

Michelle's Daycare

An in home daycare

Beaverton, Or.

Policy Handbook

A parent's guide to program policies



License # RF 055969

“Michelle’s Daycare”

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www.michellesinhomedaycare.com

Welcome to Michelle’s In Home Daycare. This handbook has been created so there are no misunderstandings, and so that everyone is aware of the requirements of Michelle’s In Home Daycare, as well as the requirements of you, the parents/guardians. This handbook covers my childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with myself any questions that you may have.

My Mission and Philosophy

Michelle’s In Home Daycare believes each child has a right to learn through play, exploration and developmentally appropriate activities. I am committed to creating a safe, warm, loving environment for children where they can learn, laugh and grow each day. I provide an atmosphere that encourages social, emotional, physical, intellectual growth and development. Encouraging each child to develop independence, respect for others and confidence within themselves. My goal is to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of ways. I strive to make your child’s time at daycare the best experience it can be for them as well as you, the parent’s.

I am committed to supporting families by maintaining open communication and encouraging parental involvement in my program and in your child’s activities.

Development and Assessment

Michelle’s In Home Daycare uses the Creative Curriculum for family childcare as a guide. This curriculum’s goal is to help me set up my environment to help children learn about themselves, the world around them, feel good about themselves and capable as learners. As your child learns and grows, I will gather information about each child’s developmental abilities and evaluate their progress so I can modify and adjust what I am doing in my care. Within 45 days of your child entering care I will have parents do an assessment on your child using the ASQ questionnaire, and then again later in the year. These evaluations will be communicated to you. I believe these are important so we can see the progress your child is making and if there are any concerns of the development of your child, these areas can be addressed and a plan of action taken if needed. If at any time you have any concerns please do not hesitate to talk with me. Your child’s learning and development is important to me. I also use the Early Start Preschool Curriculum.

Provider Child Interactions

In my childcare program I believe it is vital to children’s development for adult-child interactions. I spend the day moving around to different children and joining in whatever activity they may be doing. During this time I am interacting with them I always engage them in conversation, such as asking “what are you building”, or “what are you drawing”. I believe it is important for me to interact with children in groups and individually. I always encourage the children in whatever activity they may be doing and focus on the children’s interests.

Inclusion

Michelle's In Home Daycare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. I will make every reasonable accommodation to encourage full and active participation of all children in my program based on their individual capabilities and needs.

Hours and Days of Operation:

- * My normal working hours are 7:00 am – 5:30 Pm Monday – Friday
- * Days & hours of care are contracted per your family needs between my normal working hours.
- * My daycare will be **CLOSED** on the following days:

***New Year's Day Martin Luthern King Presidents Day Memorial Day Juneteenth Day
Independence Day Labor Day Christmas Day & day after Thanksgiving Day & the day after***

These are **paid** Holidays and you will be charged the regular rate for these days if they fall during your normal scheduled day of care, unless your child is out the entire week of care.

ADMISSION/FEES:

- *There is a one-time enrollment fee of \$50.00 for the first child and \$20.00 for the second. This fee is due with the first payment OR deposit/holding fee.
- *A deposit will be required to hold a spot if not entering care for 2 or more weeks. Deposit is one week of tuition and is non-refundable if you decide not to use Michelle's Daycare. Deposit will be credited toward the first week of care.
- * Full time care is 4 + days per week. (See holding fee/Deposit)
- * Part time care is the days you have contracted . Switching days is not allowed. You may authorize ahead of time to add an additional day and pay for the additional day.
- *Payments are due ***every Monday morning at the beginning*** of each week before ***drop off***. (Unless other arrangements have been made.)
- * A late fee of ***\$10.00*** will be charged per day your payment is late. ***NO EXCEPTIONS!!!***
- * Please be ***ON TIME*** per your ***contracted hours*** shown in this contract to pick up your child(ren).

After Closing time, 5:30 the late fee will be \$10.00 for every minute per child you are late, this will begin at 5:35, there is a 5 min grace period, please ***DO NOT*** abuse this 5 min grace period as I close at 5:30. I understand occasionally things do happen and I take that into consideration. If you are going to be late ***PLEASE call or text me as soon as possible***. If a late fee is charged, you will be required to pay it either upon pickup OR drop off the next day. Frequent late pickups *after* closing time may cause you to be terminated.

Holding Fee/Deposit:

A holding fee will be required to “hold” your spot in daycare if you will be temporarily absent for 3 or more consecutive weeks from care. The holding fee will begin week 4 and is ½ of the regular weekly rate each week and will be paid as usual and will be granted for up to an additional 3 weeks (6 week total). After the 3 weeks of “holding” your spot and you still do not return, full tuition (your regular weekly rate) will be required at this time forward or your spot will be filled. All holding fees are non-refundable and do **NOT** apply to future tuition. The two week notice is still required like any other vacations/days off

Deposit: A deposit may be required if the start date of care is 10 or more days from the date your contract is signed and returned. Contract will need to be returned within 7 days from the interview to hold your spot, if not returned it will be offered to someone else. Deposit is **NON-Refundable** if you decide to not use Michelle’s In Home daycare. Deposit will be used for the first week of care.

AVAILABILITY/VACATIONS:

- *If your child will not be in care on any given day, please be courteous and call or text to let me know as soon as possible. You will be charged for **any** day child is expected to be in care.
- * If I need to close on any day due to illness, emergency ect, I will let you know as soon as possible, you will NOT be charged for this day.
- * I will give at least a **2 week** notice on any days or vacations that daycare will be closed. You will NOT be charged for these days.
- * You will not be charged for any day or vacation’s your child is not in care WITH at least a **2 week** notice . If you fail to give me a 2 week notice, you will be charged for the day’s child was expected in care. **NO EXCEPTIONS**, this includes illness or days due to the weather.

Leave of absence:

A leave of absence may be granted due to work lay-off, maternity or vacation. The 2 week notice still applies as any other day off or vacation so discuss with me as soon as possible if you are considering this. Please refer to the **“holding fee”** above.

Terminating Care:

At least a 2 week written notice is required if terminating my care at any time. Payment is still due as normal on the normal day even if your child does not attend during this period. If your child does not attend care during the last 2 weeks, payment will be due in full immediately upon leaving care.

Meals:

Healthy eating habits develop at a young age. I believe that a nutritious meal is of little value to a child if it is not eaten and enjoyed. Engaging in conversation is a great way to enjoy a healthy meal. I sit with the children and help them converse with each other. Meal time conversations are very different from others during the day because at the table all of the children engage in the conversation which makes it fun and exciting. It teaches children to wait and take turns speaking and not interrupting. I participate in the USDA food program therefore I follow their guidelines for meals and serving the appropriate portion sizes per age. This in no way

means that your child can not have more if desired nor does it mean they have to eat everything given, it is just a guide. I do encourage children to at least try new foods.

**Following is our meal times:

Breakfast up to 8:30 am	AM snack	9:30 am (not always served)
Lunch 11.30	PM snack	3:00

These are approximate times & may vary a little on some days. Infants to about 18 mo. do not necessarily go by this schedule. Parents and I will discuss feeding schedules and foods served during the first 18 mo. of age.

Injuries/Emergencies:

It is *impossible* to assure that no child will ever be injured in child care; however, I do attempt to keep the children as safe as possible. If any accident, injury or emergency should occur, 9-1-1 (if necessary) will be called first then you will be called immediately after and informed of the situation. You will not be called for just minor bumps and scrapes. You, the parent/guardian will cover any and all expenses for any injury that seeks medical attention, ambulance, hospital, doctors, ect. unless there is negligence on my part.

Illness:/Exclusions:

Children are excluded from care for the following symptoms:

- A) Child diagnosed as having or being a carrier of a child care communicable disease; such as strep throat, lice, hand foot and mouth ect; **OR**
- B) Has one of the following symptoms or combination of symptoms or illness;
 - (i) Fever over 99.99 F, taken under the arm
 - (ii) Diarrhea (more than **one** abnormally loose, runny, watery or bloody stool) with last 24 hours
 - (iii) Vomiting within last 24 hours; can return after 24 hours no vomiting and has been able to keep food/water down.
 - (iv) Nausea
 - (v) Severe Cough
 - (vi) Unusual yellow color to skin or eyes or pink eye (discharge)
 - (vii) Skin or eye lesions or rashes, and or weeping or pus-filled (will need doctor's release to reenter care)
 - (viii) Stiff neck and/or headache alone or with one or more of the symptoms listed
 - (ix) Difficulty breathing or abnormal wheezing
 - (x) Complaining of any kind of pain
 - (xi) Sore throat or difficulty swallowing unless mild with no other symptoms
 - (xii) Runny nose that is excessive and needing constant wiping and or constant sneezing.
 - (xiii) Child is not well enough to participate in normal daily activities

** If your child has allergies and displays some of these symptoms a doctor's note may be required.

** Child(ren) need to be symptom free for a **FULL 24 hours** without the use of any medications before reentering care, some of these illnesses may require a doctor's release.

** If a child is inconsolable and or not acting normal and becomes fussy for more than 1 hour the child will be sent home. I will make sure all needs have been met before doing so. You will be notified and

updated during this time.

When a child becomes ill while in attendance, the child will be made comfortable in a quiet place away from other children where he/she can rest while waiting to be picked up. If a child is not interacting like normal you will be called to pick up your child.

Parents will be notified immediately to pick up your child or make arrangements for alternate pick up.

If I cannot reach a parent, I will call an emergency contact listed on the child's registration form. Please use your best discretion when deciding whether or not to send your child to care. If your child is unable to participate in normal daily activities or requires more care and attention than the provider is able to give, they should not attend.

You will be notified immediately if your child comes in contact with any contagious illnesses, such as strep-throat, pink eye, head lice and/or chicken pox etc.

Please do not mask a fever/illness with an OTC medication before dropping off. This puts ALL children and myself at risk of becoming ill, in doing so is grounds for immediate termination.

**If you are unsure whether your child should attend care or not, it is probably best to keep them home just in the event they may be getting sick, that way we can prevent other children from getting sick or myself.

Medications:

Michelle's In Home Daycare DOES NOT administer medications. This will ONLY be by a case by case situation. This would typically mean antibiotics, pain med, ect. However, prescribed diaper rash creams, inhalers (asthma), ep-ipen or similar will be fine. Anything else will need to be approved as I prefer NOT to administer any medications and your child should be kept home. If your child will be administered any medications while at daycare the following are the requirements and you will need to let me know ahead of so appropriate forms are filled out PRIOR to coming to care.

**Medication must be original prescription from the pharmacy and have a label that contains

**Child's name

**Name of the drug

**Dosage instructions

**Directions for administering

**Dates the prescription was filled

**Name of the health professional who prescribed the medication

**Expiration date

**Specific storage instructions (i.e. refrigerate)

**Non prescription medications:

**In the original container with the child's name

All medications will be kept out of reach of children at all times.

Nap time:

All children in attendance are required to participate in afternoon nap time or quiet time. Nap time is from 12:30-3:00ish. Children will lay quietly on a cot listening to calming music for at least 45 min. For those children who have not fallen asleep or have awoken during this time, a short movie will be put on for the remainder of quiet time. Michelle's Daycare is not a one on one daycare therefore all children will need to be able to go down for their nap without assistance, meaning, no rocking, no holding, no rubbing their back until falling asleep. Obviously there is a transition period when a new child starts and gets used to being here so a reasonable amount of time is given in this situation or in the times they wake up from a nightmare or scared extra love and consoling will be given. I am the only provider therefore I cannot spend one on one time with a child for an extended period of time away since I have others in care.

Screen Time

Michelle's In Home Daycare understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore my program will limit screen time by:

- *Allowing a limited amount of time per day of age appropriate combined screen time. (television, video, and DVD)
- *Allowing no more than 15-20 minutes (depending on age of child) of educational computer time per day. Children are not required to do this and there are always other educational activities provided.
- *Never allowing any screen time during meals and snacks.
- *Children are not allowed to use ipads, tablets or phones in care.

Since my involvement with the children is critical to their development I will not use any form of electronics during business hours *unless* required for business purposes, such as parent contact, USDA input.

Biting:

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children. This biting policy has been developed with both of these ideas in mind. As a child care provider, I understand that biting, Unfortunately it is a part of a day care setting. My goal is to help identify what is causing the biting and resolve

these issues. If the issue cannot be resolved in an appropriate amount of time, this policy serves to protect the children in my care. If a biting incident occurs, both parents of the child who has bitten and the child who was bit will be informed of the incident. Names of the children are not shared with either parent.

****When Biting Does Occur:**

*I will do the best I can to be sure the children are safe and help a child that bites learn different, more appropriate behavior. I do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. I will go immediately to the child that was bitten, console and comfort.
2. First aid is given to the bite. It is cleaned with soap and water.
3. Parent's will be informed upon pickup of the incident or depending on severity may be called sooner if medical treatment is necessary.

For the child that bit:

1. I will firmly tell the child "NO! WE DO NOT BITE!"
2. The biter will be removed from the situation, depending on the age of the child a brief separation from the group or redirected to a different activity
3. Parents will be notified upon pickup of the incident

****When Biting Continues:**

- * The child will be shadowed to help prevent any biting incidents.
- * I will try to determine what is causing the child to bite (teething, communication, frustration Ect.)
- * The child will be given positive attention and approval for positive behavior.
- * If a child inflicts 2 bites in a one week period, I will discuss with you the parent/guardian a plan of action and maybe other causes for the biting.
- * It is my ultimate goal to keep all children safe in my care. It is also my goal to work with children who are biting as this is a normal part of development for some children. However, It is impossible for me the provider to be with every child every second of the day therefore shadowing by myself can pose to be difficult in certain groups and situations. Therefore, if the biting does not seem to be improving and I am unable to shadow the child appropriately, or if you the parent or guardian fail to assist in working with your child he/she may be terminated from care for the safety of the other children. Your child may benefit in an environment with fewer children or more where more providers are available.

Toys From Home:

Toys are NOT allowed from home at any time. They are only allowed to bring blanket/stuffed animal or doll that child would like to use at nap/quiet time. ANY toy brought from home will be given immediately back to the parent to take with them. Blankets can be kept here and will be washed weekly.

Potty Training:

I will aid and assist in the process, however it is the parent's responsibility to start, continue and complete the process.

Each child is an individual and develops at his/her own rate. There is no set age at which potty training should begin. The right time depends on the physical and emotional readiness of each child.

The most important issue is that the child is ready before beginning to train. This is usually between the ages of two and three years. If training is started before the child is developmentally ready, training will be more difficult and may take longer.

Home vs Daycare: It is important to remember that behavior and habits of children at home and at daycare are often two very different things.

It is not uncommon for a child to be completely trained at home but have no progress or success while at daycare.

SIGNS OF READINESS:

A few things that could indicate your child is ready to begin training are:

- * Pulling at a wet or dirty diaper or taking off dirty diapers himself
- * Telling you his/her diaper is dirty
- * Showing interest in seeing his/her own waste
- * Showing interest in your potty behavior or other children's
- * Being dry after sleeping
- * Understanding Multi-Step commands
- * Undressing her/himself
- * Understanding Potty-Related Words
- * Seeking Independence

When you feel that your child is ready to potty train, I will help assist in the process once they are making progress at home. Potty training needs consistency from both parties to be successful so we need to work together. Pull ups are **REQUIRED** during this time as it is much easier for myself and for your child to learn to pull up and down underwear/panties.

No snaps, buttons, or belts until the child is able to do these themselves.

Before using underwear/panties your child will need to be accident free for at least 2 weeks and be able to tell when they need to go. Pull ups will still be required at nap time until they remain dry for at least one month upon waking.

Personal Items:

- * Change of clothes.
- * Please supply me with diapers or leave enough with me for the day.
- * Baby wipes are supplied by Michelle's Daycare unless you use a specific brand.

* Infants: Breast milk must be supplied. Formula will be supplied by Michelle's Daycare.

I will discuss with you the brand Michelle's Daycare will supply. If you prefer to use a different brand, you must supply. All other foods will be supplied by Michelle's Daycare, including baby food. I will frequently discuss any new foods your child has had as I will only serve them once you have done so to be sure of any allergies.

Parking:

* Please do ***NOT*** block my driveway or ***ANY*** of my neighbors driveways at drop off and pick up. Please stay to ***one*** side of the driveway so others may pull into the other side.

*If your car leaks oil, please do not pull into my driveway, park in the street.

PHONE CALLS:

Although I try to answer my phone as much as possible, there are many times I am unable to due to being with a parent, doing activities with the children, lunch, ect, so please leave any message you have for me, email or text. If I need to call you back, I will call you as soon as I can.

DISCIPLINE POLICY:

I use positive discipline techniques such as making my expectations clear, reminders, and redirection before resorting to a brief separation and taking privileges away. Physical and emotional punishments will not be used in my daycare. You will be informed if a problem persists or if I need cooperation from home so that we can be more consistent in what is expected so the behavior can be resolved. Routine problems will be handled without making a big deal of them. Please see the attached "Guidance Policy" for full details.

Child Staff Ratios:

In my childcare program I care for a group of 5-6 children on a daily basis. I devote my full attention to them. I have had many different training sessions in which all have been very important for my role as a childcare provider. There is always something new to be learned from each training I receive. I believe with the training I have received it proves to me my willingness and effort to make a difference in each child's life and how this can positively affect children's development, learning and safety on a daily basis.

Communication/Correspondence:

All communication will be done through text or email. Any documents that need signed you will email or text them back to me. It will be your responsibility to print any documents for your records.

Communication is extremely important in the care of your child(ren) and both myself and you, the parents. It is your responsibility to return any documents in a timely manner. If any paperwork is not returned repeatedly by the due date this will be grounds for immediate termination.

I would like communication through:

- Text (phone Number)
- Email (Please provide email address _____)

Trial Period

Parents and I, (Michelle's Daycare) will be given a *2 week* trial period to decide if the child(ren) is happy at daycare and to determine if this is the right environment for your child(ren) and how well they interact with the other children in daycare. During this time, a *2 week* notice is NOT required to terminate care.

You will be reimbursed for any unused day(s) of care. Enrollment fee is non-refundable.

However, ***after*** the 2 week trial period, parents or myself may terminate this contract by giving a *2 week* written notice. Payment is due on the regular scheduled day whether or not the child(ren) attends the full 2 weeks.

*I may terminate this contract at ***any*** time ***without*** notice for the following reasons:

- * Failure to pay for child care services on the agreed upon day.
- * Repeatedly disregarding the policies of this contract.
- * Not being responsible; examples of this, a) Not returning required documents on required day b) needing reminders to return documents c) needing required documents again because you lost or misplaced them. I understand things happen but if it's a many reminders this will be grounds for termination.
- * Repeated failure to pick up your child(ren) at the agreed upon contracted hours.
- * If there is concern for the safety and wellbeing of the other children in care.
- * If your child isn't adjusting to daycare after a reasonable amount of time/or if child no longer seems happy at child care.
- * Child is repeatedly damaging my property.
- * Giving medication to cover up illness then sending your child to daycare (allergies is an exception please discuss)

