



Miss K's  
Home Daycare  
Program Policy Manual

Welcome! I am so excited to begin this journey of caring for your child/children. In order to make this the best experience for your child, we must work together and communicate. This packet is a collection of information about the program as well as policies. There are policies that you must sign and return.

### **Program Information**

Our program hours are from 7 am to 5:30 pm Monday through Friday.

I will not provide services on the following days:

Thanksgiving and the Friday after

Christmas Eve and Christmas Day

Good Friday and Easter Monday

Fourth of July

\*I will provide a schedule at the beginning of the year with any other dates I will not provide services.

### **Fees**

Fees are split up depending on the age of the child.

Infants (birth to 12 months) \$650 per month

Toddler (13-36 months) \$600 per month

Preschool (3 years to school-age) \$550 per month

School-age \$15 per day (\$500 per month during the summer)

- The monthly charge includes food and any supplies needed that I provide.
- Part time – Fees will be adjusted for part time. It will depend on the hours the part time child is in attendance. Part time will be considered anything under 3 days.
- Family discounts – Your second child will receive \$50 off per month

You will be billed for all the days whether or not your child is in attendance. I would like notice a day before if you know your child is going to be absent.

Payment will be due on the last business day of the month.

### **Mission Statement**

Our program strives to provide the best possible environment and interactions that allows children to reach their fullest potential.

### **My Qualifications**

I have a degree in Early Childhood and Elementary Education. I have always been around children working at camps, a daycare, and an after school program.

### **Licensing and Liability Insurance**

I am licensed and operate a family child care facility in compliance with the law of the state of North Dakota. There is a copy of my license on display in the entryway to meet the licensing requirements for the state of North Dakota. I do carry business liability insurance for my child care business.

### **I am a mandated reporter**

I am a mandated reporter by law to report any suspected cases of physical or sexual abuse or neglect to the county social service office.

### **Privacy Policy**

All records and information regarding your child and family will be kept private and confidential, unless I have written permission to reveal information. I ask that you do the same for my family.

### **Discriminate**

I do not discriminate based on race, color, sex, disability, national origin, sexual orientation, or public assistance status. I welcome all children to the program that I can adequately care for.

### **Substitute Caregivers**

There may be times where I need to hire a substitute caregiver because of an appointment, training, or an emergency. You will be notified at least a week in advance if there will be a substitute caregiver – unless of an emergency. The substitute will have a background check completed. I will not employ anyone convicted of a direct bearing offense.

### **Rules of My Program**

Parents are allowed to observe or visit their children at any time throughout the care day. However, for safety reasons the door is locked until 4pm so please call, knock, or ring the bell.

Our overall rules for the program is to be respectful and treat others the way you would want to be treated.

As a parent you will keep me updated on any information I will need to know regarding your child's health, schedule, routine, and home environment.

### **My Records for Your Child**

I will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes. All records, photographs, and information maintained will be kept confidential.

- Child Information Sheet
- Parent's Statement of health of child
- Verification the child has received all immunizations appropriate for the child's age
- Verification of the identity of child
- Infant Sleep Form (12 months of age or younger)

### **Backup Child Care**

You will be responsible for finding backup child care if my business is closed or I am unable to care for your child. This may include but is not limited to:

Vacation, Sick Day, Personal Day, Family Emergency (death, illness, accident, etc.), Bad Weather, ect.

If your child is ill you must make your own arrangements for backup child care. Your child cannot come if in the last 12 hours they have thrown up, have diarrhea, or have a fever.

### **Supplies for Your Child**

You will be required to provide the following items:

- Plastic sealable bags (for soiled clothing)
- Sunscreen
- Diapers
- Baby Wipes
- 2 Baby Bottles with covers
- Formula/Breast Milk
- Baby Food
- 2 pacifiers
- Complete set of extra clothing (season appropriate)
- Blanket for napping

I will provide supplies such as toys, art materials, food and snacks for children who are not on formula or baby food, etc. This is just included in your monthly fee.

### **Bad Weather Closings**

You are required to notify me as soon as possible if your child will not be coming for the day. I will notify you as soon as possible if my program will be closed because of inclement weather.

## **Grievance Procedure**

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licensor, \_\_\_\_\_, at \_\_\_\_\_

## **Accountability Procedures**

When your child does not arrive at expected time:

- You are required to notify me by 8:30 am (insert time frame) if your child will be coming for the day.
- If your child does not arrive as expected, I will attempt to call you.
- If no answer, I will attempt to contact your emergency contacts.
- If no answer, I will contact the police department.
- Unless you tell me in advance that you will be late for the day.

## **Activities/Curriculum**

Each day we will have a variety of activities. They will range from individual to small group. We will spend time outdoors as well as indoor.

These are some of the activities I will conduct with the children:

- Literacy and language development activities
- Art
- Puzzles, games, hand-eye coordination
- Active physical play
- Gross motor activities
- Free Play
- Blocks
- Music and Movement
- Sensory Play
- Sand and Water Play
- Reading
- Individual quiet activities
- Dramatic Play
- And a wide range of toys for whole group play

Here is the schedule for our day.

Morning

7:00 - 8:15	As children arrive, a variety of activities are available for them to do, such as table toys, blocks, books and story tapes. I rotate the toys every week for interest. If children eat breakfast, they will do it during this time.
8:15 - 9:15	Children have a choice of selecting an activity of their choice or joining in a group activity such as art, water play or cooking.
9:15 – 9:45	Snack time.
9:45 - 10:00	Get ready to go outside: bathroom time, changing diapers, wash hands, etc.
10:00 - 11:00	Outdoor play that is a combination of free play on the swing set or sand box, and group activities such as walks in the neighborhood, a science project such as gardening or an outdoor art project. If the weather is not conducive to going outside another group activity will be conducted from 10-10:30 and then individual choice will run from 10:30-11:30.
11:00 - 11:30	Individual choice – dramatic play, blocks, board games, toy area.

### Lunch

11:30 - 11:40	Clean-up for lunch. Wash hands.
11:40 - 12:30	Family style lunch. After lunch, everyone brushes teeth, uses the bathroom or diaper change, washes hands.
12:30 - 12:45	Story time.
12:45 - 2:45	Everyone has a rest time. Preschool children who can't sleep rest quietly on their cots, looking at books for 30-40 minutes before they are allowed to get up and start a quiet activity.
2:45 - 3:00	Children wake up, put away cots, use the bathroom and wash hands.

### Afternoon

3:00 - 3:20	Snack time.
3:20 - 4:30	Active outdoor play
4:30 – 5:30	Departure time. Children choose activities such as coloring, reading, toys, etc., until their parents arrive. Events of the day and plans for the next day are discussed with children and parents as they leave.

I believe that children need structure, which is why I have a set schedule for every day. However, within that schedule there can be flexibility to allow for the children's needs. Infants will follow their normal eating/napping schedule.

### **Birthday and Holiday Celebration**

My program will allow for each child to celebrate their birthday; we want them to feel special! They are allowed to bring treats if they would like to share with

everyone at snack time – please let me know at least 2 days in advance of what you plan to bring.

As a group we will celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. This will be done through festive décor, art projects, and snacks. Please let me know if you have any concerns with this and we will work something out.

### **Nap and Quiet Time**

Each day we will have nap time from 12:45 to 2:45. Each child is required to lay on their mat for 30-40 minutes to rest and then will be allowed a quiet activity. Each child will have their own mat and bedding. Bedding will be washed once a week. All infants will sleep within sight. Visual checks will be done every 15-30 minutes. A sound monitor will be used in the infant nap room at all times. Infants will follow their regular napping schedule from home.

I will place all infants 12 months and younger on their backs to sleep. I must receive a written order from a health care provider to place an infant in another device/equipment or position. I have the right to refuse care if I do not feel comfortable following the request.

I am required to have written permission to allow the use of a blanket, sleep sack, security item, or pacifier. This will be filled out on the infant sleep form.

### **Outdoor Play**

All children will be taken outside daily, if the temperature is between 20 degrees F (wind chill or temp) and below 85 degrees F (heat index). I require a written order from a health care provider if you do not want your child to go outside. Since I am the only care giver I will need all children with me at all times.

### **Meals**

Meals will be prepared in the kitchen that is in part of the basement. I will not be providing breakfast. However, your child is more than welcome to eat breakfast at my house. You may either bring it each morning or store it at my house. I ask that if you plan to have your child eat at my house you help get them situated if I am busy. There will be a snack in the morning consisting of a fruit, cereal, and something else such as a small muffin. We will eat lunch at 11:40 each day. I will post a monthly menu by the check in binder. Your child is allowed to bring sack lunch if they do not like the option. I ask that you let me know the day before. I will not force feed your child, I will encourage them to eat. If they go without eating they will have another chance at afternoon snack. Generally, if a child refuses to eat

lunch they will eat at snack. We will also have snack in the afternoon which will consist of a fruit, something crunchy, and a small dessert (animal crackers). After school children will have snack when they get here after-school.

Milk will be served with morning snack and lunch. Whatever isn't finished at lunch can be finished at afternoon snack and then they will receive water. Water will also be available throughout the day.

Please let me know if your child has any allergies and how severe they are.

### **Potty Training**

I will begin potty training with your child at the age of 24 months. Unless we come to agree that your child is ready prior to 24 months. It is best to follow a consistent routine between home and daycare.

### **Toys**

Children may not bring toys from home. However, they are allowed to bring a blanket and security item (stuffed animal) for nap time. They will remain in the child's bag at all times other than nap time.

### **Behavior/Discipline Policy**

If a problem arises I will talk to the child about the situation. I want to be educational regarding discipline but it may include: diversion, separation from the situation, or gentle physical restraint such as holding. I will use positive reinforcement regarding appropriate behavior.

If a child is separated it will be for a short time and will be based off the child's development and circumstances. They will be in the same room just distanced from the group.

### **Illness Policy**

If your child becomes ill during the day I will first call parents, then emergency contacts who are authorized to pick up. Your child is required to go home if they have: a fever of 101F or higher, have thrown up, or have 2 diarrhea/bloody/loose bowl movements. You must notify me before 8:30am if your child will not be attending due to illness. A child may not attend if: in the last 12 hours they have vomited, had a fever, or have diarrhea, the illness they have requires more care than I can provide.

### **Injuries and Accidents Policy**



Parents will be notified immediately if an injury requires emergency care. Parents will be informed in writing of any first aid administered to their child at the time of pickup. A copy of the report will be added to the child's records.

The death of a child at the facility or a child involved in a serious accident or illness requiring hospitalization while in care will be reported within 24 hours to the county social services director. Parents will be notified immediately.

### **Administering Medication**

I require written parental permission to give prescription and over-the-counter medication. There will be a medication sheet that you fill out that will allow me to give certain medications if needed because that is the written consent. In order to decrease a parent lawsuit, I would like written permission and instructions for administering over-the-counter and prescription medication for a health care provider as well as the parent. The label of the prescription medication can serve as the written permission and instructions from the health care provider.

All prescription medication must include the original label and container with

- The child's full name

- The date the prescription was filled (must be current date)

- The name of the health care provider who wrote the prescription

- The medication's expiration date

- The manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal

- And the name and strength of medication

I require all over-the-counter medication to be kept in the original container. I will not give expired medication.

I will require written parental authorization yearly to administer non-prescription products such as sunscreen, insect repellents, diapering products, etc.

All medication given to children will be documented for myself as well as parents.

I require all medication will be handed directly to me and I will have a separate container for each child.

### **Immunizations**

You are required to keep your child up to date on immunizations. Any new immunizations should be notified to me so I can update your child's records.

## **Emergency Information**

- You must provide me with two names as emergency contacts if I cannot reach you.
- I follow fire and safety rules to reduce the risk of a fire. As well as having smoke detectors and fire extinguishers.
- In case of a power outage, I have a first aid kit, flashlights, and extra blankets.
- Please let me know if there would be a change in the way I contact you on a given day.
- If there is an emergency involving your child, I will call 911 first if needed then call parents.
- I have emergency plans for the following:
  - Fire escape plan
  - Meeting place away from the home
  - Tornado, Blizzard, Flash Flood
  - Missing or abducted child
  - Utilities and Maintenance
  - General emergency plan to respond to accidents
  - Backup Caregiver
  - Chemical Spills
  - Lock-out

## **Pets**

I do not have pets. Nor will pets be allowed with the children.

## **Water Hazards**

- There is wading pool at my child care facility. We also have water tables and a sprinkler. I must have parent permission and a description of your child's swimming ability in writing before I will allow your child to use the swimming/wading pool.
- List all types of water play provided at the child care program (ex. Swimming, wading, sprinklers, field trips to pools, etc.)
- I will not be involved in any activity other than directly supervising the child(ren) during water play; children will be kept in sight at all times during water play.

## **Smoking**

My home is a smoke-free environment. No one is allowed to smoke in or outside my home during or after child care hours.

## **Transporting Children**

I will not transport children in my vehicle. However, we will occasionally walk to the park. I require written permission to leave my house with your child.

## **Authorized Pick Up and Drop off People**

You will authorize people on the Child Information Sheet to pick up your child from my program. Unfamiliar people on the list will be required to show ID before taking the child. You will need to notify me of any changes on the authorized list of people. If there is a court order that limits one of the biological parent's rights, I must obtain a copy of that court order. You are required to notify me by 8:30 am if your child is not attending my program for the day. If you do not contact me, I will call you after 30 minutes past your child's usual time of arrival. \*This does not apply if I have been notified in advance – such as the day before – of a late arrival.

### **Morning Routine**

You may park in the driveway or along the street. Enter through the front door and then come right down the stairs. Please remove your shoes at the front door and bring your child's downstairs. You will then sign your child in in the sign in binder. If your child is an infant, you will fill out an information sheet on when they last ate. Your child will hang up their coat and bag on their hook. Then your child will go play with table toys. I will be in the room so I will greet you each morning.

### **Pickup Routine**

You may park in the driveway or along the street. Once you come in the house you will come downstairs and then check your child out in the binder. Please make sure I see/talk to you before leaving with your child.

- You must comply with state law regarding appropriate child restraints when transporting your child to and from my program.
  - I will not release a child if you do not have the proper restraint for the child.
- If in my opinion you cannot safely transport a child from my home at pickup time, I will ask you not to take the child and propose:
  - Calling a cab and you will be responsible for the fee.
  - Calling another authorized person to pick up the child and transport them.

- You are required to accompany your child in and out of my home.
- I require parents remove infants from car seat as well as place them in the car seat.

### **School-age care**

- Children will not be allowed to leave my home unsupervised.
- If I have written parental permission school-age children will be allowed to leave unsupervised.
- If your child will be arriving at the program unsupervised (walking from school) and fail to arrive at the expected time, I will notify you by phone so you can locate the child. If I am unable to locate either parent/guardian, I will contact the emergency contact person. If all efforts fail to find a responsible party, I will notify the police.

### **Photos**

Occasionally I will take pictures of our group for projects or to decorate our space. I ask that you sign the form for permission to take pictures. I will not release pictures to anyone other than families of the children in the picture. I like to share with you what we do throughout the day. Having pictures up or giving you pictures is a great way to do this!

**Please fill out the following forms attached to the manual and return – prior to your child attending.**

- **Infant Sleep Permission Form**
- **Immunization Records**
- **Medication Authorization**
- **Walk/Park Permission Form**
- **Water Activity Permission Form**
- **Health Care Plans**
- **Authorized Pick up/Drop off**
- **Emergency Contacts**
- **Picture Permission Form**

**By signing this contract, parents/guardians and provider agree to abide by the written policies as stated in this manual.**

\_\_\_\_\_  
Director's Name (print)

\_\_\_\_\_  
Directors Signature      Date

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature      Date

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature      Date