

I am a professional licensed child care provider. My goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school. In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. There is a lot of information here. Please read all of it. If any of my policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation. I'm sure it will make sense in that light. These policies are enforced for the same reasons policies are enforced in any job situation for fairness and respect. If you have any questions please ask at (847) 401-6564. You are paying for a specific slot, NOT per hour or per day, so no discounts are given if your child does not come to daycare.

Days and Hours: Monday through Friday, open at 6:00 am and close at 4:30 pm. Hours of care will be contracted from child to child. If something unexpected occurs, please notify me if your child will not be here or if your child will be arriving late.

Ale's Home Daycare, Inc. closes promptly at 4:30 pm each evening. All children and parents must exit the building by this time. The entrance's clock will serve as the "official clock" for determining time. Please synchronize your watch with this clock. Parents that have a lengthy departure routine must arrive early enough to meet the time criteria. Our Late Policy is as follows: A fee of \$1 for every minute that your child is in the building after 4:30 pm is applied per child. After 15 minutes, this late pick up fee goes to \$2 per minute. This fee will be added to the regular Friday tuition payment. There will be no exceptions or warnings. If you are late for ANY reason, a charge will be issued. This No Exception policy makes it easier for us to apply the late policy to everyone consistently and fairly. If you are unable to pick up your child by the contracted time, alternate arrangements must be made. If you aren't here by 4:30 pm and I did not receive any notification about it I will try to reach you three times, if I can not contact you I will call the persons in your emergency contact sheet, if none of these contacts are available to pick up your children then I will contact the police for their assistance. Please keep me updated on any address, employment, phone number changes or any changes to your emergency contact information. It will be greatly appreciated, however, if parents call to notify us if they will be late and give an approximate arrival time so that we can better comfort your child.

Late pickups should NOT exceed 1 time per week or 4 times per month. If this becomes a frequent problem, Ale's Home Daycare reserves the right to dismiss a family from the program.

The policies listed below are set forth by the child care provider and are in accordance with the Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the child care provider.

The first two weeks of child care are to be an adjustment period. It is my responsibility to let the parent know if the child seems unhappy or if the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or I can terminate the contract anytime during the adjustment period or before the 14th day after care starts. The request for termination must be submitted in writing.

After the adjustment period, two weeks written notice is required by the parent to myself. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Termination notice will NOT be accepted while the provider or parents are on vacation.

I will provide the parents with two weeks written notice if I am no longer able to care for your child and I will provide you with the contact information from three child care providers. You are still responsible for paying the weekly fees during this notice, whether your child attends or not.

I will terminate our child care arrangements immediately for any of the following reasons (but not solely limited to, provider may terminate at will.):

- Failure to comply with the policies set forth in this book.
- Failure to comply with the contract.
- Destructive or hurtful behavior of child that persists even with the parent's cooperation in stopping the behavior.
- Non-payment of child care fees or late and/or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect towards provider or provider's family.
- If parents knowingly bring their ill child to daycare.

Children are to arrive clean and fed (unless arriving before a meal time). I prefer that there are no pick-ups or drop-offs during the designated daily quiet time.

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. Never leave without telling your child goodbye.

It helps your child tremendously if your child is aware that you will be arriving early (or late) in that they come to expect regularity and thrive on it. I also have children put their coats and shoes on in preparation for your arrival time. Please keep me informed so I can in turn keep the child informed! Drop-off and pick-up times are not good times to discuss serious problems. Little ears and minds hear and understand everything. I am not comfortable discussing a child in the presence of anyone but their parents. Topics that concern day-to-day events or light-hearted discussions are fine.

Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart.

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. If these skills are also stressed at home your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play. A clean child is a healthy child.

Infants sleep in separate play pen/cots with clean blankets, used only by them. Beginning at toddler age washable nap cots are used. Each child has a separate nap cot with blankets. These are washed weekly (unless soiled, then they are washed as often as necessary). Toys are sanitized with a bleach solution once a week (the weekend).

### **Meals and Snacks**

I will provide a nutritious lunch and snack as well as the appropriate milk and fruit juice depending on the hours your child is attending. The meal schedule I follow is listed below. If the child is here during those times, they will be served. Food is offered to your child but they are not forced to eat it. In which case I will notify you right away if your child is not eating. If the child will be arriving after mealtime please feed them before they arrive. Do NOT let your child bring ANY food unless it is an extra snack on his or her birthday and there is enough for all the children. Children arriving after 8:30 A.M. must eat breakfast at home before arriving. The menu plan is posted on the wall.

- 8:00–8:30 A.M. Breakfast
- 10:15–10:30A.M. Snack
- 12:30-1:00 P.M. Lunch
- 3:30-3:50 P.M. Snack

If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well-balanced lunch and snack for their child. No junk food, pop, gum etc., will be allowed.

## **Safety**

My first concern is for the safety and well being of the children. I have locked cabinets, safety locks, socket covers, safety gates, smoke detectors/fire extinguishers, and hold fire drills with the kids. The kids are not allowed outside my front door unless you are with them. Please do not have your child(ren) go outside the door (not even to your vehicle) without you. For their safety and the safety of other kids, no gum, hard candy, small toys, etc. are allowed in my daycare.

To ensure the safety of your child, only you or the person listed on your pick sheet may pick up your child. Phoning me to let me know someone other than yourself will be picking up your child is fine if I know the person or your child can identify him or her.

Verification of legal custody: I must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise I have no choice except to release the child to his/her parent.

## **Illness**

We must maintain a healthy environment for the benefit of your child and the other children enrolled in care. A child must stay home if they have a high fever of 100 or above, if they are vomiting, have diarrhea, discharge from eyes or ears, communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, etc. or any illness which is determined to be harmful to your child or the children in daycare. The child may return when the incubation and contagious period has passed and the child is well enough to resume normal childcare activities. If you are not sure your child is well enough to attend child care call and discuss it with me.

If your child becomes ill while at daycare I will call you right away. Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. I am responsible for the health and well being of many children so I will closely follow health department regulations when it comes to illness. I understand and respect your need to be at work, but your cooperation is extremely important on this. If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense. If your child is out all regular fees still apply.

Your child may be brought to daycare if they have a common cold (which means a slight cough, clear runny nose, sneezing); however I will call you if your child is just plain miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e. a child wanting to sleep all day, lay on the couch and watch TV, etc.)

## **Medication**

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to child care until this time period has passed.

Child care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed a permission to administer form. All medication must be in the original, labeled container. Furnish me with the form for the prescribed medication and the times to be given. Please do not leave medication in the diaper bag or on the counter. Make sure I get it.

## **Medical Emergencies**

Minor bumps and scrapes are inevitable, but I make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If I am unable to contact either parent, I will call the emergency contact numbers supplied to me to make the medical decisions for the child. If your child is involved in a serious or life-threatening emergency, I will call 911 and have your child transported by ambulance to the hospital, then call you as soon as possible to go directly to the hospital to meet your child. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

## Rates

**Fees:** The basic charge will be \$ 250.00 per week for full time care.

This is a guaranteed rate and includes full pay for holidays, with no credit for absent or sick days. The fee for the care of your child/children for the upcoming week is due on Friday, or last day your child will be in attendance, for the following week that care is provided. Checks could be deposited on the weekend; postdated checks will not be accepted. If, for any reason your child is not in attendance on any given Friday, payment is still expected before 5:00 p.m. **or you need to make the deposit to my account.** My Chase bank account number is 652816633 and the routing number is 071000013. You will be responsible for any incurring charges.

Any payment received after this time will be accessed an additional \$10.00 fee per day, (\$10 after Friday 5:00pm, \$10 Saturday, \$10 Sunday and \$10 Monday, total of \$290) per child to be paid on Monday morning at drop off. When you go on vacation, payment is due before you leave. Do not put me in a position to ask for the check please remember to bring it.

The provider shall provide child care services and the Parent shall pay for such services as follows:

Monday: \_\_\_\_\_ to \_\_\_\_\_  
Tuesday: \_\_\_\_\_ to \_\_\_\_\_  
Wednesday: \_\_\_\_\_ to \_\_\_\_\_  
Thursday: \_\_\_\_\_ to \_\_\_\_\_  
Friday: \_\_\_\_\_ to \_\_\_\_\_

The weekly tuition rate is based on the contracted hours listed above. Any change to these hours may result in a change in the tuition rate. You are required to notify me at least two weeks in advance of any changes in the contracted hours. Overtime fees will be based on the hours listed above, not my business hours.

It is important that arrival and departure times are punctual and brief-so that we can all get settled and proceed with our activities. If you need care beyond the contracted hours you will need to prearrange this with me. I'm under no obligation to provide an extension of time if such extension conflicts with the provider's own plan. Late arrival does not justify late departure.

I keep a record of your payments and will give you an end of the year statement. If you need a weekly receipt please let me know.

In order to reserve a child care space in the program and to cover the cost of paperwork, a non-refundable enrollment fee of \$35.00 is due when you enroll your child. No child care spot will be reserved without an enrollment fee. Holding fees apply if you are requesting a holding period of more than one week. Tuition payments for the first week/month are due on the child's first day of attendance.

A Holding fee(deposit) of \$250.00 is required to be paid on the first day of attendance which will be applied to the last week payment or forfeited if the child does not come for care as agreed upon.

Late payment policy: When a pay day falls on a Friday that daycare is closed, the pay day will be on Thursday with no late charge. If for any reason your child will not be attending daycare on Friday you are still responsible to pay on this scheduled day unless other arrangements have been made with me in advance. Payments in advance will be accepted.

Return check policy: There will be a \$32.00 charge for all non-sufficient funds (nsf) checks returned plus any additional charges incurred to myself and/or by the bank. Parents who have two or more nsf checks will be required to pay by cash or money order.

I will take all outstanding accounts to court for collections. Should it be necessary, the parent/guardian will be responsible for all court costs.

## **Holidays**

The parent understands that \$ 250.00 is a guaranteed rate and includes full pay for the holidays listed below in which daycare will be closed. (Please cut and post these holidays on your refrigerator or keep in your wallet.)

\* GOOD FRIDAY\* MEMORIAL DAY\* \*INDEPENDENCE DAY (4TH OF JULY) \* LABOR DAY\* \*SUMMER BREAK\* THANKSGIVING WEEKEND (THURSDAY AND FRIDAY) \*CHRISTMAS EVE\* CHRISTMAS DAY\* UNTIL THE FIRST MONDAY AFTER THE NEW YEAR\*

When Halloween day falls on a weekday I will close at 3:30 p.m. so all the children can go trick or treating with their families. After 3:30 p.m. all late fees will apply. If the holiday falls on a Saturday or Sunday that Friday or Monday will be closed.

## **Vacations**

The Daycare may close for 12 days of paid vacation per year. Also 7 paid personal days off during the contract year, I may never use them, I may use them all. These days are used for personal use, sick days or time with my family. But be assured that unless it's an emergency I will announce my plans well in advance so you can make other arrangements. If you need care while I am gone it is your responsibility to make alternative child care arrangements. Also, in the event I come down with an illness-such as vomiting, high fever or other symptoms that would prevent me from safely caring for the children, and need to close I will make an attempt to find a substitute for these instances; however, in the event I'm unsuccessful in finding a substitute, it will be the parent's responsibility to obtain substitute care, this day will be taken as a sick (personal) day, with no deductions to the weekly rate.

Notification of at least two months will be given prior to any closed days, with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. In the event that I will be away for a period of time less than three hours (Doctor Appointments, errands, etc.) substitute care will be provided.

In cases of your potential absence due to maternity leave, summer, or extended leave from your job, I will require your childcare rate payment for the entire time of your absence to hold your child's position. Once the infant spot becomes available, it needs to be used or paid for.

## **Field Trips**

Children may participate in field trips at various times throughout the year. Parent volunteers are always welcome and appreciated. Notice of field trips will usually be given monthly. It is not necessary for your child to attend these field trips but you will be required to find alternate care for your child if he/she does not attend. Regular child care fees will still apply for field trip days, whether or not your child attends.

## **Supplies:**

(that can be left here). Diapers, potty training diapers, blanket for nap, toothbrush, and change of clothes. Please mark your child's name on all supplies. Bring extra clothes for a change in weather. Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; I do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some. If there is a special occasion that calls for special clothing, (a visit or party right after child care or a trip to the photographer) please send the special clothing with your child and I will help them clean up and get dressed prior to your picking them up at the end of the day. Water Play: for summer water play a swimsuit and towel may be requested for these days.

## **Child Abuse/Neglect**

It is law and also my responsibility as a childcare provider to report any and all abuse or neglect performed on a child. I cannot turn my head on a child that has been abused or neglected. Therefore, I will notify Children's Protective Services and the Police Department when it appears that a child in my care is being physically, sexually, or emotionally abused, neglected, or exploited.

## **Toys**

I provide a wide variety of playthings. I ask that no toys be brought to daycare from home. Anything brought will be put up safely until the child is picked up. This policy is for the concern of all children in my care. Often time's children have a hard time sharing the toys they bring from home.

Please do not bring candy, gum, balloons or money with your child as these are a choking hazard to your child as well as the other daycare children.

The ONLY exceptions to this policy are:

- A special blanket or stuffed animal/doll to be used during nap time. This will be put up and ONLY used for the appropriate time. Please limit your child to one thing.
- Show and Tell. At times we will have a "Show and Tell" period. I will inform you ahead of time when this may occur.

## **Potty Training**

I will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they do not do it while in my care and at home. You must work with your child at home, either during vacation or over a weekend before I will begin potty training here. Clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls and suspenders when in a hurry to use the bathroom may create a problem. I also require that each potty training child have six changes of training pants (for sanitary reasons I require plastic pants to go over underwear or training pants) or pull ups. Extra changes of clothing are also necessary, including socks. Please do not dress your child in overalls during potty training time.

## **Communication**

Communication is very important to me. When I accept a new family into my home I like to be sure that we can share openly any concerns or questions that may arise. I feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. I grow to love each child I keep very much and I am always glad to have a chance to be a part of their lives. It is important that there is a similar child care philosophy between us.

I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may call me between 7:00 a.m. – 9:00 p.m. I provide a monthly newsletter that will explain some of the activities we are doing, events that will be happening, my days off, and any other pertinent, fun or helpful information that may be of interest to you. You are always welcome to contribute.

While your child is in my care, you can always be assured that the door is open to you. Open Door does not mean that we keep our doors unlocked. For the safety of me and the children doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for a visit. I would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. Please keep in mind there may be times when it is not possible for me to run to the phone (diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and I will call you as soon as I am able.

## **Behavioral Goals**

While in my care only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, restraint, or to verbal, emotional, or physical punishment. I believe the most effective ways of enforcing positive behaviors are: Praise, Respect, Re-Direction, and Positive Re-Enforcement. I don't play "REF"; I use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know I am always available to listen and help, not to judge. My goal is to coach the children so they can negotiate compromise, brainstorm and work it out together. I do not believe in "adult initiated" time outs, as I feel when used punitively it takes away from a valuable teaching experience. I will only place a child in time out if I feel that they are a threat to the safety and well being of themselves or others. When this becomes necessary I make sure everyone is all right, and then I stay with the child. I will treat each child equally and the same as if they were my own child.

A 24 months old child or younger won't be removed from the group for discipline issues.

If something of a more serious nature or a persistent behavior should occur that is of concern to me or a threat to the safety of others, I will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and in my care. If the problem cannot be resolved arrangements must be made for the child to receive care elsewhere.

It is expected that your child be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages my property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next weekly payment.

## **Policy Revisions**

Revisions to policies and procedures, contracts and forms I make may be done with a minimum of 2 weeks notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every January). I will notify parents in writing of any changes. All previous forms will become obsolete.

## Policy Handbook Contract

The following contract pertains to the policies set forth in the Parent Policy Handbook governed by the Alejandra M. Barranca's Home Daycare. It is the parent's responsibility to read the Policy Handbook completely before signing and it is the parent's responsibility to abide by all the policies stipulated in the Policy Handbook. This is a legal and binding contract and signing it legally obligates you to this contract.

By signing, I (the parent) am agreeing that I (the parent) have read and understand the policy in the Policy Handbook

I \_\_\_\_\_ have read and will comply with this contract agreement between myself and Alejandra M. Barranca.

Parent Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Home Daycare Provider Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Child's name: \_\_\_\_\_ child's dob \_\_\_\_\_

Child's name: \_\_\_\_\_ child's dob \_\_\_\_\_