

FAMILY HANDBOOK



Precious Little Ones

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Introduction

Welcome families, and children to "Precious Little Ones Daycare", my name is Yvonne Rodgers and I am a License childcare provider for the State of Maryland. My husband and I have been living at our residence in Morningside since July 2000. We have become very fond of our neighborhood, it is a very quiet and peaceful place to live. I've been taking care of kids on and off for several years, so I decided to make a living of it. I am a former DoD Government worker, with skills in Administration, management, organizing and budgeting. My husband and I are both hard working people, who take pride in what we do. Together we raised three kids in our home. We have a Bichon Frise house dog (name Fluffy), who we raised since he was a baby. He has been certified as healthy by a veterinarian and is current on all his immunizations. He is very friendly and love kids. He will be kept in a separate area during the day. However, he will bark and sniff you when he first meet you, after that he will be ok with you. I would like for each child to get to know him, so they can be comfortable with him.

Furthermore, here at "Precious Little Ones Daycare" we strive to meet the needs of the developing child, as well as the needs of the working families. We are excited and eager about working with your child(ren) to provide the best education available. Our short term along with our long-term goal is to provide a safe and stable learning environment where children can be creative and express themselves. In addition, each child will have the opportunity to learn essential skills needed to prepare them for school. "Precious Little Ones Home Daycare's" goal is to generate a high level of professionalism that will exceed the expectations of both children and families. The well-being of your child is the main focal point of our goals, and we are aware that these practices are essential for operating a successful childcare. Please feel free to bring to our attention any problems, concerns, and/or suggestions. Thank you for entrusting us with your precious ones!

Philosophy

We believe that the early years of a child's life are most certainly the best time to begin the molding process. We also believe that a child's environment should be conducive to learning through the intellectual, physical, emotional and social development mental stages. We are focused on being the starting block on a child's road to educational excellence, because we believe that it is through education that we gain success. Therefore, our goals are follows:

Philosophy (con't)

- **We accept all children including those with disability and special health care needs.**
 - If your child has special needs, please provide your child's IFSP or IEP. These items will help assist your child with his/her educational needs.
- We give each child the opportunity to demonstrate, share their own personality, talents, experiment and create things in a safe and nurturing environment.
- To provide for your child(ren) a safe, clean, and loving environment, in which each child will feel that he/she is loved, valued, wanted, and safe.

Certifications

First Aid/CPR, Medication Administration, Childcare Training, SID (Sudden Infant Death Syndrome), Breastfeeding, Developmental Screening, All Children with Disabilities, Emergency Preparedness Planning, Health and Safety Training, and Maryland Excels.

Services Offered

1. Full-time
2. Part-time
3. Before & Aftercare
4. Drop-Ins
5. Temporary

Hours of Operation

PLO program is open from **7:00am to 6:00pm Monday through Friday**. All families must choose a **time for service** for your child. The before care program begins at **7:00 AM** and is over once your child is put on the bus. The aftercare program begins once your child arrives at the daycare until **6:00 PM**.

- **PLAN A Extended Hrs 7:00am – 6:00pm**
- **PLAN B Regular Hrs 7:30am - 5:30pm**
- **PLAN C Regular Hrs 8:00am - 6:00pm**

NOTE: It is against the Law to have a child in childcare for more hours a day than anticipated in a 40 hr work week. Please see: (MSED-OCC Regulations manual).

Special arrangements can be made for families with difficult work schedule. The childcare home/center is open year-round, including some school holidays and special summer program hours. If you are going to be more than 30 minutes late or you decide not to bring your child (ren), you must notify the provider of your intent before or within those 30 minutes. Note: If you choose to bring your child after 8:30 a.m. he/she must be fed his/her breakfast, I stop serving breakfast at that time. **Absolutely No "OUTSIDE" food** is allowed in the facility. **(Providers are not responsible for calling families/guardians, communication between families to provider is VERY important).**

PLO program follows the Prince George's County School Districts' calendar and operates on days when school is in session. The program begins on the first day of school and ends on the last day of school. Please refer to the school calendar for specific dates. We have a Summer Camp program that is offered to the parent(s).

Admission

We will admit children between the ages of **1 years to 12 years old**, if slots are available. A child will be admitted to the daycare when the following criteria have been met:

1. A tour of our daycare with the family and child has been conducted.
2. A starting date had been established by both the families and the daycare.
3. Verification of your child's age (birth certificate)
4. Daycare contract, medical forms, lead testing form (**received within 30 days**), and release form. These forms has been completed and signed by the family and the daycare provider.
5. All required fees have been paid.

Tuition, Rates and Fees

The amount of the payment due is the same, regardless of the number of days of school or attendance. **Holidays and other scheduled school days off are not included in the calculation of the rate.** A space will be reserved every day of the week for full-time participants. For part-time participants, only those days of the week specified at the time of application will be reserved. It must be understood that to hold your child's space, payment must be made whether **your child attends or not, payment is based on contract, not attendance.** *Note: **Your child's spot is not secured until we receive your deposit, you have read and signed the Parent-Provider Contract/Enrollment application.** A yearly printout will be given to you for **tax purposes.**

- **Deposits:** A non-refundable registration fee of **\$100.00 per child** is due at the time of **Registration.**
- **Rates:** Tuition is your weekly payments and is based on your child's age. All payments are due **EVERY FRIDAY BY 6:00pm.**
- **The first tuition payment is due upon confirmation of enrollment and must be received 1st day of attending the daycare.** All rates will be discussed during the time of your interview.
- **Rate changes:** will happen ONLY in the following scenarios:
 - If your child age falls within another age group
 - Payment increases
 - Stopping and then restarting attendance
- **Payments: No money orders or personal checks are accepted:**
 - Cash
 - Vouchers (you are required to pay, out of pocket until vouchers are received)
 - Direct deposits into my business acct (Bank of America)
- **Late Payments:** All payments should be received by **6:00pm on Fridays**, if not, there will be a late fee of **\$25.00** added to your payment.

Tuition, Rates and Fees (con't)

- **Late Pickup:** If your child is picked up after **6:00pm** there will be a late charge assessed of **\$20.00 and \$1.00** for every one minute thereafter (**due at the time of pickup**). If you make prior arrangements have been made, there will be no charge.
- **Delinquent Accounts:** In the event that the responsible party fails to pay for child care services, that party will be turned over to a collection agency. If the responsible party is turned over for collection due to non-payment of services (**this will include late payments**), or other contract violations, late payment fees will continue to accrue until the balance is paid in full. The responsible party will also be liable for any/all cost related to the collection fees to include but not limited to all attorney fees and court costs.
- **Termination:** A **two weeks written notice** from parent is required to terminate the contract. If there is gross misconduct, the provider can terminate the contract immediately; without notice.
- **Referrals:** As a special thanks to you, we provide families a **1 time \$50 off** on your tuition for each referred child that has successfully enrolled in our daycare. The **\$50 off** will be given to you after the referred child has attended the daycare, for **30 days** without gross misconduct on part of the parent, or child.

Holidays Closings

Payments are due for all holidays that fall during the work week, defined as Monday through Friday. If the holiday falls on a **Friday** then all payments are due **Thursday**. Paid holidays are scheduled and listed below. If there is a need for care on the **highlighted holidays**, there will be an extra charge of **\$20.00**.

*New Year's Day

*MLK Day

*Memorial Day

*Presidents Day

*Easter Monday

*Independence Day

*Labor Day

*Columbus Day

*Veteran's Day

*Thanksgiving Day (Day after)

*Christmas Day

Summer Camp Program

During summer, we will offer a **summer camp program** to any parent that is interested. June and July is strictly sun and fun, but August will be some fun, along with school prep and readiness. The **prices includes weekly outings, transportation, and meals.** The weekly fee will vary depending on the trips, and is due **EVERY Monday morning at drop-off. (CASH ONLY—NO EXCEPTIONS).** This fee is separate from your weekly tuition. If you choose **NOT** to enroll your child in the summer camp program, they will not be able to participate in any of the weekly activities. A substitute will be present to care for your child while we are away. **If you choose to REMOVE your child for the summer, you are required to continue paying your tuition or WITHDRAW your child from the program. If you RE-ENROLL your child in September your rate will be defaulted to the current rate offered.**

Third Party Release

We assume responsibility for your child only while he/she is on my property. No child will be allowed to leave with anyone other than the parent (unless indicated on the alternate pickup form), **without written permission from the parent. Telephone permission will not do!** Anyone unfamiliar to me will be required to show a valid ID. Please make the alternate pick up person aware of the requirements. **If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.** Families/Guardians are responsible for notifying the provider of any changes in employment, telephone numbers, addresses, hours and/or days of the change.

Advance Notice

If you will no longer be needing our childcare services for your child, a **3 weeks advance notice** is required. **Whenever possible even more notice is better,** this helps me tremendously. Reason being, unlike childcare centers, we can only take a certain amount of children. So when we are full we are forced to say **NO** to all incoming requests for childcare. This helps to keep our open spots fluctuation to a minimum, will allow us to focus more on being the best childcare providers we can be.

- **Absences:** If your child will not be attending daycare due to illness or other reasons, please let me know **30 mins before** your expected arrival, so the day's activities won't be held up waiting for your child to arrive. **You are still required to pay your tuition.**

Advance Notice (con't)

- **Provider Time Off:** We require **5 sick/5 personal days (for medical appts, conferences and training) and 2 weeks of vacation a year.** You will be notified in advance, with the dates. Regular tuition fees are still required for those times off. * **Note: You are responsible for finding back-up care for your child when daycare is closed for vacations, holidays, sick/personal days or increment weather.**
- **Family Time Off:** You are entitled to **5 "Days Off"** at **half-rate** to use for days when their child is absent from daycare for **vacation days.**

Compliant Policy

"Precious Little Ones Daycare" is licensed by the Maryland State Department of Education. The daycare strives at all times to uphold the highest standards as a quality early childhood program in and above accordance with Licensing Regulations. If at any time during your child's enrollment, you have concerns about your child's care or safety, we encourage you to speak to us first. If you have unresolved licensing complaints, please call or write the Maryland Department of Education Licensing Information:

Office of Child Care Region 4 (Prince George's County)
Maryland State Department of Education
807 Brightseat Road,
Landover, MD 20785

Confidentiality Policy

"Precious Little Ones Daycare", exercises extreme confidentiality of all information concerning a child attending the daycare. All records are kept in individual files and put away. Only the owner or parent, is permitted to review a child's records. No information will be released regarding a child(ren) to any other person(s) or entities with the exception of any authorized state and federal agencies.

Photographing Policy

Pictures will be taken of children during activities such as indoor/outdoor activities, group pictures, and special events. They will be used for our **childcare website, Face Book, and Instagram page ONLY** with the signed permission of families. Absolutely, no photographs of any child will be released to a third party without written consent of parent(s) or legal guardian, with the exception of state and federal agencies who has the proper identification.

*** Note: Our daycare is monitored by video surveillance for the protection of our children while in our care.**

Parental Access Policy

"Precious Little Ones Daycare", exercise an open-door policy. All families and legal guardians, shall be allowed to visit the daycare at any time during regular hours of operation, when children are present. Please refrain from visiting during Rest Time (**12:45pm -2:45pm**). Families are also free to call at any time on the daycare phone (**240-716-8607/301-278-7613**), or my personal cell (**240-305-9504**). If I do not answer the phone, please leave a message, and I will call you back as soon as we are finished with the current activity.

Behavior Management/Discipline Policy

It is very important that a child's development is nurtured through caring, patience and understanding. However, at times children misbehave, hit, kick, spit, and result to hostile behaviors which will hurt another child. These behaviors are not permitted at our daycare. If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child will remain enrolled. If we are unable to resolve the issue, you may be asked to make other childcare arrangements.

CHOICES THAT WILL BE MADE:

- Kids will have choices to play with toys certain times throughout the day
- Kids will have choices to read books alone during evening times
- Kids will have choices to do arts & crafts during evening times
- Kids will have choices to play with games during evening times

Behavior Management/Discipline Policy (con't)

REDIRECTING THE PROBLEM:

- Use positive language to explain desired behavior
- Redirect your child to a new activity, if needed
- Your child will be moved to a time-out, no longer than one minute per year of your child's age

Biting Behavior

Biting is a natural development state that some children go through, and is usually a temporary stage found most common in small children. Toddlers bit for many reasons. A child maybe seeking attention, tired or frustrated. Sometimes biting can occur with no apparent reason at all. We will remain a close supervision of all children always while encouraging children to "use their words" when angry or frustrated. The safety of all children in the daycare is our primary concern.

The following steps will take place if a biting incident occurs:

1. The biter and the child bitten will be separated immediate
2. The caregiver will tend to the victim first, and then the biter
3. The area bitten will be cleansed with soap and water and if necessary covered with a band aid, and will be monitored closely in case of a sign of a infection
4. The families of both children will be notified of the incident, and a report will be filled out in details and copies will be given to both families

Electronic Device Policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, and handheld electronic devices, she adhere to the following limitations:

- Electronic devise activities for children **age 4** is prohibited.
- Time allowed for electronic devise activity for children **age 5 and above** shall not exceed two hours per day.
- No computer access for children at this time.

Health Policy

The Health Policy of "Precious Little Ones Daycare", is designed to best meet the needs of our children, and our families. In order to minimize the spread of illness among children. It is important that families have alternative care whenever your child shows signs of illness. **Any child with a fever of 100 degrees or above, may not attend daycare.** State law requires that we notify families of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. (Note from doctor stating non-contagious is ok).

The following symptoms will require exclusion from the daycare:

- Fever - irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, and vomiting
- Rashes
- Mouth Sores
- Conjunctivitis
- Symptoms of Contagious Childhood Disease: Measles, Chicken pox, Mumps, Roseola, Conjunctivitis (Pink Eye), Hepatitis A, Impetigo, Pediculosis (Head Lice), Ringworm, Scabies, Hand-Foot-and-Mouth, Bronchiolitis, Strep Throat, Scarlet Fever, Tuberculosis, Shingles, and any other contagious disease or rash.

To be cleared by a pediatrician for reentry at our daycare, we need the information below. Your child will continue to be excluded if the appropriate information is not received before the child is brought back to the daycare.

1. The child has to be seen by his/her physician
2. A note from the physician stating:
 - a. His/her diagnosis, and whether the child is no longer contagious
 - b. The date that the child is allowed to return back to daycare

Medication Policy

The provider shall not administer prescription or non-prescription medications to a child without the written consent of the families/guardians and a statement from a physician. However families/guardians must administer **a dose** before the child comes to daycare and sign the form each day medication is needed for administering. Due to storage and safety concerns, it is strongly recommended that all medications be administered at home or during the school day.

Medication Policy (con't)

If this is not possible, we will administer medication, food supplements, modified diets, or sunscreen only with the completion of a "Request for Administration of Medication Form". Medication with the child's name, and physician's name on it, **only one dose will be given during the 9 hour stay**. If you need to bring your ill/sick child to childcare please supply the following items.

- 1 Boxes of tissue (for running noses)
- 1 Bottles of 10 fl. oz. "Germ-X" hand sanitizer (for little germy hands)

Children who require emergency medications, such as **Epi-pen or Asthma inhalers**, shall have a written plan of action that shall be updated as changes occur or at least every six months.

Medical Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the families as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your Child receives the necessary emergency treatment he or she needs. **It is very important that all Emergency contact information is kept up to date and correct. Please inform me immediately of any changes, to keep your information current.** Families are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made
2. Child's families (or emergency contacts) are called
3. Child is separated from the other children and appropriately cared for
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Child Abuse/Neglect Policy

As child care providers we are required by law to report any suspicion that a child is being abused, neglected or at risk within 12 hours of the incident occurring, by making a verbal report to OCC and CPS. Your child can be questioned by child protective services at any time without your consent.

Curriculum

Precious Little Ones Daycare, will be using a guided curriculum. This curriculum is designed to fit the needs of each and every child individually. It is age appropriate as well as fun and exciting. Each age level will have its own course of studies. The following will be taught at age appropriate and developmental levels:

- **One - Three Years Old:** Fine and gross motor development, reciting the alphabet, counting, story time, nursery rhymes, vocabulary, identifying and sorting objects, name recognition, numbers, art and other appropriate skills and activities.
- **Four - Five Years Old:** Language arts, handwriting, phonics, math and reading readiness, music and physical movement, art, story time, science, social living and other age appropriate activities.
- **Six Years Old & Up:** Homework assistance, arts & crafts, and other age appropriate activities.

Curriculum Description

- Reading Readiness – Includes phonics, story-time, picture puzzles, books, flash cards, and word association.
- Language Arts – Includes alphabet recognition and sounds, word associations, likes and differences, opposites, storytelling, and nursery rhymes.
- Math Readiness – Covers number recognition, counting, shapes, sizes, sorting, money recognition and counting, telling time, and positions.
- Handwriting – Covers learning and the writing strokes, letter formation, name writing, connecting dots, tracing, completing pictures, and coloring.

Curriculum Description (con't)

- Science – Covers learning about our five senses, the weather, seasons, animals, cooking, food groups, nature and outdoor environment.
- Social Living – Covers learning about our community, and community workers and helpers.
- Music & Physical Movement – Includes singing, dancing, exercise, nursery rhymes, and gross motor development

Meals

We will provide breakfast, lunch and snacks, the times are listed on our daily schedule and are subject to change depending on our activities for that day. Please do not send any food or drinks with your child without prior approval.

- **Special Diets:** If your child has any particular dietary needs resulting from being a vegetarian, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating to the fact. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements.
- **Allergies:** If your child is allergic to specific foods, please bring a written doctor's excuse to keep in your child's file.

Children Policy

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. We thoroughly clean surfaces that children come in close contact with using soap and water, or disinfection products. The children are supervised when using toys. Hand washing is the single most effective practice in preventing the spread of germs. We **wash our hands many times throughout the day**, as well as the children's hands before and/or after engaging in a thorough list of activities.

Children Policy (con't)

- **Nap Time:** All children under the age of **five** will have a rest period, older kids will rest if requested. No child is forced to sleep, however they must remain quiet. Children who wake early, will participate in a quiet activity until rest time is over.
- **Potty Training:** We will assist you in toilet training your child with the understanding that it will be successful only if we work together. Your child should **wear pull-ups and bring wipes** supplied by you. Send your child **ONLY** in easy on clothing such as: **pull-on shorts, sweat pants, leggings, and slip on shoes**. Continue to send these items until they are able to completely undress and dress themselves. We required at least **3 complete changes of clothing with socks**, during Toilet Learning. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. Kids that are **potty trained**, we require **2 complete changes of clothing with socks**.
- **TV Viewing:** We allow limited Television viewing which consist of **Utube (ABC Kids), Netflix or other child appropriate programs ONLY**. On occasion, we will let the children pick a child appropriate video to watch. Children are **NEVER** required to sit and watch Television all day, and Television is not offered in place of Free Play. **Note: Families/guardian are financially responsible for any damages to toys or furniture done by their child(ren).**

Newsletters (coming this Fall)

A monthly newsletter will be placed on the "**Parent Wall**" **bulletin board and on the website (TBD) (www.yourpreciouslittleones.com)**. The newsletter is to inform the families about what your child will be working on during that month and any other important information regarding the daycare.

Conference Policy

Conferences are offered to **full-time clients** twice a year in **(January and June)**, with the following condition:

- A email will be sent to families prior to that month with available dates & times
- During the conference, families will be given a written evaluation, along with documents of the Childs progress and behavior will be given a chance write down their concerns.

Daily Schedule

This is a **sample schedule** it's meant to give you an idea of your child's day. Actual times and activities may vary depending on the time of the year.

7:00 - Welcome children, free-play and/or structured-play

8:00 - Breakfast, clean-up/wash-up

9:00 - Circle-time (Music, song, tumbling exercises and Preschool Curriculum)

10:00 - Arts and crafts, various learning games

11:00 - AM snack and outside play-time

12:00 - Lunch time, clean-up/wash-up, and get on mats

1:00 - Rest-time and/or quiet-time

3:00 - Free-play, puzzles, books, and various learning toys

4:00 - Afternoon snack, clean-up/wash-up

4:30 -PM outside play

5:30 - Story-time

6:00 - Pick-ups

Emergency, evacuations, delays, dismissals & closings

Families of school age kids: Schools are sometimes closed for emergency conditions such as snowstorms, facility problems, etc:

- If Prince George's County School Districts are closed for the day, PLO is closed.
- If the start of school is delayed, the PLO before school program is closed and will open when the delay times are lifted, if your child need care that morning; there will be an additional fee.
- If the Prince George's County School Districts are dismissed early, emergency, ect. If your child need care; there will be an additional fee.

In any event of an emergency at the daycare, all forms of communication will be used. Our relocated site will be at the neighbor's home across from the daycare:

**The Cobb's
6920 Pickett Drive
Morningside, MD 20746
202-316-4784**

Please be reachable at all times or the inability of contact and our emergency contacts listed. Families must make alternate arrangements for days when PLO is closed or closes early for an emergency. Families are asked to monitor the local news media for cancellation, delay, and early dismissal information. A message concerning school will be placed on the district's website, www.pgcps.org, and Information Line, 301-952-6000.

Our daycare has written policies and procedures for dealing with emergencies and natural disasters. We have evacuation plans posted in each room. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. A notice will be posted on the **bulletin board at the daycare (TBD)** with all information on the alternative sight, as well as the directions from the house.