

Ms. Courtney's Lil Froggers 2016 Handbook



Please read this handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms. All families will sign a new contract each year. Renewals will go into effect the first of January each year. I reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified, in writing, of any changes that may occur.

Welcome and Philosophy:

Welcome to Ms. Courtney's Lil Froggers! I am an experienced childcare provider and am familiar with the child care regulations in the State of Texas and Tarrant County. I have been fingerprinted and FBI background checked, hold a current Infant and Child CPR and First Aid Certificate, and have taken numerous child-related educational workshops and trainings. I am an experienced, qualified, and professional child care provider.

I believe you will find my Handbook of Policies and Procedures to be very thorough. This comes from my experience and dedication to my profession. Please know that I put the same amount of attention into each and every child entrusted into my care. I pride myself on helping children learn the necessary skills they need to succeed in life and providing them a safe, loving, and comfortable atmosphere in which to do so.

Goals:

While in my care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Family childcare provides for children the comfort and experience of belonging to an extended family. My approach to childcare is child centered and child directed. Children are offered choices whenever possible. Your child will bring home a calendar each month, which will give a brief overview of what we will be doing. Just because you are not seeing anything in the way of papers does not mean that we have not been busy all day.

Contact Information:

Courtney Clayborn

817-821-9618

LilFroggers@gmail.com

Confidentiality:

All information provided to Ms. Courtney's Lil Froggers will be kept confidential and released only to authorized persons including, but not limited to, state licensor, police department, and health and social services if required.

Changes to Policies:

Changes may be made to these policies as needed with 2 weeks' notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name, address, or phone number.

Waiver:

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If I do not exercise a right that is provided by this agreement, it does not mean I have given up that right.

Hours of Operation

My hours are 6:30 am – 5:45 pm Monday - Friday; however I am very flexible and will accept drop-ins anytime with advance notice and my schedule allow it.

Upon enrollment, we will discuss child care hours based upon your individual needs. Those hours will be specified in our Contract and shall not exceed 10 hours per day. Please keep in mind that my child care hours are individualized per family. If you are contracted for a 7:45 am drop-off, my child care is not open to you until that time even if another family may have been contracted for and arrives at 7:30 am. It is the same for pick-up times, if your contracted pick up time is 5:15 pm, you are late and owe late fees at 5:16 pm, even though another family may still be here with a contracted pick up time of 5:30 pm. Please choose your needed child care times carefully. I do not permit an earlier drop-off in exchange for an earlier pick-up.

If you need to change your enrollment hours, I require a minimum of a 2 week notice in writing. I reserve the right to terminate our child care arrangement if your new hours will not work for my child care business.

No childcare will be provided on the following holidays:

MONTH	DATE	DAY OF WEEK	HOLIDAY
January	1	Friday	New Year's Day
March	25	Friday	Good Friday
May	6	Friday	National Childcare Provider Day
	30	Monday	Memorial Day
July	4	Monday	Independence Day
September	5	Monday	Labor Day
November	24	Thursday	Thanksgiving Day
	25	Friday	Day after Thanksgiving
December	24	Saturday	Christmas Eve
	25	Sunday	Christmas Day
	26	Monday	Day after Christmas
	31	Saturday	New Year's Eve

*When a Holiday falls on a Saturday, Ms. Courtney's Lil Froggers will be closed the preceding Friday with pay. When a holiday falls on a Sunday, Ms. Courtney's Lil Froggers will be closed the following Monday.

The above are paid holidays if they fall on a contracted day for your child. In addition, I may close for 10 days of paid vacation per year and all other vacation days are not paid, if any occur. All unused days will not be rolled over. Vacation days may be taken throughout the year as needed for illness, appointments, catch up at home, attend trainings or workshops, or just relax. When I plan for these paid personal days off I try to schedule them as far in advance as possible so that you may make other child care arrangements. I am not responsible for finding alternate care for your child. I try to choose days that are convenient for the majority of the families in my care. You will be given a minimum of two-week's notice of any personal days I plan off, except in the case of illness or emergency. Please respect when I am closed for vacation. I take my job very seriously and consider this to be a long term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves. You may consider this like PTO (Paid Time Off).

In extremely rare cases, I may be available on a holiday or a scheduled day off. Advance notice must be giving and there will be additional \$20 fee per 10 hours watched in addition to weekly tuition and/or drop-in fee. This will be an extremely rare case as my time off is very precious to me.

Late Openings/Early Closing Days:

When at all possible, I will try to plan my personal appointments for the early morning or late afternoon hours to prevent having to close for the whole day. If I have to open late or close early, I will give you as much notice as

possible. There will be no credit in child care fees for late openings or early closings. In addition, all early/late fees apply to the temporary opening or closing time for that particular day.

Open Door:

You are invited and welcome to visit anytime your children are present. No prior approval is necessary. I ask that you take our schedule into consideration and remember that visitors (even parents) usually cause the children to react in a manner that they may not normally occur when I am alone with them. If your child’s personality is such that they will become upset with your departure, you will be expected to take them with you when you leave. No visitors will be accepted during our quiet time between the hours of 1:00 and 3:00p. Parents are also free to call or text at any time. If I do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity.

Payment Procedures

Rates: Per child

	Under 1 Years Old (Tadpole)	1 & 2 Years Old (Froglet)	3 Years Old and Older (Frogger)
Full-Time	\$110.00 per week	\$100.00 per week	\$90.00 per week
Part-Time	\$55.00 per week	\$50.00 per week	\$45.00 per week
Drop-In	\$35.00 per day	\$30.00 per day	\$25.00 per day
Hourly	\$10.00 per hour	\$9.00 per hour	\$8.00 per hour

Remember: Quality Childcare is not expensive....it's **PRICELESS!!!**

Fees: Per child

Enrollment Fee: A non-refundable fee of \$45.00 is due upon enrollment. By paying this fee you are insured a spot for your child. This fee is to be paid prior to start date. If you have more than one child the fee for the other child/children is \$30.00 per child. Once a child is unenrolled a new enrollment fee must be paid.

No Show Fee: \$20.00 assessed if child is not brought as arranged without notice in addition to contracted rate

Late Payment Fee: \$10.00 fee if payment is not made by Friday before the week begins or the last scheduled day of attendance for the week at drop-off time (includes Saturday and Sunday; No guarantees that I will be available to accept payments over the weekend – Please contact me if you would like to make payment over weekend)

Early Starts/Late Pickups Fee: Any time before your scheduled drop off or pickup time, you will be charged \$5.00 for every 15 minutes you are early or late. This fee will be expected to be paid prior to the next day of care. Late fee will apply. If dropping off more than 30 minutes before scheduled drop-off, I must be informed ahead of time or your child will not be admitted. I’m sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stressful to have an appointment or other plans scheduled if I cannot depend on the mutually agreed drop off or pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – please prepare with one of your authorized pick-up people to have your child picked up on time in the event this may occur. If you are more than 30 minutes late, I will contact one of your authorized pick-up people to have your child picked up. Consistent tardiness or early starts could be cause for termination. My intent is not to gain more money, but to have my business hours respected so that I will be able to follow through with my commitments.

Returned Check Fee: \$35.00 and additional costs incurred, along with late fee if a check is returned to Provider. There after payments will be cash.

Siblings Discount: All full-time enrolled children will receive \$10.00 off for each additional enrolled child. For example, if you have a 3 and 4 years old enrolled, instead of paying \$190 per week you will pay \$180 per week. A savings of \$40 per month! You will forfeit your siblings discount if ever later with payment.

Monthly Discount: All full-time enrolled children can receive \$25.00 off tuition when pay by monthly. You will forfeit your monthly discount if ever later with payment.

No Payment: You will be liable for cost fees, late fees and any cost for loss of wages if there is a small claims case or fees associated with collection agency.

Refunds: No refunds will be given for any pre-paid childcare tuition, fees, field trips, etc.

Definitions:

Full Time: Childcare contracted on a set scheduled time slot 4 hours or more per day or 4 - 5 days per week (20-50 hours).

Part Time: Childcare contracted on a set scheduled time slot less than 4 hours per day or 3 days per week or less. Part Time participants are registered only for the days they are assigned. Children who attend on a part-time basis are not allowed to swap days, and payment is due for days scheduled even if you do not plan to bring your child. Part Time Childcare occupies a Full Time position. Should a potential client need a full time position, termination notice may be given with the option of parent paying the full time rate to preserve the child's slot. Daycare can only be guaranteed to children that attend full time or part time and pay full time rates (under 20 hours)

No Show: If your child will not be attending, a one-hour notice of absence is required from the scheduled drop-off time **listed** in contract. If notice is not received, the fee will be assessed in addition to the regular fee for the day. It is not my responsibility to contact you. The reason for this is that I may have purchased additional activity supplies and/or perishable food in preparation for your child. I also print, cut, plan, etc. all activities in advance and some activities require a certain number of children.

Drop- Ins: I also enjoy caring for children on a drop-in basis. Drop-in child care is defined as any temporary enrollment of one or more full days. Requests for drop-in care are made in advance and approved on a first-come, first serve basis. I require that records be kept on file for each drop-in child the same as any other enrolled child. With the exception of being required to pay the enrollment fee, drop-in care is subject to the same rules and policies as any other enrolled family. If you would like to drop off your child for overnight care or extended hours, please keep in mind that the drop in fee only covers up to 10 hours of care. For example, if you drop off your child 5 pm on Friday and a scheduled pick up at 5 pm Saturday that is 24 hours of care and \$75 is due on Friday at drop off. If you are enrolled as Drop-In only family and do not use my services for a period of 3 months or longer and/or maintain no contact with me, I reserve the right to cancel our agreement. If, after that time period, you wish to re-use my services, you will be required to submit all new paperwork. Drop-ins are required to pay at drop off. No child will be accepted without payment.

Hourly: Parents who only needs a few hours of care may enjoy my hourly rates. Payments are due at drop off. All drop-ins rules above apply.

Parent's Night Out:

Every first and third Friday of the month, I offer a parents night out to all my full-time children and siblings **only** at a discount rate. The rate is \$5.00 per hour (includes all children) and is required at drop-off. Drop-off is after 6:30p on Fridays and must pick-up before 11:00p. You must reserve your spot by 6 PM on Wednesdays. Space is limited. No meals will be provided. I will only offer a light snack and drinks such as popcorn or ice cream. No child will be accepted without payment.

Payment Policy:

All payments are paid in **advance** on a weekly basis – the Friday **before** the week begins or the last scheduled day of attendance for the week at drop-off time. Late fees apply after your child has been dropped off. Please place payments inside your child's F.R.O.G. folder inside the money pouch. I will place your receipt inside the money pouch as well. Childcare fees are due regardless of whether or not your child attends. This includes illnesses, family vacations, holidays and inclement weather. You are paying for a spot, as well as a service. No refunds are given for late arrivals or early departures. If your child is absent or I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. Payment is due the previous business day in this case. If you or your child is ill, your payment is still expected to be paid. If I close the child care due to my own illness or emergency, payment will be accepted on your first contracted day back to child care.

If payment is not made within 3 days (Monday morning), your child will not be accepted into care until payment, including all late fees, is made. If a period of 5 days passes without payment received, the contract will be terminated, the position filled, and the collection process begin. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, loss wages, cost fees and childcare fees.

Payments may be made by cash, internet bank transfer, PayPal, online, or check (payable to Courtney Clayborn) is accepted and a receipt will be given. Bank transfers and PayPal must be completed (not initiated) with funds in my bank on or before your child care tuition due date. Personal checks may not be post-dated. If your check is returned for insufficient funds (regardless of the reason), you will be billed a \$35 penalty fee plus any other fees I incur as a result. This bill is due upon receipt. All future payments will then be made by cash. Please do not put me in the uncomfortable position of having to ask for my money including, but not limited to, late fees, extended care requests, and/or drop-in requests. You will be given a minimum of two-week's notice of any increase in your child care fees.

Tax Information:

I will supply tax information to you in January each year for your tax purposes. If child care has been terminated by either party prior to January, it is YOUR responsibility to request the information. I DO NOT send out this information automatically as they contain critical information.

Reservations:

An open position will be considered open until the enrollment and first week's fees are received along with all forms filled out and signed. If your child is to start more than 2 weeks but less than 4 weeks in the future, I will hold the spot for ½ of your weekly rate. Beginning week 4, full tuition is required. Reservations are subject to all policies herein. Tuition payments made during this holding period are non-refundable and will not be credited towards care once care begins.

If you are a currently enrolled family and elect to place your new baby or an un-enrolled sibling with me, non-refundable enrollment fee will be required upon approval. Tuition requirements to hold the space until you need care will be made on an individual basis.

Waiting List:

A waiting list will be maintained for those interested in enrollment when space becomes available.

Referrals:

In the event of an open space in my child care, should any currently enrolled family exclusively refer another family to Ms. Courtney's Lil Froggers, a referral bonus will be paid. The referred family must contract for a full-time slot and be in care and paid up to date, for a period of three months. At the third month point, a \$100 payment credit will be issued as a THANK YOU!! Happy families are my BEST advertisement!

Registration

Re-registration for Ms. Courtney's Lil Froggers takes place the 1st of every year. All current families are assumed to auto renew every year unless proper notification has been received. All families will fill out a new admission packet and will be required to pay all necessary fees.

Extended Leave:

In cases of your potential absence due to vacation, maternity, illness, or extended leave from your job (i.e. teachers), I require full child care payments for the entire time of your absence to hold your child's spot. If I am in a position where I can temporarily fill your spot with another child during your absence, I may waive a portion of your child care fee. This will be solely at my discretion. Except in the case of illness, parents will give provider a minimum of 2 weeks' notice for any extended leave.

Trial Period:

There is a trial period of 2 weeks (14 calendar days) beginning on your child's first actual day of care. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with 24 hours' notice – any money already paid is non-refundable.

Admission is not discriminated on the basis of ability, race, creed, color, national origin, religion, or sex.

Withdrawal:

I appreciate the opportunity to provide child care services to you and sincerely hope that you are satisfied with my services. If not, please tell me as most problems concerning child care can be resolved.

In the event you decide that your child may need to leave my care at any point after the trial period for any reason including, but not limited to, a job/schedule change or a pending relocation, written notice is required as well as full advance payment of the final weeks of care.

I require two week's written notification for any termination and this time period will begin on the first Monday after notice is received. I require your final two-week's child care payment at the time written notification is presented to me. This full payment is due regardless of your child's attendance and/or if the child care is closed for any reason. Unpaid child care closing days will become paid closing child care days if: 1) You give written notice on an unpaid child care day, and/ or 2) An unpaid child care closing day or days falls within your final two-weeks of child care. Please be advised that you will be charged the No Show Fee in addition to your scheduled daily rate until you notify me that your child will not be returning.

Termination

I appreciate as much advance notification of withdrawal as you can give and in return, will give you the same courtesy with a two-week's notice of my intent to terminate our agreement. However, I reserve the right to terminate our Contract immediately for any of the following reasons (but not limited to):

- * Non Payment, Continual late payments, or Bounced checks
- * Lack of compliance with Handbook Policies
- * Lack of parental cooperation/Disrespect
- * Failure to complete and return required forms
- * Physical or verbal abuse of any person or property
- * Serious illness of myself
- * Continual disciplinary problems
- * False information given by parent either verbally or in writing
- * My inability to meet the child's needs without additional staff

If I terminate this contract for any reason and there are any outstanding fees due, a bill will accompany the termination notice. If I do not receive those fees in a timely manner, legal action will be taken. You will be billed \$5 per day in late fees beginning with the payment due date specified in the termination notice, until our court date and beyond if necessary. You will be responsible for all court, filing, and mailing fees in addition to the amount due. You will be charged for the total

loss of my income when I have to close to attend court. You will be responsible for any fees associated with a judgment for payment and/or for any fees associated with a garnishment of wages.

No refunds of any pre-paid child care fees or deposits will be given in the event I issue an immediate termination.

Daily Doings

Drop Off/Pick Up:

Please do not sit in your car in the driveway as I share a driveway with my neighbor. Please knock first before ringing the doorbell due to sleeping infants. Enter and exit promptly. Please make sure you have closed the door so my pet will not get out. Smoking is prohibited on the property. I expect you to be in control of your child. If your child is screaming, please stay outside until they are calm. I ask you to not bring in your hysterical child. You must sign your child in and out of my home on a daily basis. The log will be located in the Lil Froggers room. There is a clock in this room which is the timepiece that will be used to compute your drop-off, pick-up, and late/early fee times. It is my responsibility as Provider to keep this clock set correctly. Children are expected to remove their shoes or boots upon entering my home and place them in their cubby each day. Shoes are not permitted in any area of my home on a daily basis, as this where children play, crawl, lay, and tumble.

I have a one drop-off, one pick-up rule per family (i.e. you are not permitted to bring one child at 8 am and your other at 9 am or pick one up at 10 am, bring them back at 11:30 am, and then pick them up at normal pick-up time).

Children will only be released to the authorized pick-up persons whom you have identified on your Pick-Up List. You are required to always notify me if one of your authorized pick-up persons will be picking up your child. A verbal notification is fine unless the pick-up person is not one of your authorized pick-up people. In the case of an unauthorized pick up, I will need written permission from you. Telephone permission will not do! If you do not inform me that someone else (other than a parent or grandparent) will be picking up your child, they will not be released even if they are one of your authorized pick-up persons. Anyone unfamiliar to me will be required to show proof of Identification. I do not mean to offend them. Please make the alternate pick up person aware of the requirements. If you or one of your authorized pick-up persons without a proper auto safety seat, your child will not be released and late charges will apply. If you arrive under the suspected influence of drugs and/or alcohol, an alternative contact will be called and late charges will apply. If you insist on leaving my premises with your child, law enforcement will be called immediately. If there is a court order keeping one parent or guardian away from the child, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door.

Unauthorized persons are not allowed in the child care home during child care hours. This means that you may not bring your friend, your child's friend, your family member, etc. into my home when you are dropping off and/or picking up your child. The reason for this rule is that it is a safety and liability issue for me.

Late Drop Off or Early Pick Up:

Please let me know if you will be dropping your child off after 8:30a or will be picking up your child early. It is very important to me and the other children to know our schedule (breakfast, circle time, etc) and when we can move along from one activity to another. No child will be accepted into care after 9:00a without notice of a late drop off. Proper fees will still apply.

Absent:

If your child will not be attending, a one-hour notice of absence is required from the scheduled drop-off time listed in contract. If you know in advance that your child will not be attending, you may communicate this information to me by placing an "X" on the absent day on your child's calendar inside their F.R.O.G. folder. It is not my responsibility to contact you.

Dress Code:

Please dress your child appropriately. When dressing your child, please keep in mind that we sometimes do "messy" activities such as those with paint, glue, and markers. Please do not send your child in clothing that you do not want stained. I will not be responsible for damage done to clothing. Weather permitting; we will spend time outdoors. You also need to supply two complete change of clothing in case of an accident; I do not supply clothing. If the child has no spare clothing, the parent will be called to bring some. Please do not ask me to change your child into special or different clothing prior to pick-up time as in most cases I simply do not have the time to do this.

Meals and Snacks:

I provide nutritionally balance meals and snacks for your child. Sweets may be included occasionally. Please see Daily Schedule (inside your child's F.R.O.G. folder) for a list of meal times; if your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. You are responsible, for feeding your child at home if you will arrive at childcare after a meal time. Children are offered a variety of foods and are encouraged to try new things. Manners are taught and practiced during this time as well. Except for special occasions and when requested, you are not permitted to send any food, drink, or candy with your child. Please inform me of all allergies in advance as, in some cases, you may need to provide appropriate foods. I require parents of infants to provide formula or breast milk until the child is drinking milk.

Television:

I allow limited TV viewing consisting of Nick Jr, BabyFirstTV and Disney Jr only. On occasion I let the children pick a child appropriate movie to watch or watch Netflix for Kids. Children are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities.

Behavior and Guidance:

Some people call it discipline. I prefer guidance. I require acceptable behavior, by my standards, from the moment your child exits your vehicle until they are safely buckled back in later that day. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

House Rules - No running, jumping, or screaming permitted inside the house. We use "walking feet" and "inside voices." No name calling, teasing, swearing, bad language such as 'shut up', tattling, or potty talk. No gun or violent play allowed.

We Respect Each Other and Keep our Hands to Ourselves - No roughhousing, hitting, pushing, biting, grabbing, kicking, pulling, pinching, spitting at others, including household pet and your parents. Lifting, carrying, climbing, or sitting on other children is not permitted.

We Respect our Belongings and our Environment - No standing on, hitting with, pounding with, throwing toys or other household items. No climbing on, standing on or jumping off of furniture.

I believe that children thrive on consistency, routine, and loving guidance and that it is very important to teach children empathy and to take responsibility for their own actions. Children in my care will be taught and expected to share with others, play cooperatively, express themselves verbally, clean up when asked, follow directions and, most importantly, to treat themselves and others (including yourself) with respect. I use praise and positive rewards for good behavior.

I will discuss with you any behavioral problems as they arise. The following methods of discipline will be used: Encourage children to solve problems themselves, intervention, discussion, re-direction to another play area, loss of privileges, logical consequences, and/or time out. No child will be hit, spanked, belittled, or otherwise intimidated here--even with parental permission. No corporal punishment will be used. Children are never punished for lapses in potty training or for accidents (i.e. spilled milk). In the case of the latter, I will have the child help me clean up, if possible, not for punishment, but to help teach responsibility. Please show your child that you respect me and my rules by reminding them and enforcing the rules while you are in my home and on my property.

For children 2 years old and older, I use a behavior clip chart to monitor behavior throughout the day. This will help each child become accountable for their behavior. Each child will have their own clip. Everyone will start at green at the beginning of the day, and clips can be moved up and down based on behavior. I will mark in their F.R.O.G. Folder the color they land on at the end of the day. Each week, parents must sign their child's behavior log.

Parents are expected to repair or replace any item your child may break (other than normal wear and tear) in or around my home, including but not limited to: infant equipment, toys, electronics, landscaping, windows, doors, etc.

Quiet Time:

Quiet time is an especially important time of the day in a child care situation. The children need rest to enable them to have an enjoyable time at child care. I need this time to allow for the regeneration of the patience and mental attitude it requires working with young children full time. This is also my best opportunity during the day to clean up, do paperwork, and plan activities.

All children will lay down to rest. No child is forced to sleep, however they must remain quiet. All children must bring two blankets. You may also provide a small pillow if you wish. I prefer that these items be left in the child care rather than go back and forth between your home and mine on a daily basis. Please label all items with your child's name. I will send home if they become soiled or dirty in-between washings. Children two and older will sleep on a mat. Children under the age of two will always be in a crib or playpen.

All children will be monitored either by sight or sound at all times during quiet time. Children who wake up before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children. I do not wake a sleeping child during naps; if they are sleeping I feel they need to sleep. Please do not ask me to keep your child up at this time. If you do not wish to have your child participate in a quiet time, my child care may not fit your family's needs. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children.

Overnight children will be put down to sleep no later than 10 pm and woke between 7- 7:30 am. An air mattress will be used for overnight sleepers unless they are still in a crib, then a crib or playpen will be used.

Potty Training:

I will assist you in potty training your child with the understanding that it will be successful only if we work together. Please be aware that I will not initiate potty training. Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Children generally achieve toilet training between the ages of 2 1/2 to 3 years old. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean. I take a very relaxed attitude towards potty training. Please realize this should be your child's accomplishment and not yours or mine. Children train easily when they are ready.

I will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. No overalls, onesies, belts, buckles, snaps, buttons, or zippers. I required at least 5 complete changes of clothing during Potty Training stage. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty,

more so than at your home. Accidents will happen and are to be expected. However, if a child consistently fails to use the toilet, that is an indication that they are not developmentally ready and toilet training will be postponed.

I will change infant diapers every 2-3 hours or more frequently if required.

Field Trips and Transportation:

We may occasionally go on a field trip. Some field trips that we may take are to the park, zoo, library, and restaurants. Children are expected to wear coordinating clothes. All of the children will be placed in safety-approved car seats as required by Texas State law. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. You may be requested to provide a car seat and stroller for the day.

If I plan a field trip, I will ask you to sign a permission form. I will carry that with me as well as the other emergency records that I keep on file for your child. In the event of an emergency away from the child care home, your child will be cared for and you will be notified. If you do not wish for your child to attend our field trip, your regular child care fee is due like for any absence, and it is your responsibility to obtain alternate care for the day. No half-day child care will be provided.

We also occasionally take walks away from the child care home. Smaller children will be restrained in a wagon or stroller and older children will walk with extra guidance regarding safety.

I do not transport children to and from school or activities.

Also, because this business is run out of my home, it may be necessary to run occasional errands with the children. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found or a mass text or e-mail will be sent from Remind. Unless it is an emergency, you will always be notified prior to any outing and reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Pets:

I have a small Papillion dog in my home. She has been certified as healthy by a veterinarian and is current on all immunizations. The children will be exposed to the daily aspects of care for my pet.

Toys:

No toys from home are permitted except on designated special activity days without the understanding that all toys must be shared. If your child is not willing to share his or her toy, I will put the toy away until you pick up your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Quiet Time. I assume NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it. I am not responsible for lost or broken jewelry.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. I will offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. I will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. I provide preschool curriculum, including developing large and small motor skills, letters, shapes, colors, number recognition, concepts (such as big and little), science, math, literature, and more will be taught as a regular part of my program. We will also enjoy arts & crafts, music, and special fun days. My goal with my preschool program is to provide stimulating activities for each child's social, emotional, physical, cognitive, and language development and to prepare each child for Kindergarten and to instill in each child a love of learning. Free play is an important part of a child's early years as well. It is here that they learn social skills that will be needed the rest of their lives.

Religious Practices:

I feel that religious teachings should be left up to the parents. However, I am a Christian and certain topics are brought up by the children. If you have any restrictions or concerns, please feel free to address them to me.

We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let me know.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with me. If you would like to schedule a party, please contact me to schedule in the afternoon after nap time. If your child's birthday falls on a weekend, I will choose another day to celebrate their special day in child care. **Gifts should not be brought to the honoree.** I will also have small holiday parties for the children occasionally throughout the year. For some holiday parties, parents will be required to assist in purchasing supplies and food. Please keep in mind that not all students celebrate birthdays/holidays and some children may not be able to participate in birthday or holiday celebrations at all. You are more than welcome to participate in any activities we have planned.

Christmas:

The children do not exchange gifts. Instead, I ask you to purchase and wrap a toy or book gift (one per each of your enrolled children) of your choice for our Christmas party. I ask that the toy or book be "sturdy" as it will get lots of use and that it contain no small pieces or parts. Items suitable for ages Infant through 5 years of age are best. This item will remain in the child care home for continued year-round enjoyment by all of the children

Treasure Box:

I keep a Treasure Box in the child care. From time to time, children will be allowed to 'pick a treasure'. I use this as a method of rewarding, especially when we've been working on a specific behavioral issue. I also may use it as a thank you for participation in special activity days.

Contact and Communication:

I believe Parent/Provider communication is vital to a successful child care experience. I ask that you be as open with me as I am with you. If you ever have a question or concern I would expect you come directly to me. Drop-off and pick-up times are generally not a good time for child care discussions as I usually have a million things going on at that moment. You may call me during our daily quiet time or after hours or you may e-mail or text me at any time. I will get back to you as soon as I am able to do so. Of course, you may send a note with your child at any time in his or her F.R.O.G. folder. Please let me know about any changes at home (new baby, parents away, illness, death, etc.). If you would like to schedule a conference please just let me know.

I utilize a variety of methods to keep you informed. I send home a daily report for every child. I also provide you with a monthly newsletter and other parent letters as needed throughout the year.

Remind:

Remind is a free service that lets me send one-way messages via push notifications or e-mail to everyone to help keep you up-to-date with news, themes, and topics that we are covering. On occasion, I may also send out a mass emergency text or e-mail. It is very important to sign up with Remind. Signing up is super easy, and I will be providing you with a handout on Remind.

Daily Folder:

I will be sending home a daily folder with all full-time children. We call it our F.R.O.G. Folder (Fully Responsible, Organized, and Growing). Inside the folder will include a communication log, behavior log, and monthly calendar and newsletter. Please read the information in the folder every night. Please return the folder with your child every

day, important information regarding your child will be provided inside the folder. Please Note – I am providing one green folder, money pouch, and dividers for each child. If any of those items are lost or ruined, I will not be furnishing another. It will be the responsibility of the family to provide new ones.

Supplies:

All supplies must be labeled with your child's name with a permanent marker. You will need to provide the following things to be left here or kept in your child's backpack:

- 1) 2 complete change of clothing (5 if potty training). This includes shirt, pants, socks, and underwear. Please keep in mind of the season and sizes.
- 2) 2 small blankets or 1 small blanket and 1 beach towel; Pillow – optional
- 3) 1 jacket or sweater during the winter months and swimsuit (plus swim diapers if potty training) and beach towel during summer months
- 4) Backpack – Large enough to hold a letter-sized sheet of paper without having to fold it and F.R.O.G. folder.
- 5) Pajamas (Overnight Care Only)

INFANTS (Including, those not yet potty trained and/or weaned from the bottle must provide the following things above and below to be left here or kept in your child's diapers bag):

- 1) Diapers or Pull-ups, 1 full package
- 2) 1 box of baby wipes – at least 80 to 100 count
- 3) 2 bottles
- 4) 2 pacifiers and pacifier fastener (if use)
- 5) Formula
- 6) Baby food and cereal when age appropriate

Note: If you prefer not to supply these items to be left here, you may send them daily. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for me to care for your child, so they will need to be brought daily. Again, if you choose not to supply me with the required items, I will purchase them for you and you will be billed for the cost of the item(s) and my time if this should occur. I will notify you once supplies are getting low.

Helping My Child:

Please work with your child on the following skills at home. We will be working on all these skills on a daily basis in childcare:

- Sharing
- Tidying up
- Recognizing colors
- Recognizing shapes
- Recognizing/Identifying numbers
- Recognizing/Identifying letters
- Cutting with scissors
- Buttoning, snapping, zipping and tying

Photographs:

Photographs of the children's participation at my home may be taken from time to time. The photos are displayed for children to enjoy, used in various arts and craft projects, and given to parents periodically. On occasion, I will post pictures on Facebook or our website. Please remember your child's identity will never be shown. If you wish for your child not to be included in pictures for any reason, please make that request in writing.

Monthly Supply Help:

I pride myself on having very reasonable rates. In doing so, I will need your help to assist in purchasing various supplies that the kiddos go through A LOT on a monthly basis. These items are usually very cheap and can be purchased at the dollar store. Any little bit helps and is greatly appreciated! One item per enrolled child. All items will be due on or around the 15th of each month. Please check your monthly calendar for due dates.

January	Trinkets for Treasure Box (Candy,stickers,toys)
February	Printer Paper
March	Construction Paper
April	Pencils
May	Crayons
June	Markers
July	Washable Paints (Any color)
August	Box of Kleenex
September	Hand Sanitizer
October	Disinfecting Spray
November	Disinfecting Wipes
December	Christmas Gift

Emergencies

Weather-Related and Other Unanticipated Closings:

I reserve the right to close my child care home early or for the day without notice in the event of unanticipated situations such as, but not limited to, power outages, no water, widespread illness, and/or extreme weather conditions. Extreme weather conditions include, but not limited to, tornado, snow storm, icy road conditions, hurricane, flood, and/or earthquake. Inclement weather days will not be made up and there is no discount for days missed. My paramount concern is the safety of the children. If I deem it unsafe for children to stay in my home and/or for parents to get to my home, I will close my child care home. In these situations, I will usually follow Arlington School District closures. Parents will be contacted immediately if an unsafe condition arises when children are in my home. I will post on Remind if my childcare home will be closed for the day. If I need to close my child care home for any reason, you will have one hour to pick-up your child.

Fire: If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills often so the children will be prepared in the event of a fire.

Tornado: In the event of a tornado warning, the children will gather in the bathroom. We will remain in the bathroom until the inclement weather has passed. Tornado drills will also be practiced often.

Power outage: There are flashlights located in the kitchen and Lil Froggers room. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold or hot for the children, you will be called to pick up your child.

Health and Illness Policy

Illness:

I must provide a healthy environment for the well-being of all the children. Under no circumstance is a sick child to come. The other children in care can be exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the childcare home are means by which we can limit the problem and the resulting inconvenience. Do not send your child if he/she has shown any of the following symptoms in the previous 24 hours:

Communicable Diseases: Not permitted by law in childcare. Some of these illnesses are, but not limited to: Infectious Conjunctivitis (Pink Eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, or Strep Throat. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. I may require a doctor's note, at my discretion, for return to childcare. Please notify me at once if you find that your child has a contagious illness, so I may notify the other parents.

Fever: Not permitted. Any child with a fever = or > 100 degrees Fahrenheit will be sent home immediately. Your child needs to be fever free for a minimum of 24 hours without the aid of any fever reducing substance before returning.

Diarrhea: Not permitted. Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note stating that these symptoms are due to teething.

Nausea & Vomiting: Not permitted. Any child who vomits while at childcare will be sent home immediately and must stay home until 24 hours have passed with no vomiting episodes.

Rashes: Not permitted. If your child has any rash other than a mild diaper rash, you must bring a note from the doctor stating it is not contagious.

Runny Nose & Cough: You may bring your child to care if he/she has a common cold or allergies (slight occasional cough, clear running nose, occasional sneezing). Discharge from the nose of any color other than clear is not acceptable in childcare. A constant runny nose which needs wiped continually is not acceptable even if clear. When in doubt, give me a call or text to discuss. I may require a doctor's note to ensure that everything is fine.

Runny and/or Crusty Eyes: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in childcare under any circumstances. A period of 24 hours must pass after symptoms before returning.

Lice: Not permitted. Your child will be able to return after the second hair treatment and no nits are present. Your child will be inspected by me upon arrival before you leave.

Excessive Crankiness: If your child is irritable, excessively whining or crying, wants constantly held, or requires more attention than I can provide and still give adequate attention to the other children in my care or disrupts the routine of the other children in my care, you must keep your child home regardless of the presence of other symptoms. If this occurs during childcare hours, you will be called to come pick up your child.

I reserve the right to determine whether a child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child within **one hour** (late fees will apply). The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified. The one drop-off, one pick-up rule applies. If you are called to pick up your child who becomes ill during the day, you must also take your other child with you. In most cases of illness, I require siblings to remain out of child care with your ill child. More often than not, if one child is ill, the other soon will be.

Medications:

Please take every measure possible to administer all medication at home. I will not administer prescription medications or breathing treatments. If needed, I will administer non-prescription medications, ointments, and creams you provide. Non-prescription medications must be in their original containers and labeled with your child's name. I will not exceed the manufacturer's recommended dosage unless you provide me with a written physician's note with instructions. No child will be given any medication unless the parent gives written permission by filling out and signing the Non-Prescription Administrator Form.

Medical Emergencies:

Although supervision is constantly given, scrapes and bumps are inevitable. If your child is injured in a non-life-threatening way, I will assess your child and provide appropriate first aid action. In the event of serious injury, illness, or emergency, if necessary, I will call Arlington Police Department or Paramedic Unit. You will be notified as soon as it is feasibly possible. I will make a conscientious effort to locate you or your designated emergency contact before taking any action in an emergency. If I cannot locate you or your designated emergency contact, I will call your child's doctor, dentist or hospital if emergency, medical or surgical care is needed. In addition and if needed, I will call an ambulance at my own discretion. All costs involved in emergency treatment and/or the cost of an ambulance are your responsibility.

Child Abuse:

As required by law, child care workers are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should I have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect, or is a victim of indecency with a child by any person. The call is typically made immediately, but must be made no later than 48 hours after the time I first suspects the incident. Child Abuse Hotline: 1-800-252-5400

Incident Report Form:

Minor accidents sometimes occur. Parents will be notified of minor scrapes, bumps and bites on an incident form which will be sent home with your child.

Enrollment Requirements:

Before enrolling your child there are several things you must do:

1) Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.

2) All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package. Below are all the necessary forms:

- Contract and Financial Agreement
- Emergency/Health Information Form
- Transportation Form
- Authorized Pick Up List
- All About Your Child Form and/or Infant Form

3) All required supplies must be brought with your child on their first day. If you do not bring the required supplies, I will purchase them for you and you will be responsible for reimbursing me the full cost and my time

