space with enough structure to provide security for young children and enough flexibility to encourage exploration and learning.

## Hours of Operation

Monday-Friday, from 7:00 a.m. until 5:00 p.m.

Year-Round care is provided, but not required (see section marked "School-Year Enrollment")

## Mandated Reporter

I am a state-mandated reporter and am required to report any suspected cases of physical or sexual abuse or neglect. If I have reason to believe that your child has been abused or neglected, I will report the situation to my licenser or to the local child protection office.

## Privacy Policy

I will do all I can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.

## Non-Discrimination Policy

I will not discriminate against any child, parent, or family based on race, color, sex, disability, national origin, or public assistance status.

## Requirements for Enrollment

During our interview, you will receive a checklist of requirements for enrollment. These requirements must be fulfilled before the first day of care. A Non-refundable registration fee of \$50 is also required. You are encouraged to schedule a visit to my house with your child before care begins so he or she feels more comfortable in this environment. This visit is a good time to bring any items your child will need, such as:

- 2 changes of clothes
- Diaper changing products: diapers, wipes, cream, etc. (cloth diapers are welcomed)
- A pair of outside shoes (to be worn when playing outside on muddy days)
- Sunscreen
- Sheets for crib or napping mat and blanket and snuggle toys for rest time
- Formula and bottles for infants
- 2 sippy cups for snack and meal time

## Inclement Weather

I will continue to provide care, no matter what the weather. It is the responsibility of each family to decide whether it is safe for you to transport your child to and from my house.

## Holidays and Vacations

Payment is not required for the following days on which the learning center will be closed. Standard rates and fees must be paid on all other operating days, including days your child is absent for vacation or illness.

## 2015 Calendar

January 1	New Year's Day
April 3	Good Friday
May 25	Memorial Day
September 7	Labor Day
November 26, 27	Thanksgiving
December 25 - 31	Christmas Week

June 19, 2015 is the last day of care for the summer.

August 17, 2015 we reopen for the 2015/2016 school year.

## Rates and Fees

\$845.00 per month for ages 6 weeks - 18 months  
\$712.00 per month for ages 18 months - 5 years  
Monthly fee is for up to 5 days per week and up to 10 hours per day.

### Overtime Fees (at the provider's discretion)

\$1.00 per minute child is dropped off earlier or picked up later than contracted time

### Registration Fee

A nonrefundable \$50.00 registration fee for processing of paperwork must be paid at the time of enrollment.

## Payment Procedures

Payment, made in cash or check payable to Little Breeches Family Day Care, is required by the first of every month. A receipt will be provided upon payment. A late fee of \$5.00 per day will be applied at my discretion. There is a \$25.00 fee for returned checks.

## Illness

When I am sick, a substitute will be contacted in order to prevent spreading germs to your children. I will remain on site, away from the children, in case of emergency. If a qualified substitute is not available, you will be responsible to find alternate care.

If your child is exhibiting any of the following symptoms or conditions, please keep your child at home to protect the health and safety of the other children, unless a note from your child's physician is provided. Your child must be symptom free for at least 24 hours to return to the learning center.

- Fever above 100°
- Severe or persistent sore throat
- Chicken Pox
- Head lice
- Contagious illness of any sort which results in child being too ill to participate in daily activities.
- Diarrhea
- Vomiting
- Pink Eye
- Severe cough

## Medication

If your child needs medication while in my care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, expiration date, and when to be taken. I will also have a form for you to sign giving me permission to give the medication to your child. A written record will be kept of each administration.

## Injuries and Emergencies

Although great care will be taken to keep your child safe, accidents may happen. Minor cuts and abrasions suffered while at the center will be washed with soap and warm water

and properly bandaged. Treatment will be logged and I will tell you how and when the injury occurred. I am required to log any injuries I observe on your child which have occurred outside of my care, and I am required by law to report any possible abuse situations.

If a medical emergency arises, I will try to contact a parent first, unless doing so endangers the child's life. In that case I will take necessary steps needed to care for the child (calling hospital, doctor, poison control, etc.). If need be, I will take your child to the nearest hospital via ambulance, then call you when we arrive. If a parent is unable to be reached, I will keep trying until he or she is available, and in the meantime I will contact the other emergency numbers provided.

In the event of a fire, we will evacuate the house immediately and gather outside. This will be practiced monthly so the children are familiar with what to do.

## Signing In and Out

Each day upon arriving, the sign-in log must be completed with the child's name, the time, and the name and signature of the person dropping off the child. A similar procedure must be followed when the child is leaving. This gives me a written record of the child's attendance, hours, and who brought/picked up the child. Please note that your child will only be released to the people listed in your registration information. Proper identification will be required.

## Open Door Policy

Parents may visit any time your child is in my care. If you stop by unscheduled, please ring the doorbell at the door off the back deck by the parking area. Phone calls are welcomed, but please keep in mind that there may be times when it is not possible for me to answer the phone (diaper changing, bottle feeding, etc.). If the phone goes unanswered, please do not become alarmed, simply leave a voice mail, and I will call you as soon as I am able.

## Communication

It is important that we remain partners in your child's care. Although you are the primary caregiver, I am with your child on a regular basis. Open communication and respect are essential for your child to feel safe and loved. I welcome questions, feedback, or discussions of any kind. I will provide daily and monthly communication via letters, phone calls, emails, and updates to the website and family bulletin board. Any questions or concerns that may arise should be shared openly in order to work together towards a solution. You have the option of scheduling a "Getting to Know You" meeting within the first two months of enrollment at the Learning Center. This meeting is a great way to continue our partnership in the care of your child.

## **Naps and Rest Time**

All children under the age of five are required by state law to have a rest time. I will provide a safe, warm, and quiet place for your child to rest. Children two years and older will sleep on a mat in our napping room. Children under the age of two will be in a crib or pack-n-play. Children who wake up before the rest time ends will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children. Please provide a sheet and any blankets or snuggle toys your child may need for rest time. All bedding needs to be taken home and washed at least once week.

## **Appropriate Clothing**

Please dress your child in clothing that is appropriate for play, including shoes that adequately protect the feet and are not slick-soled. Please keep in mind that your child may become dirty or messy, depending on the activities of the day. Every attempt will be made to protect your child's clothing from paint and food, but please be understanding of normal childhood behavior.

## **Outdoors Policy**

Outdoor play is an important part of our daily activities. However, we will stay inside when there is active precipitation, the temperature is 25°F or less (including wind chill), or the heat index is more than 90°F. If you prefer that your child not play outdoors on a particular day, please keep your child at home or in alternate care. Please provide weather appropriate clothing including, hats and mittens during the winter months. For the summer, your child will need a hat, swimsuit (for sprinkler play), and suntan lotion.

## **Diapering**

You are responsible for providing all diapering products for your child, including diapers, wipes, and diaper ointment. Please note that I am pleased to accommodate the use of cloth diapers.

## **Potty Training**

I will happily assist in potty training, with the understanding that we are working together. Within reason, I will try to reinforce whatever system you choose to implement at home. Please remember that clothing should be child-friendly to encourage independent skills. Buckles, belts, overalls, and suspenders may create a problem when your child needs to use the bathroom quickly. Also, please remember to have your child wear the appropriate training underwear, and keep at least 2 changes of clothes, including socks, at the center.

## **Meals and Snacks**

Lunch food must be provided by each family. I will provide the food for two snacks including the choice of water or milk. There will be a snack in the morning, lunch around noon, and an afternoon snack. Your food from home will be kept in the refrigerator if necessary. Please send healthy, nutritious foods that provide energy for your child's activities. Please refrain from sending high sugar foods. If your child has a food allergy or sensitivity, please note this on the enrollment forms so that I can ensure that your child does not come in contact with this food.

## **Behavior Expectations and Guidance**

I believe that children desire to do the right thing and enjoy positive attention. Most discipline problems can be avoided with interesting activities, redirection, and positive reinforcement. If a problem does arise, I try to use strategies that engage children in their own problem solving and make each encounter a "teachable moment." During conflict, as always, it is important for children to feel safe, secure, respected, and loved. When discipline is necessary, time-outs and logical consequences will be used. My goal is to help children become caring, thoughtful, and responsible people who can love others and work out problems together. Children will NEVER be subjected to spanking, restraint, fear tactics, or verbal belittling. If something of concern occurs, or challenging behavior persists, I will discuss it with you so that we can jointly decide on the best course of action.

## **Curriculum**

A well-rounded, developmentally appropriate, standards-based curriculum will guide instruction and daily interaction.

## **Personal Toys**

I understand that children enjoy bringing special items from home to play with and bring comfort. However, it is preferred that home toys stay at home (with the exception of blankets and stuffed animals for rest time). I cannot be responsible for toys from home that get broken or lost.

## **Trial Period and Termination Policy**

The first 4 weeks will be regarded as a trial period, in which either party may terminate the contract without notice. After the first 4 weeks of enrollment, two weeks written notice from the parent is required to terminate the contract. The provider may terminate the contract at will.

## **Policy Revisions**

Revisions to policies, procedures, contracts, and forms may be made periodically. You will be notified of any changes that affect you or your child.