

## *Little Doodie's Home Child Care* **Parent Handbook 2014**



Fun loving childcare located in Paradise Hills. We offer an environment that teaches respect, encourages, motivates and supports each child's individual needs. Come by and discuss how we can help your child grow and learn while having fun!

- Toddlers ages 1 mo to 7 yrs old
- Hours 6:00 am – 6:00 pm
- CPR / First Aide Certified
- Breakfast / Lunch / AM and PM snacks
- Pre-school activities daily to get your child ready for Kinder garden
- Arts and crafts, music, story time and more!
- Indoor / outdoor play daily (weather permitted)
- CDA, YMCA and TANIFF programs accepted
- Full and Part-time openings available at affordable rates
- Ask about our New Customers Specials

## *Little Doodie's Home Child Care*

### **Parent Handbook 2014**

We are so glad you have chosen our family child care home to provide for the needs of your child/children. You and your family are encouraged to visit prior to the first day of enrollment. This gives our staff and your child the opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

This parent handbook is has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please read this handbook closely and keep it as a reference. I am always happy to answer any questions or discuss any concerns you may have. Once again, we here at Little Doodie's Home Child care would like to say welcome.

#### **Goals**

Our goal is to help children develop:

- \* A curiosity to learn
- \* Self-confidence with peers and high self esteem
- \* Learning skills and understanding to prepare them for kinder garden

#### **Admissions**

Little Doodie's does not discriminate on the basis of religion, race, or sex.

The parent /guardian and Little Doodie's will enter into an agreement where the services will be stated and the agreement to pay for such services by the parent /guardian. Signed and dated by a staff member and the parent/guardian.

A waiting list is maintained to fill any openings that become available during the year. Placement is at the discretion of the Director.

#### **Enrollment Requirements**

- \$50.00 non-refundable registration fee
- Enrollment Record
- Parent / Provider Enrollment Agreement
- Discipline Policy Statement
- Health Care Policy
- CA State Form LIC700
- Emergency Contact Calling List
- CA State Form LIC627
- Medication Information/Authorization
- Allergy Alert Form
- Photo Release
- Permission Slip for Walks
- CA State form LIC9150
- CA State Form LIC282
- CA State Form LIC995A
- Immunization records
- Current Health appraisal (must be within the last 6 months)

### **Hours of Operation**

Little Doodie's will be open 5 days a week Monday thru Friday, from 6:00 am to 6:00 pm. Please keep in mind your contracted hours are what you are paying for any additional hours will require additional payment based on the hourly rate.

### **Arrival and Departure**

Please be advised that any supplies needed to care for your child while in my care must be received **PRIOR** to the first day of care. Parents are expected to bring their children on time, bathed, and properly clothed in clean, weather, and size appropriate clothing and diapers. It is encouraged that back up clothing is provided in case of soils or climate changes. **If your child will not be in attendance, arriving late, or going to be picked up early please notify me ASAP.** If I do not hear from you by your contracted drop off time indicating a late arrival, there is a chance that we may be on an adventure walk or field trip. There are some days we will have planned activities so communication is the best solution.

### **Release of Child**

Under no circumstances will your child be released to anyone other than those listed on your Child Emergency Form. Any changes in personal address or phone number will be given to the provider as soon as possible. Names and emergency phone numbers will be kept current. In case of an emergency, if someone other than you will be picking up your child, you will need to call me ASAP. An advance written authorization is required for persons picking up your child other than those on the registration forms. I will ask the individual for a picture ID to validate identity and require their name to be printed and signed on the roster. Designated persons allowed to pick up must be 18 years of age or older. Any person picking up your child in an impaired condition (in my estimation of inebriation or on drugs) will not be allowed to pick up and will be asked to contact an alternate pickup person. I cannot legally withhold a child from a legal guardian but if I feel a child is in jeopardy I will not hesitate to contact the police.

### **Holidays**

I will be closed on the following holidays. If care is provided during any holiday, parent will pay holiday rate set by the provider.

New Years Eve and Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving (as well as the Friday after)  
Christmas Eve  
Christmas Day  
Good Friday  
Presidents Day  
4<sup>th</sup> of July

### **Parent Vacations**

As your child care provider I am not obligated to adjust fees for parent vacations. Parents receiving subsidy for their childcare are required to continue paying their portion of their childcare fee during their vacations. Parents not receiving subsidy will still be required to pay fees while on vacation to hold their childcare space. (Unless otherwise approved) We do require a 30 day notice of vacations longer than 1 week. We offer 1 week vacation with ½ payment per year for all of our families.

### **Provider Vacations**

As your childcare provider I will give a written 1 month notice of any vacations.

### **Fees**

Fee is paid in advance on Friday's. If I am closed on Friday fee is due the last day of attendance of that week (ex: Thanksgiving weekend, fee is due on Wednesday). Payments will be accepted on Monday the week of service if arranged in advance. Please note service will not be provided for customers whose payments are not received in advance. Subsidy fees for children are set and cannot be changed.

Checks will **not** be accepted, **cash or money orders only**.

The provider reserves the right to terminate this agreement for late payment of fees. Payment obligations are based on the hours/days of attendance. Both full time and part time fees will be charged based on contracted hours/days, including missed days due to illness, holidays, or vacations. This also applies to early and late drop offs. We do have Navy Federal Credit account for our Military customers, can direct deposit or transfer funds directly.

### **Our program offers the following:**

- Breakfast, Lunch, and AM & PM snacks
- Arts and crafts
- Music and movement
- Indoor/outdoor activities
- Age appropriate activities and learning materials
- Supervised care from trained care givers
- A safe and worry free environment
- Field trips

With each meal/snack Little Doodie's will provide whole 1% milk and/or juice and water.

### **Supplies**

Parents are required to supply the provider with size appropriate diapers, baby bottles, baby wipes, special creams and ointments, training pants, and one changes of clothing including shoes, jackets, toothbrush with cover, socks, and sunscreen. Not maintaining your child's cubby box could be cause for conference. An earthquake disaster kits is also required and must include a 3 day supply of food per age requirements labeled with your child's name, and clothing appropriate for the weather. One blankets for rest/nap time labeled and a pillow (optional). We will supply everything else. Please **do not send toys from home**. Jewelry is acceptable for children but, please remember we will not be held responsible for any lost or damaged items while child is in our care.

### **Note**

Please label all items with your child's first and last name; Little Doodie's will not be responsible for lost items.

Keep in mind that we will be going outside daily when the weather permits so please be sure to send appropriate clothing for outdoor activities and/or dress according to the weather.

### **Immunizations**

All children must be current with their immunizations. Verification will be required prior to attendance.

### **EMS Emergency Policy**

In the case of an emergency and EMS is called to transport your child, Little Doodie's will not be held responsible for the cost of the EMS service. If Little Doodie's receives a bill it will be forwarded to you (the parent) for payment.

### **Medication**

Written permission is needed for staff members to give medication to children. Medication must be brought in the original container and must have the child's name and correct dosage on the label. The medication is to be handed to a staff member. A signed medication authorization form is to be completed upon arrival. The form will indicate the dosage and time the medication is to be administered.

### **Hand Washing Policy**

We will practice hand washing before and after a meal or snack. We will wash hands after using the restroom, as well as after clean up times and outdoors play.

### **Nap Time**

All children will be given a mat/cot or a crib for nap or rest time between the hours of 1:00 Noon and 3:00 pm. Any child that does not fall asleep after resting quietly for 30-45 minutes may look at a book quietly on their mat. Children who nap are encouraged to bring a special blanket and *small* pillow to sleep with (please no stuffed animals or other toys).

### **Termination of Services**

Services may be terminated by:

- Parents may voluntarily withdraw their child with a two-week written notice. If proper notice is not given, parents will be held responsible for two weeks tuition.
- Services may be terminated if your child's conduct is continually disruptive to the flow of the program. (We will attempt to exhaust all possible avenues: discussion with parents, use of available resources outside of care prior to terminating enrollment of a child for behavioral reasons.)
- Frequent late pick up at the end of your scheduled day will be grounds for termination of services.

### **Outdoor Play**

An important part of our daily activities is the time we spend outside, therefore children will be taken outside twice a day for a minimum of 1 hour, weather permitting.

### **Diapers**

All parents are to provide enough diapers/pull ups for their child to last for the amount of time that they are in our care. It is important to keep your child's bottom clean at all times. Wipes will be provided. If your child requires special wipes it is the responsibility of the parents to provide them and to make sure that there is adequate supply for the duration the child is in care. There is a charge of \$1.00 per diaper if we have to use one of the childcare diapers for your child.

### **Potty Training**

Potty trained means the child is capable of using the toilet but it is the adult who is trained to get the child to the bathroom on time. Accidents occur often. It is the first step in the total process. I will not charge a fee for potty training. This is a developmental milestone we must all face.

**Potty learned:** the child is not only capable of using the toilet but has the developmental ability to express the need to go. Accidents occur but infrequently.

If potty training has begun and your child is ready the task is easy and quick. If a parent undertakes the task of potty training when they want it to happen, the task tends to be difficult for all concerned. Thirty months of age is a good rule of thumb to start checking for signs of readiness. When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, overalls or clothing with suspenders, snaps, buckles, belts, or zippers will not be worn while the children are in my care. Only pants with elastic waists should be worn. Anything else sets your child up for failure. In addition your child's cubby must have 1 complete set of clothing and several pairs of thick training pants. If the child does not have immediate success, he/she will be put back into diapers/ pull ups and after a respite the process will be attempted again. This does not harm the child in any way in fact keeping a child in grown up pants when they are not successful is harmful.

### **Toys from Home**

Children are asked not to bring toys or other items from home to avoid the chance of being lost or broken. Little Doodie's will not be held responsible for any item brought from home that may be damaged or go missing. We usually ask the child to put the item in their cubby for safe keeping.

### **Bottles and Pacifiers**

Bottles and pacifiers are permitted for infants only. Toddlers will not be allowed to roam around with a bottle or pacifier. Bottles are given to the children only at snacks and meal times. If your child uses a bottle you must bring a different bottle for each feeding as bottles will not be rinsed and re-used.

**If you plan to use the formula** please be sure and bring prepared bottles for your child (with their name on it) to be stored in the refrigerator.

### **Field Trips**

Field trips will be scheduled for the children. Parents will always be notified in advance. Transportation will be provided by staff. All children will be in a seat belt, booster seat or car seat when in a car or van.

### **Birthdays**

Your child is very important to us, and we are happy to acknowledge their birthdays as it is a very special occasion. You are welcome to plan a celebration. You will be responsible for all of the paper goods and food. Please contact us in advance so that we can help in your planning.

### **Religious Observations**

This is a Christian home and we will observe all Christian holidays. As a Christian home we may have art activities, field trips, decorations, music, and parties to celebrate.

**No child is forced to participate in any religious activities and will not be discriminated against.**

### **Staff and Volunteer Screening Plan**

All staff and volunteers shall be screened according to the state licensing rules. A criminal background check is conducted prior to becoming employed. We also require any employees to meet the mandated health requirements and are medically cleared to work with children. Prior to employment applicants must provide proof of a negative PPD, and complete 16 hours of Home Child Development (to obtain a certificate).

### **This is a NON SMOKING home**

It is our policy that smoking is prohibited.

## **Emergency Drills**

As required by the licensing division, emergency fire and earthquake drills are held monthly to acquaint your child with evacuation and emergency procedures. We will do our best to educate and prepare each child for this experience. In case of an emergency, the staff has been trained to think clearly, act promptly, remain calm, and take control of the situation.

## **Safety**

Little Doodie's follows all California safety guidelines to ensure a safe and healthy environment for the children and staff members. Every staff member is first aid/CPR trained and has taken preventative practices classes. In addition all staff members receive written instruction and training covering a wide variety of emergency procedures. Adequate supervision is always provided whether children are in the building or outdoors

## **Child Abuse/Neglect**

California law REQUIRES licensed child care facilities and their employees to report known or suspected child abuse.

## **Discipline Policy**

The purpose of the Discipline Policy Statement is to ensure that you are aware of the following:

1. Acceptable discipline techniques.
2. Unacceptable discipline techniques
3. What to do when you are in doubt.
4. Consequences for failing to follow this policy.

### **PURPOSE OF DISCIPLINE:**

The purpose of discipline in the Family Child Care (FCC) program is to instruct children in proper conduct and to teach them to develop their own inner controls so that they can live according to established standards of behavior in our society. Techniques of discipline must be fair, and respectful of children and their individual needs.

### **TECHNIQUES OF DISCIPLINE:**

Acceptable guidance techniques include:

1. Talking with the child.
2. Temporarily removing the child from the stressful situation.
3. Limiting the child's activity for a few minutes by providing a distraction incentive.
4. Contacting the parents.

Any humiliation or frightening punishment is forbidden such as:

1. Spanking, slapping, hitting, pinching, shaking, yelling or any form of physical punishment.
2. Verbal abuse, threats, or derogatory remarks about the child or the child's family.
3. Binding/tying to restrict movement or placing in a confined space such as a closet, locked room, box or similar place.
4. Withholding or forcing meals, snacks or naps.

**Sick Policy** I ask that you notify me one hour prior to your scheduled start time if your child is ill and will not be attending. If your child becomes ill while in my care, he/she will be sent home. Your emergency card must include current information about where parents can be reached and the persons authorized to pick the child up in case of illness. Please note that if your child is sent home they must be picked up within one hour of my calling. The following guidelines for determining whether or not your child should

stay home:

**Fever:** Defined as a temperature of 100.5° or higher, as measured with a digital thermometer in the ear. Children should not return to care until fever is no longer present for twenty-four (24) hours, without use of fever-reducing agents such as Tylenol, aspirin or ibuprofen. Exceptions to this rule may be in certain instances where the child's doctor has cleared him/her to return to child care (doctors note on letter head or prescription pad required).

**Vomiting:** If your child has vomited 2 or more times in a 24 hour period please keep the child home until symptoms have been absent for 24 consecutive hours or your doctors decides he/she can return to childcare without danger to himself/herself or to the other children in care (doctors note on letterhead or prescription pad required).

**Diarrhea:** If your child has had 3 or more watery stools please keep your child home. Diseases spread very easily among young children. If diarrhea occurs while in care you will be contacted to pick up your child and I will ask that you keep them home until they are free from diarrhea for 24 consecutive hours or until your doctors decides it is safe for the child to return to care (doctors note on letterhead or prescription pad required).

**Pinkeye/Conjunctivitis and like diseases:** Tears, redness of the eyelid lining, irritation followed by swelling and discharge is highly contagious! Keep children home until symptoms disappear or the doctor decides your child and return to childcare (doctors note on letterhead or prescription pad required). I urge you to observe your child and not to bring him/her to childcare when an illness appears to be starting or is in progress. Parents rely on me for childcare while they work/study, etc. Please come quickly when I call to inform you that your child is sick. If a child is sent home for possible contagious illness, I request that you keep them out of care for 24 – 72 consecutive hours depending on the illness and obtain a note from your pediatrician stating that your child is no longer contagious and able to return to childcare. Children should return only when they are well enough to fully participate in the programs.

**Note:** If your child has a high temperature, flue like symptoms, chicken pox, or any other contagious disease, please do not bring him/her. If your child becomes ill while in attendance, I will attempt to contact the parents; if parents are unreachable an emergency contact person will be notified immediately for pick up. If they are unreachable, we will call the parent or guardian at work for pick-up. If your child has been exposed to any communicable disease by either parent/family member I will ask for a doctor's note stating that your child/children are clear to be in care and that the parents are clear and safe to be around other children. Your tuition will not be refunded or credited due to your family illness.

**Grievance Procedures** Communication is the key to a successful and happy atmosphere. If you feel that an issue with a staff member cannot be resolved please bring it to management's attention.



## Parent Handbook Acknowledgment

Thank you for choosing Little Doodie's Home Childcare as your childcare provider. This parent handbook was created to give you a detailed outline of what we feel are needed to provide a warm, positive, and nurturing environment for your child. Please complete the bottom portion of this page and return it with your enrollment paperwork. By signing you acknowledge receipt of the parent handbook and take full responsibility of the information that you have read.

I \_\_\_\_\_, have received the Little Doodie's Parent Handbook and will abide by all procedures as written.

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Print (Parent/ Guardian's Name)

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(Parent/ Guardian's Signature)

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(Date)