

# Casa Powell Family Childcare

## Parent Handbook

The following information has been compiled to familiarize you with the policies and procedures, daily routines, and activities of the program. Please read this handbook to ensure that you understand all of the items. Feel free to ask questions about any material that may be unclear to you.

### Enrollment

Before enrolling your child in **CASA POWELL FAMILY CHILDCARE**, you must:

- ♥ Read through and become familiar with the Parent Handbook. You will be required to sign a form that indicates you have read, understand and agree to **ALL** the policies as outlined.
- ♥ Fill out and sign all appropriate forms **PRIOR** to admission.

### Equal Opportunity Provider

**CASA POWELL FAMILY CHILDCARE** is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

### Acceptance into care

Upon enrollment, I require a deposit equal to one week's tuition. Before leaving care, I need a two-week written notice. Your deposit will then be used towards your last week of care. If I do not receive two weeks notice, or if you decide your child will not attend, you will forfeit this deposit.

### Trial Period

The first 2-weeks of your child's enrollment will be a trial period. If a problem should arise during those two weeks that we cannot resolve, either you or I may immediately terminate my services without further commitment. Fees will only be due for the days care was provided and refunds, if needed, will be prompt. After the trial period is complete, 2-weeks written notice is required to terminate the agreement. **Please note: The \$50 enrollment fee is non-refundable.**

### What I offer

- A safe and fun learning environment
- Individual attention
- Healthy meals and snacks
- High quality/low enrollment
- Story time
- Field trips
- Music and games
- Arts & crafts
- Monthly newsletter
- Daily progress reports (infants)
- CPR and first aid certified
- Licensed by the State of CO

### Philosophy

I feel that children are most comfortable in a homelike environment. I like to keep a very flexible schedule. **CASA POWELL FAMILY CHILDCARE** will provide your child with a safe and comfortable environment to play and learn with loving guidance. This is a play-based facility meaning that our "curriculum" is integrated throughout the day using arts and crafts, songs, stories, poems, games, indoor and outdoor play, occasional field trips and a variety of other activities that will help stimulate your child's intellectual, social, creative, emotional and physical development. Please note this is **NOT** a preschool facility. During the school year we do a preschool-type program however I am not a certified preschool teacher nor is it my intention to run an official preschool curriculum. During the summer months we do not follow a curriculum.

My goal is to provide your child with quality childcare that offers a well rounded program for infants, toddlers and preschoolers, yet still have a homelike feeling with someone who will make your child feel loved when their parent(s) cannot be with them.

## Communication

Communication between parents and the provider is **essential** if your child is to receive consistent, nurturing care. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Your child will be happy to have the experience of the special people in his/her life working together and getting along with each other. This will allow your child to develop a sense of security and will allow us to develop a closer relationship.

Sensitive issues will be discussed outside of regular hours either by phone or conference. I am willing to work with you regarding any special needs or situations with your child. Please feel free to call me to discuss concerns. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you leave a message on my voicemail, I will call you back as soon as possible. Parents are welcome to drop in or call anytime during their child's day, except naptime.

Please make sure that I know where you are at all times in case of an emergency with your child. If you need to leave work for any reason during the time your child is with me, leave the phone number where you can be reached. Also, make sure the person you have chosen for your emergency contact is available. This person should be advised that you have designated them for this purpose. Please keep this information updated with me, as accurate information is critical for efficient/professional handling of emergencies.

## Clothing / Supplies

We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include shoes, jackets and/or coats for cold weather. You will need to provide a complete change of clothing for your child in case of an accident. For infants, please provide several changes of clothing and bibs.

If your child wears diapers, you will need to provide them along with baby wipes. I will provide everything your child needs for naptime, if your child has a special blanket or something they like to sleep with, please send it. In addition, please send an old t-shirt that your child can wear during our arts and crafts activities.

## Hours of Operation

I will be open from 7:30AM until 5:00PM Monday through Friday. Hours of care will be contracted from child to child. Due to the needs of my own family, if you arrive after your contracted pick-up time, you will be charged a late fee of \$10.00 for every 15-minute increment. Please see the fee schedule for details. I close on **all** Federal Holidays, as outlined below. If I must close for any reason, I will notify each parent as soon as possible.

## Closings

### **Holidays**

The following are **paid** holidays that **CASA POWELL FAMILY CHILDCARE** will be closed:

2 days for Thanksgiving

2 days for Christmas

1 day for New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day  
Columbus Day and Veteran's Day.

Parents are responsible for payment of these holidays. If the holiday falls on a weekend, I will be closed either that Friday or the following Monday. Exact dates will be included in monthly newsletters.

### **Sick/Personal Days**

I will notify each parent as soon as possible if I am not available to provide care due to family matters or professional training. This contract allows for **three personal days, which are unpaid**. It is the parent's responsibility to arrange for alternate care on these days.

## **Vacation**

I will be closed for 2 weeks of vacation per calendar year. **One week is a paid vacation and the other will be unpaid.** You will receive at least 2 weeks notice of my vacation. It is the parent's responsibility to arrange for alternate care on these days.

## **Children's Absences/Tardiness**

There will be **no refunds or adjustments made to your childcare fees for your child's time missed due to illness, holidays, or days off.** A place is reserved for your child and cannot be filled on a short-term basis. In the event that your child is ill and needs to miss a day, please call 1 hour before arrival time. I require a two-week notice of parent(s) vacation time and payment for that time in advance.

Please inform me as soon as possible if your child will be arriving late. **CASA POWELL FAMILY CHILDCARE** will occasionally go on special outings and may not be available to accept the child into care. Please make sure your child is fed if (s)he arrives after a scheduled mealtime.

## **Tuition, Fees, Deposits, Refunds**

Your specific rate will be outlined in your contract. Tuition is **due by close of business Friday.** A late fee of \$10 per day, including Saturday and Sunday, will be added to any payment not received before 5:00 pm on Friday. **NO EXCEPTIONS!** Tuition, including all late fees, must be paid on or before the following Monday morning or your child (ren) will not be accepted into care.

If your child will be absent on Friday due to a vacation, holiday, etc (excluding sick); you are responsible for payment on the last day that your child will be in attendance. Otherwise late fees begin at 7am on Saturday.

A non-refundable deposit of \$50 and one week's tuition is required to reserve a space for your child. The one week tuition will be credited to your child's last week in care. No refunds will be given for tuition or other fees paid for any reason. I reserve the right to change tuition rates with a thirty-day notice.

## **Returned Checks**

A fee of \$30 will be charged on all returned checks. Once a check is returned, service will be continued on a cash only basis.

## **Late fees**

You are scheduled for childcare for the hours listed in your childcare contract. If you drop off earlier or pick up later than your contracted times, you will be charged an early / late fee. There will be a charge of \$10.00 for every fifteen minute increment a child is left at **CASA POWELL FAMILY CHILDCARE** prior to or past your contracted time. Habitual tardiness may result in termination.

**Please understand that I have a family and enjoy spending time with them.** If you need to arrange for extra hours before or after your regular scheduled hours, please speak to me.

## **Extended Absences**

In cases of your potential absence due to maternity or extended leave from your job and you wish to continue care; I will require ½ of your regular weekly tuition for the entire time of your absence in order to hold your child's position. Extended absences cannot exceed 6-weeks. If after 6-weeks you want to maintain your child's slot you must resume the full weekly fee amount. You are welcomed to send your child for a period of time equal to the payment received.

## Health Matters

**Due to my own personal preferences and beliefs I will not accept children into childcare that are not vaccinated. You will need to keep the vaccination form updated.**

### **Illness**

When a child is sick, the best place for him/her is at home. If your child becomes ill during the evening, please call me before 10pm or after 6am. I am deeply concerned about the health and safety of all the children that are entrusted to my care. Knowing how easily illness can spread, children need to be kept home or seen by a physician if any of the following appear: **fever, diarrhea, vomiting, severe cough, discharge from the nose or eyes, unexplained rash, or any other contagious illness.** Please see appendix for definitions

I will not accept the child back into care until the symptoms have been absent for 24 hours, and/or the child has been on antibiotics for 24 hours, and/or you provide a Dr's written permission to return to care. Generally, any child who is too ill to attend school is too ill to be in care. If your child experiences any of these illnesses while in care, I will notify you as soon as possible. You will then have to pick up your child within one hour of my call. When my own children(ren) are ill, they will rest in their own room, isolated from the other children.

### **Injuries**

I will make every effort to ensure the safety of your child while in my care. Unfortunately, minor accidents may occur. Parents are responsible for medical cost resulting from their child's injury. I will notify you immediately of any illness or accident, which requires first aid treatment.

In case of a serious accident or injury, I will make every attempt to contact you immediately. If I cannot reach either parent, I will contact the emergency contacts listed on the enrollment forms to make a medical decision for your child. If immediate intervention is required, I am certified in infant, child and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the nearest hospital.

### **Medications**

I cannot administer medication (including over-the-counter) to any child without an instruction form signed by the parent and/or the child's Doctor. **Any** deviation from the recommended dosage (prescription or over-the-counter medication) **must be authorized in writing by the child's Doctor.**

## Behavior & Discipline

I believe in positive and consistent discipline for children. When your child(ren) exhibit negative behavior I will:

1. Tell them gently and firmly that their behavior is unacceptable
2. Redirect them (show them what is acceptable)
3. Talk to the child about their behavior (reprimands will not be in public)
4. Loss of privileges or a time out will be used as a last measure. Time-outs will not exceed one minute per year of age and the child will not be left unattended.

If there is a major behavior problem with a child, the parents will be informed and a conference may be scheduled to devise a plan to help the child overcome the behavior.

## Meals and Snacks

I provide nutritionally balanced meals and drinks for your child that includes breakfast, lunch and an afternoon snack. These meals meet the USDA food program guidelines. If your child requires specific food (formula or special diets) you will need to provide the food for your child.

See our daily schedule for a list of meal times. If your child arrives after a meal or snack has been served, (s)he will have to wait until the next meal/snack time to eat. Meals and snacks are served family-style, children are encouraged to use this time to share their experiences with each other. Manners are taught and practiced during this time as well. Please provide any food allergies that your child may have.

## **Nap/Quiet Time**

All children will have an afternoon nap or quiet time each day. Babies will nap within their own schedule. We observe a nap or quiet time after lunch. I supply linens, portable cribs, and cots for children who nap. If your child does not nap, s(he) may spend this time reading, or playing quietly so as not to disturb the children who do sleep. Please try not to schedule pick ups or visits during this time to lessen any disturbance to the children who are resting.

## **Religious Practices**

I feel that religious teachings should be left up to the parents. However, this does not mean that God will not be mentioned in my childcare home. We will say our prayers before our meals and occasionally a Bible story will be read during story time. No child will be forced to participate, however; I will ask that they do not disturb the children who are participating. We will also have celebrations / activities during Easter, Christmas, Harvest time, etc. **By signing the contract you are granting permission for participation in activities.**

## **Daily Schedule**

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our schedule to the best of our ability, keeping in mind that anything can happen when children are involved.

7:30 – 8:00 a.m.	Arrivals, quiet free-play
8:00 – 9:00 a.m.	Breakfast, followed by clean-up and toilet time
9:00 – 10:00 a.m.	Circle time – group activities / story time Morning stretches (music and movement)
10:00 – 11:00 a.m.	Free-play / Outdoor free-play
11:00 – 12:00 p.m.	Theme-related arts and crafts projects and/or other activity
12:00 – 1:00 p.m.	Lunch, followed by clean-up and toilet time
1:00 – 1:30 p.m.	Quiet time – story/video
1:30 – 3:30 p.m.	Naptime
3:30 – 4:00 p.m.	Afternoon snack, toilet time, clean up
4:00 – 5:00 p.m.	Free-play / Outdoor play -- prepare for departures

There will not be a strict schedule for small infants. By about 12 months of age, we will begin to work on a daily nap and feeding schedule. No child will be forced to eat, sleep, etc. Older children will be required to rest quietly at naptime and eat only at mealtimes.

## **Infant interaction**

While the older children engage in free play, I take the time to play with the infants. Feeding and diaper changing are also good times for interaction and learning.

I will complete a daily report for each infant / toddler. It will include things such as time of feedings, what they ate, amount eaten, time and duration of naps and number / type of diaper changes. I will discontinue these reports at about 2 years of age.

## **Curriculum**

My childcare children are taught important preschool concepts and skills. There will be monthly projects based on a theme along with a letter, number and color. All projects are created with preschoolers in mind, however; young children will be included as soon as able. Children may refuse to participate. I will not force any child to do the projects.

The projects are developmentally appropriate and will spark any child's creativity. Small motor skills are utilized and will improve as children color, cut, paint and learn to pattern objects while creating wonderful works of art that they will be eager to share with their parents.

## **Supplies**

I do charge a small quarterly "activity fee" of \$10.00 for all children, full and part-time. This fee applies to all children over the age of 18 months who participate in preschool activities. Charging this separate fee allows me to allocate specific resources towards quality arts & craft supplies, toys and/or special activities, for each child, at least 2-3 times a week.

## **Transportation / Field Trips**

My program includes neighborhood walks and field trips. Most field trips will be in our local area including libraries, parks and museums. These trips will involve transportation of the children in a vehicle owned by myself. **By signing the contract you are granting permission for said trips and for CASA POWELL FAMILY CHILDCARE to transport your child.** If a special field day is planned, you will be asked permission ahead of time. Specific information about the location, cost of the trip, transportation and exact dates will be provided as the field trip is planned. You are more than welcomed to participate in any activities we have planned.

## **Holidays / Birthdays**

We honor major holidays and all children's birthdays. Please inform me of any family / cultural traditions you would like me to include in my program. If you would like to bring a special treat for your child, please arrange this with me. You are more than welcomed to participate in any activities we have planned.

## **Toilet Training**

I will assist you in toilet training your child when your child is ready, with the understanding that it will be successful only if we work together. I will use cotton underwear or pull-ups supplied by the parent. Send your child in easy on / easy off clothing until they are able to completely undress and dress themselves. I require at least five (5) complete changes of clothing during toilet training. I do not launder soiled items. I will send all soiled items in a plastic bag. Please replace any clothing sent home for the following day.

## **Television Viewing**

Television viewing is an important issue for parents. At **CASA POWELL FAMILY CHILDCARE**, TV time is limited and monitored. Viewing time may be allowed in the early mornings and/or late afternoon. The programs that are allowed to be viewed will be educational. An occasional children's movie (rated G) may be watched on a rainy day. If there are any objections to this, please let me know. I will make every attempt to honor parents' personal rules about television viewing. Children are never required to sit and watch TV and TV is not offered in place of free play or learning activities.

## **Fire Emergencies**

We will practice monthly fire drills so that children are prepared in the event of a fire. The fire escape plan is displayed for you to view at any time.

## **Safety**

One of my primary goals is to provide a safe environment for children. My home will abide by all the fire and safety requirements mandated by the Colorado Department of Human Services.

Children must abide by the house rules that have been established for my child care. These rules are essential to the safety and smooth functioning of my home. The general house rules include: no climbing, standing and/or jumping on furniture, no verbally abusive behavior, no biting, no pinching, no hitting, no hair pulling or spitting will be tolerated at any time. I will encourage the children to have respect for my home, my property, themselves and the other children in my care.

## **Damages to property**

Willful destruction of property in my home will be charged to the parent at the cost to replace the item.

## **Child Abuse / Neglect**

As a family childcare provider, I am a mandatory reporter for child abuse and neglect.

## **Termination of Contract**

Should it become apparent that my childcare is not providing what you or your child requires, either client family or provider may initiate termination of services. Parents must give a two-week written notice (14 calendar days) when terminating childcare services. If a two-week written notice is not given, the parent forfeits the deposit.

The provider reserves the right to terminate care when deemed necessary. The provider will give as much written notice as possible when terminating childcare services. The childcare contract is subject to termination without prior notification in the event of any breach of the agreement by the parent or guardian or in the event the child becomes disruptive or unmanageable in the opinion of the provider. Please note that in the best of situations, relationships can breakdown or our needs and expectations change. I wish to serve all of my childcare client families in the children's best interest.

## **Change to Policies**

These policies are subject to change. A 30-day notice will be given when a policy is changed, added or revised.

I/We have read and understood and agree to abide with all the policies and procedures as described in the **CASA POWELL FAMILY CHILDCARE** Parent Handbook. I/We also understand that providing 30-day notice may change the contents of this handbook at any time.

Please sign and initial each topic --

_____	Enrollment	_____	Meals and snacks
_____	Equal Opportunity Provider	_____	Nap/Quiet time
_____	Acceptance into care	_____	Religious practices
_____	Trial period	_____	Daily schedule
_____	What I offer	_____	Curriculum
_____	Philosophy	_____	Transportation/Field trips
_____	Communication	_____	Holidays/birthdays
_____	Clothing/supplies	_____	Toilet training
_____	Hours of operation	_____	Television viewing
_____	Closings	_____	Fire emergencies
_____	Children's absences/tardiness	_____	Safety
_____	Tuition, fees, deposits	_____	Damage to property
_____	Extended absences	_____	Child abuse/neglect
_____	Health matters	_____	Termination of contract
_____	Behavior and discipline	_____	Changes to policies

Any violation of this agreement may be just cause for termination of care.

I/We have received a copy of this handbook

\_\_\_\_\_  
***Signature of parent / guardian***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Signature of parent / guardian***

\_\_\_\_\_  
***Date***

# **Appendix**

## **Health Matters – Symptoms requiring removal of child from childcare**

**Communicable Diseases:** Not permitted by law in childcare. Some of these illnesses are but are not limited to: Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up within one hour of my call. Your child will be accepted back into care when they are no longer contagious with a written Dr's note.

**Fever:** Not permitted. A child needs to be fever-free for a minimum of 24 hours before returning to care. Administering medication to reduce the fever so that you may bring your child to care is grounds for termination. Please understand I cannot have a sick child in my care.

**Diarrhea:** Not permitted. The child has to go for at least 24 hours without having an episode. Infants and toddlers with fever/diarrhea pertaining to teething will only be accepted into care with a Doctors note stating that the symptoms are related to teething.

**Vomiting:** Not permitted. If your child vomits at childcare you will be expected to pick him/her up within an hour of my call. The child must stay home until 24 hours have passed with no recurring episode.

**Runny nose:** Your child may be brought to care if he/she has a common cold, meaning a slight/occasional cough, clear runny nose and occasional sneezing. Discharge of any color other than clear is not acceptable in a childcare environment. A constant runny nose which needs to be wiped continually is not acceptable in childcare. Your child may have allergies and may require treatment. If your child has a runny nose that lasts longer than a week and you suspect it may be due to allergies, I will require you to bring a Doctor's note stating such.

**Rashes:** Not permitted. Any rash other than a diaper rash requires a Doctor's note stating that it is not contagious.

**Runny and/or crusty eyes:** Not permitted. Watery, matted, and or red/pink eye are not acceptable in childcare under any circumstances.

**Excessive crankiness:** If your child is irritable, excessively whining or crying, wants to be constantly held, or requires more attention than I can provide without jeopardizing the health, safety and well being of other children in my care, you must keep your child at home regardless of the presence of other symptoms. If this occurs during childcare hours you will be called to pick your child up.

**Lice:** Not permitted back to care until after the second hair treatment.

**24-hour Rule:** Your child must be free from any of the above symptoms for a minimum of 24-hours before you can return to care. **NO EXCEPTIONS!**

Attention parents of siblings in care – If one child is absent due to illness then you must keep the other child at home as well.