



PARENT HANDBOOK & CONTRACT

Introduction

Welcome parents, and children to "Precious Lil 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, 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 Lil Ones Daycare" we strive to meet the needs of the developing child, as well as the needs of the working parents. 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 Lil Ones Home Daycare's" goal is to generate a high level of professionalism that will exceed the expectations of both children and parents. 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:

- **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 me 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, 24 Hour Childcare Training, SID (Sudden Infant Death Syndrome), Developmental Screening, All Children with Disabilities, Emergency Preparedness Planning and Health and Safety Training.

Services Offered

Precious Lil Ones Daycare offers the following services:

1. Full-time preschool and daycare
2. Part-time preschool and daycare
3. Before & Aftercare
4. Drop-Ins

Hours of Operation

Hours of operation are **7:00am to 6:00pm Monday through Friday. Before care program (6:30am – 9:00am), aftercare program (3:00pm – 6:00pm) and All dayers (8:00am to 6:00pm).** During these hours, parents must contract for specific arrival and departure times that total no more than **9 ½ hours** of care per day. ***NOTE: It is against the Law to have a child in childcare for more than 9 hours a day in a 40 hr work week. Please see: (MSED-OCC Regulations manual).** Special arrangements can be made for parents 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 15 minutes late or you decide not to bring your child(ren), you must notify the provider of your intent before or within those 15 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 9:00 a.m. **No “OUTSIDE” food** is allowed in the facility. **(Providers are not responsible for calling parents/guardians. Communication from parents to provider is VERY Important).**

Admission

We will admit children between the ages of 2 years to 12 years old. A child will be admitted to the daycare when the following criteria have been met:

1. A tour of our daycare with spouse and child
2. A starting date had been established
3. ID verification of parent and child's age
4. Deposit received, contract agreement, and registration form have been signed

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.** Your payment will include (food, supplies, equipment, and some field trips). However, any damages to table, chairs, toys, ect. Must be replaced by or paid immediately or your child will not be permitted back until paid. A meeting will be setup in **January** to discuss your child's progress and to receive your yearly printout for **tax purposes.**

Tuition, Rates and Fees (Con't)

***Note: Your child's spot is not secured until we receive your deposit, you have read and signed the Parent-Provider Contract/Enrollment application.**

- **Deposits:** A non-refundable registration fee of **\$75.00 per child** is due at the time of application.
- **Rates:** Tuition is your weekly payments and is based on your child's age. All payments are due **EVERY FRIDAY**, unless other arrangements have been made. **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:
 1. Payment increases
 2. Stopping and then restarting attendance, your payment will default to the current price of the newly enrolled rates.
 3. If your child age falls with another rate group.
- **Payments: No personal checks are accepted.**
 - a. Cash
 - b. Vouchers (you are required to pay out of pocket until childcare vouchers are cleared and payments have been received, this may take several weeks)
 - c. Direct deposits into my NFCU Acct
 - d. Money order (payable to Yvonne Rodgers)
- **Late Payments:** If payments are not received by **6:00pm on Fridays**, there will be a late fee of **\$25.00** added to your payment.

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 (unless prior arrangements have been made).

- **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:** The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first 30 days of enrollment, two weeks written notice from parent or provider is required to terminate the contract**, with the exception of gross misconduct on part of the provider, parent, or child.
- **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 **\$15.00**.

- | | |
|----------------------------------|------------------------------------|
| *New Year's Eve (Closing at 3pm) | *Columbus Day |
| *New Year Day | *Veteran's Day |
| *MLK Day | *Thanksgiving Eve (Closing at 2pm) |
| *President Day | *Thanksgiving Day |
| *Memorial Day | *Thanksgiving Day |
| *Independence Day | *Christmas Eve (Closing at 2pm) |
| *Labor Day | *Christmas Day |

Summer Camp Program

During summer time, we will be offering a **summer camp program**. The summer camp program consist of field trips to various locations, different activities and all meals. There will be an **additional fee** for the program. All fieldtrips are to be paid in full one week before the fieldtrip date. There will be no payments accepted the day of. **This fee is separate from the weekly rate.** June and July is strictly sun and fun, but August will be some fun, along with school prep and readiness.

Third Party Release Policy

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.** Parents/Guardians are responsible for notifying the provider of any changes in employment, telephone numbers and addresses, the hours and/or days of that Childcare is needed

Advance Notice Policy

If you will no longer be needing our childcare services when your child turns **5 years old**, a **2 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 1 hour 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.**
- **Provider Time Off:** We require **5 sick/5 personal days (for medical appts, 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 **10 "Days Off"** at **half-rate** to use for days when their child is absent from daycare for any reason (For sick days, and vacation days, etc).

Compliant Policy

"Precious Lil 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 Lil 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 or Face Book page **ONLY** with the signed permission of parents. 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 Lil Ones Daycare”, exercise an open-door policy. All parents, grandparents, legal guardian, 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 **(1:00pm -3:00pm)**. Parents are also free to call at any time **(240-716-8607)**. If we 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.

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

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 Policy

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 immediately
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 an infection
4. The parents 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 parents

Electronic Device Policy

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

- Electronic device activities for children age 3 is prohibited.
- Time allowed for electronic device activity for children three and above shall not exceed two hours per day.
- No computer access for children at this time.

Health Policy

The Health Policy of "Precious Lil Ones Daycare", is designed to best meet the needs of our children, and our parents. In order to minimize the spread of illness among children. It is important that parents 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 parents 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, vomiting, mouth sores,
- Rashes
- Mouth Sores
- Conjunctivitis
- Diarrhea
- Vomiting
- 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 parents/guardians and a statement from a physician. However parents/guardians must administer **a dose** before the child comes to daycare and sign the form each day medication is needed for administrating. Due to storage and safety concerns, it is strongly recommended that all medications be administered at home or during the school day.

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 germey 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 Policy

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 parents 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

Medical Emergency Procedures Policy (Con't)

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.** Parents 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 parents (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.

Emergency and Evacuation Procedures (TBD)

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 at the daycare with all information on the alternative sight, as well as the directions from the house.

Schools are sometimes closed for emergency conditions such as snowstorms, facility problems. Parents of **school age kids** must make alternate arrangements or **pay an additional fees**. If schools are closed due to the weather or for an emergency. Parents 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.

Daycare 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.

- **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

- **Meals:** We will provide healthy 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. We are enrolled in the Child and Adult Care Food Program (CACFP).

- **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.

Daycare Policy (Con't)

- **Rest 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. Naptime is **12:30 – 2:30**. Please try not to schedule pickups or visits during resting time.
- **Potty Training:** Is a different development for every child. It is a process that can take anywhere from a **few weeks to a few months** and involves several development stages. Consistency and patience are the keys to master successful potty training. The parents, caregivers, and child need to be using the same method.

I will initiate the potty training process and report the child's progress. Because potty accidents will happen, even after potty trained is mastered, I will NEVER NEVER punish a child for having potty accidents. We will always encourage and praise a child for his/her success.

During the potty training process, the clothes should be able to remove easily and quickly. Elastic waist pants are preferred and encouraged. I need at least 2 complete sets of clothing including underwear, pants and socks. An extra pair of shoes should be left in the child's cubby incase urine gets in their shoes.

We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

- **TV Viewing:** We allow limited Television viewing which consist of **Kids Netflix or other children 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, and Television is not offered in place of Free Play or Learning Activities. **Note: Parents/guardian are financially responsible for any damages to toys or furniture done by their child(ren).**
- **Allergies:** If your child is allergic to specific foods, please bring a written doctor's excuse to keep in your child's file.

Curriculum

Precious Lil 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:

- **Two - 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.

Curriculum (Con't)

- **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.
- 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

Child Assessment

Precious Little Ones Daycare will assess your child progress twice per year, once in the **Spring** and once in the **Fall**. I will keep portfolios on your child's work, activities and progress notes to help with the assessments.

I will hold parent conferences after these assessments to inform you how your child is progressing.

Conference Policy

Conferences are offered to parents once a year, with the following condition:

- A written notice will be sent home to parents prior to the meeting with date & time, parents will be given time to except my meeting.
- During the conference, parents will be given a written assessment of their child and will have a chance to express their concerns at the meeting.

Newsletters (TBD)

A monthly newsletter will be sent to **parent by email and also placed on the bulletin board (TBD)**. The newsletter is to inform the parents on what your child will be working on during that month.