

PRECIOUS KIDS DAY CARE & PRESCHOOL

www.frontiernet.net/~PreciousKids

Policy Handbook 2009



******* Please be sure to carefully read over this Policy Handbook *******

It covers very important policies and procedures that not only govern our child care contract agreement, but pertain to the care of your child. Precious Kids Day Care and Preschool policies are in accordance with the state of NY Child Care Rules and Regulations.

Revised: 12/14/2008

Table of Contents

PURPOSE & PHILOSOPHY	2
HOURS OF OPERATION	3
AGES & GROUP SIZE	3
OPEN DOOR POLICY	3
DAY CARE SET-UP	3
EMAILS & NEWSLETTERS	3
PARENT INFORMATION BOARD	3
TELEVISION VIEWING	3
PRESCHOOL PROGRAM	3
CHILDREN'S PERSONAL PROPERTY	5
MEALS & SNACKS	5
NAP/REST PERIOD	6
DIAPERS/PULL-UPS	6
POTTY TRAINING	6
TRANSPORTATION & FIELD TRIPS	6
TOUCH POLICY	7
SUNSCREEN	7
NO SMOKING	7
PETS ON PREMISES	7
VISITORS	7
CHILD ABUSE	7
HEALTH & ILLNESS	7
EMERGENCIES	9
BEHAVIOR MANAGEMENT	10
ATTENDANCE	11
ARRIVALS AND DEPARTURES	12
ADMISSIONS AND ENROLLMENT	13
ENROLLMENT PROCEDURES	13
REQUIRED SUPPLIES	14
SECURITY DEPOSIT	15
BACKUP CARE	15
RESERVING CHILD CARE SLOTS	15
PAPERWORK RENEWALS	15
TUITION FOR PRESCHOOL / DAY CARE	16
PENALTY FEES	16
PAYMENT SCHEDULE	16
RECEIPTS	17
HOLIDAYS	17
PROVIDER'S VACATION/ PERSONAL DAYS.....	17
SUBSTITUTE CARE PROVIDERS	17
TRIAL PERIOD	17
WITHDRAWAL FROM CARE	18
POLICY CHANGES	18
RECEIPT OF POLICY HANDBOOK	19

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(Updated December 2008)

Rochester, NY

www.frontiernet.net/~preciouskids

Purpose & Philosophy

Welcome!

Thank you for considering Precious Kids Day Care and Preschool for your child care needs. I am committed to providing an excellent Child Care and Preschool Program to the families I serve. I take classes and workshops regularly to expand my knowledge about Early Childhood Care and Education. I am also certified in Infant, Child and Adult CPR and First Aid and MAT certified to give medications to the children in my care.

The kids call me Mrs. B. but you can just call me Christine. I consider myself a professional Child Care Provider, not a "babysitter". I do my best to provide children with a warm and inviting atmosphere that allows them to develop at their own pace and learn with gentle guidance and loving care while you are at work or attending school.

We use a hands-on, fun Preschool Curriculum as part of the Preschool Program I have designed for ages 2-5. Our exciting program combines all the **best** ideas I have discovered over the many years I have taught children. I have learned so much about Early Childhood Education through my past experiences which, among other things, include:

- Home School Mom to our 2 kids for 7 years, from Preschool-6th Grade
- Sunday School Teacher for children ages 2-14 for 13 years
- Substitute Teaching Assistant for West Irondequoit schools for one school year
- Licensed Day Care Provider and Preschool Teacher since 2005

I make all decisions prayerfully regarding the day care with these questions in mind, "Will this honor God?" and "Would I want this for my own children (when they were little) if they were coming to this day care?" If either answer is "No", then I keep praying and thinking about it until the answers become "YES". Children are very PRECIOUS creations and I consider it a privilege to pour something positive into their young lives.

We enjoy daily prayer times and Bible stories, as well as lots of music and fun activities that teach the children about God, themselves from His loving eyes, and the wonderful world that God made for us. The children learn the basics such as shapes, colors, letters and numbers as well, all in a gentle and enjoyable way. I believe in letting children blossom at their own pace, as they have been made so wonderfully unique and they each have their own timetable for learning.

I value working in a partnership with parents to provide the best possible care to your children. Please help me operate the day care and preschool in a professional manner by carefully reading through all of the policies and procedures in this handbook and filling out all of the necessary paperwork.

Please read the entire handbook as you should decide whether or not to enroll your child here based on the terms I provide. If any of these 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 that they are enforced in any job situation- for fairness and respect. If you have any questions or concerns, please discuss them with me.

Again, thank you for considering Precious Kids Day Care and Preschool for your child care needs. I look forward to providing your family with the best possible care for your child.

Sincerely,
Christine

Hours of Operation

Monday – Friday, 7:00am-5:30pm

Ages & Group Size

Precious Kids Day Care and Preschool provides quality child care for up to eight children, ages 2 – 12 years.

Open Door Policy

NYS law requires that parents are to have unrestricted access to the day care at any time the child is in care. I respect that right. You are free to visit any time your child is in care; however I do ask that you respect our nap/rest period (sometime between 12:30pm-3:30pm, it varies) so as not to disturb our little nappers.

Please understand that I will be interacting with the children and may not be able to give you my full attention. Also, the children tend to get excited when visitors are here and do not always act as they would if they were here with me alone. Your child may become upset if you come and then leave without them. Please keep these things in mind when you plan to visit.

After the last child has arrived for the day, we lock our doors and turn on our home security system in order to keep unwanted “visitors” out. Please make sure you knock or ring the bell so as not to trip the alarm.

Day Care Set-Up

Precious Kids Day Care and Preschool has an ample supply of toys, books and wide variety of activities, as well as a fenced backyard in which to play. I do my best to keep things neat and hygienically clean as well as comfortable for the children. Our day care is regularly inspected by NYS officials to ensure that it meets NYS regulations for safe child care.

Emails & Monthly Newsletters

I email newsletters to parents every month. They are sent as pdf attachments so you will need an Adobe Reader program to open them. Newsletters include highlights from the past month, reminders, upcoming events, recipes, craft ideas and more. Other paperwork is also sent to parents via email in order to keep our overhead costs (paper, printer ink) low which helps keep tuition rates low.

There are also times I will need to communicate with you via email for other reasons. Therefore, I ask that you provide your email address on the Email Information Sheet at the time of enrollment, if you have an email account. I have found this to be a very effective way to communicate with you while greatly reducing the amount paper and ink I use (saving a few trees and helping me keep my costs down). I promise never to send you anything that’s not day care related (no “FWD” emails, jokes, cute stories, etc...) and I ask that you don’t send me these either. We are all busy enough as it is. ☺

Parent Information Board

There is a **Parent Information Board** near the playroom entrance door that has our **Weekly Menu**, announcements, emergency information, and more on it. There is also a **Day Care Calendar** on the board that shows **day care closings** (highlighted in yellow) and **field trips**. Please check this board frequently, in addition to your monthly newsletters and email updates, to stay up-to-date and be well-prepared for upcoming events.

Television Viewing

As we are busy with other activities throughout the day, television viewing is very limited in our program. However, we do enjoy 2 hours or less per day of age-appropriate children’s television programs such as Dora the Explorer, Curious George, or Mickey Mouse Clubhouse, as well as some Rated G movies such as Veggie Tales, Disney titles and educational movies. The children watch television during meals and snack times. In inclement weather, we occasionally watch a G-rated full-length children’s movie.

Preschool Program

Our Preschool Program is designed to help children build a strong foundation in the knowledge and skills needed for school success. Our day care and preschool is a place where children are valued as individuals and where their need for attention, approval, and affection are supported. In this environment, children can discover the world that surrounds them and develop the capacity to connect with others. I feel that Hands-On learning is very important in order for children to develop well-rounded understanding of the world around them.

Preschool Curriculum

We follow a Preschool Curriculum, designed for children ages 2-5 from September through June. I also supplement this curriculum with additional games and worksheets, as well as a variety of activities to help them refine their small and large motor skills. I do my best to ensure I'm covering all of the basics the kids will need to be successful and confident as they begin school. My philosophy is that children should be allowed to grow and learn at their own pace and in ways that help them become confident in themselves as learners.

Classroom Organization

Our classroom is organized as a safe place for children to explore and to learn. I keep the children's toys and materials on low shelves and in low drawers. This makes it easy for children to find and use them and put them away when they are finished with them. It is also good practice in making choices and being independent.

Preschool Schedule

We follow a daily schedule. This lets the children know what to expect when. It helps them feel secure when they know that every day I will read to them before naptime or that after learning time we go outside (weather permitting). There are times when we all do things together, such as Circle Time, group games, art and story time. During Free Play time, the children get to choose from: toys, puzzles, books, a wide variety of art materials, drawing/writing practice materials, board games, computer games, playdough and if they decide to simply take a break and relax, we always have a comfortable area for them to lay down with pillows.

Daily Schedule

7:00-8:15

Day Care Opens (7:00am)
Drop-Off Time
Free Play (inside)
Breakfast Preparation

8:15-9:00

Eat Breakfast
Free Play (inside)
Clean Up Time
Diaper Changes & Potty Break

9:00-11:15

Preschool Time (Circle Time, welcome, calendar, weather, story, discussion, music & movement, drama, puppetry, language, math, colors, shapes, writing, drawing, concepts, art, learning games, etc...)
Free Play (outdoors, weather permitting)

11:15-11:45

Clean Up Time, Wash Hands
Diaper Changes & Potty Break
Lunch Preparation

11:45-12:30

Eat Lunch
Diaper Changes & Potty Break
Bible Story & Pray Together

12:30-3:30

Nap/Rest Period (the exact time varies, but it's actually about 2 hours somewhere during this time period)

2:30-3:30

Wake Up & Snuggle Time
Put Mats, Cots, Pillows & Blankets Away
Diaper Changes & Potty Break

3:30-5:30

Snack Time
Free Play (outdoors, weather permitting)
Story Time, Computer Time or Art Time (if weather keeps us inside)
Pick-Up Time
Day Care Closes (5:30pm)

Children's Personal Property

Coats, Shoes and Projects to Take Home

Each enrolled child is assigned his/her own coat hook and 2 drawers for keeping their required personal property and holding take-home projects. There is a lidded bench below the coat hooks in which we keep the children's shoes to keep them out of our way. Having their own space at day care lets the children know they are each a valued part of our day care family.

Toys from Home

* Children's personal items are not allowed at day care.

Any personal items brought to daycare will be handed back to the parent to take home or if I don't notice it before you leave, will be placed in your child's drawer to be left there until pick-up time. The only exceptions to this are a pillow, one quiet soft toy and a blanket for nap/rest time. Please check to make sure your child doesn't have any personal items with him/her before you come to the door for drop-off in order to avoid having an unpleasant drop-off time when they have to part with the item.

Meals and Snacks

All meals and snacks are provided at no extra charge to you! We are enrolled in the federally funded Child and Adult Care Food Program (CACFP). Every child enrolled here must be enrolled in CACFP as well. CACFP lists clear guidelines for making wise food choices for the children's meals and snacks. Our Weekly Menu is posted on our website as well as on our Parent Information Board, showing our daily meals and snacks. Due to our rotating menu schedule, you will notice that our menus are labeled Week A, Week B, Week C, Week D. I follow this menu order for each week. I update them from time to time so they will change occasionally.

Our meal and snack times are as follows:

Breakfast: 8:15am

Lunch: 11:45am

Snack: 3:30pm

If your child will arrive after our scheduled meal/snack times, please be sure to feed him/her before they arrive. All children are served the same meals and snacks (except those with necessary dietary restrictions, see below) as listed on our weekly menus. Children who choose not to eat must wait until the next meal or snack time. They are always offered water throughout the day between meals.

* *The only times you will need to bring a lunch for your child is on field trip days. Then you can either bring a lunch or the money for me to purchase your child's lunch at our destination (if that is an option where we are going).*

Outside Food

Please do not bring food, gum or candy from home. Other children may want what your child has and it is not fair to them. Also, I am required by the CACFP (food program) to follow strict dietary guidelines so I always provide all meals and snacks to ensure that we stick to them. If you would like to bring a snack to share with the entire group, please notify me ahead of time and I will be happy to plan it for our 3:30pm snack time.

Special Dietary Situations

If your child has food allergies or any other special dietary requirements, I require a doctor's note detailing your child's nutritional needs. If your child is unable to eat what I am serving and alternate foods are required to substitute for our planned meals/snacks, **parents** are required to supply them. If you forget alternate foods, your child will not be admitted for care that day. All alternate foods you bring must be ready to eat straight from their lunch box and not need to be cut, cooked, or otherwise prepared by me at all, although they will be refrigerated if necessary.

Check the bulletin board or our day care website (www.frontiernet.net/~preciouskids) -then click MENU from the bottom of the page) for our menu schedule to see if you'll need to bring any alternative meals/snacks for your child.

Nap/Rest Period

Nap/Rest Policy

All day care children nap or rest each afternoon for about 2 hours, anywhere between 12:30pm-3:30pm (times vary but it's actually about 2 hours during that time period). The children nap or rest on mats or cots. They may nap with one soft toy but it must be a **silent** soft toy (i.e.: no rattles, squeakers, musical or talking toys, etc...).

Children are never scheduled for drop off or pick up during nap/rest times. Please do not wake our nappers if you arrive between 12:30pm-3:30pm, as their nap/rest times can vary between those times. If you need to drop off or pick up between 12:30-3:30pm, you will need to give me advance notice and come to the front door instead of the side door. Please do not ring the doorbell! Just knock quietly at the front door so as not to disturb those napping in the playroom.

School-age children present during our nap/rest period rest on a mat or cot while quietly looking at books, doing a puzzle or watching a children's program or movie. They are not required to sleep but must rest quietly to recharge their batteries and so that others may sleep/rest undisturbed. Parents, please encourage your children, whatever their age, to nap or rest quietly during our nap/rest period. Kids who fall asleep will not be wakened until the nap/rest period is over. Children will sleep if their bodies need it, so please do not ask me to keep your child awake.

Required Supplies for Nap/Rest Period

- Blanket (necessary even in the warmer months because we have air conditioning)
- Pillow (you may bring a pillow to keep at day care and bring home only the pillow case to launder)
- One (1) favorite **silent** soft toy (to be put away except for Nap/Rest time)

Your child's bedding must be brought home at the end of each week to be laundered and returned when your child returns for their next day of care.

Diapers/Pull-Ups

If your child wears diapers or pull-ups, parents must provide them, as well as baby wipes, and any creams, lotions, or powders that you would like me to use when diapering your child. Although I do not intend to provide diapers, pull-ups or wipes, I keep a very small supply on hand just in case your supply runs out. If it becomes necessary for me to supply any diapers, Pull-Ups or wipes, the following fees will be added to the next week's tuition:

\$1.50 per Diaper

\$2.00 per Pull-Up

\$0.25 per Wipe

***Children who have not yet established complete bladder control during sleep periods are required to wear Pull-Ups during Nap/Rest Period.**

Potty Training

Please read and sign the **Potty Training Policy** that is enclosed in your Enrollment Packet.

Transportation and Field Trips

School Transportation

Although I do care for school-age children, I am not able to provide transportation. We are located in the Rochester City School District. Check with your child's school district to find out whether or not they will bus your child to my home.

Field Trips

I take the children on a variety of field trips, usually once per month. I must have written parental permission and will need to borrow your child's car seat or booster seat for each trip. Please let me know if there are any special instructions for installing their car seat or booster seat.

Parents are notified in writing of any planned field trips, and will need to complete, sign and date a permission form. Failure to do so will disallow your child from the trip and you will need to find alternate care for the time we are out on our field trip (all of your normal fees still apply in this situation and I am not responsible for any fees you may incur due to your child not attending during a field trip).

Most field trips require a fee (usually \$10 or less), in which case, I will let you know in writing ahead of time. Field trip fees are not payable by DSS, therefore parents are responsible to either pay these fees or not bring your child during those times (all of your normal fees still apply in this situation and I am not responsible for any fees you may incur due to your child not attending during a field trip).

Parents, you are always welcome to join us on any field trip! ☺

Touch Policy

There is NO physical punishment at the daycare at any time. Children are not allowed to physically harm anyone else at the day care. Harmful behavior is means for immediate removal from my care with no fees refunded.

I believe that children need nurturing physical contact for their care and healthy development. I often give hugs and cuddles to the children in my care to be sure children know they are welcomed and loved here and to help them feel more "at home" (and also because that's my favorite part of this job!).

I feel that it's normal and healthy for children to express affection with their friends. This includes hugs and non-intimate kisses on the cheek and handholding. This type of contact is never made against the expressed wishes of the child. There are times when we all hold hands in a circle for games and activities as well.

Sunscreen

Parents must leave a container of sunscreen, clearly labeled with your child's name, at the day care. I will apply it as needed throughout the day during the months of June, July and August.

No Smoking

We are a non-smoking family and do not allow anyone to smoke in our home. No smoking is permitted on the premises. Please do not discard cigarette butts on our property.

Pets on Premises

We have a sweet, gentle, black Labrador Retriever named Samson. He is licensed and regularly gets his rabies and other shots. He sheds a lot and although I do my best to keep the hair vacuumed daily but your child may still bring some hair home on their clothing or belongings at times.

Visitors

Visitors to the day care are kept to a minimum. Visitors are required to sign in and out of the day care in order to keep accurate records of who's been in the day care and when. Only Christine and Vincent's parents are allowed to visit without signing in.

Child Abuse

I, along with all caregivers, am required by law to report any suspected cases of child abuse or neglect. If this issue arises, my first concern is that of the care and safety of your child. Be assured that as a child care provider and as a mom of two children who made it through the younger years, I understand the normal bumps and bruises that all children inevitably get. I do my best not to read into anything without sufficient cause.

Health & Illness

NYS regulations require that every child in a child care setting have an up to date statement of health from their child's physician. This statement of health must be submitted before I can care your child. It also requires a new health statement each year from the date of their last physical. For all children under school-age, up-to-date immunization records are also required. These must be received before I can begin to care for any child. This is state law so I cannot make exceptions. These records will need to be updated as your child acquires new immunizations or every 6 months.

Exclusion Criteria

Precious Kids Day Care and Preschool operates a "mildly ill" child care program. This means that your child may attend if they are very *slightly* sick, but not contagious. Please remember that your child will need to be well enough to participate in our daily activities and field trips. If you do not want your child to participate in any activity, such as outdoor play, field trips, exercise sessions, etc, please keep them home. Activities will not be cancelled due to sick children as that would not be fair to the other children.

Upon entry to care, all children are given basic health checks. This is a general once-over to observe any signs of illness or injuries the child may have. Checks will be recorded and kept on file and reviewed regularly to note any unusual patterns, as required by NYS regulations.

I am under very strict guidelines with regards to disease control; hence there are times when I am either forced to send an ill child home, or not to accept an ill child into care. For that reason, parents need to have a back-up plan for alternate care.

If your child seems ill in the morning, please do not bring them to day care in the hope that they will be fine later. If your child has a fever, do not give them Tylenol and bring them in anyhow, as the Tylenol wears off and I will need to call you to come for your child anyhow. Also, this exposes the other children, my family, and I to illness, causing it to spread around the day care. I also need to know what medications your child has taken in the last 24 hours in order to give safe, competent care to your child.

I will contact you to come and get your child in the event he or she becomes ill. You will have one hour (depending on the situation) from the time I speak with you to pick up your child or have one of your emergency contacts pick up your child. I am required to have them separated from the rest of the group until they are picked up. If this happens, at least 24 hours without symptoms must pass before they will be readmitted into care. I do accept children with common colds and other minor ailments.

Per NYS regulations, children **will not be admitted** into the day care if any of the following situations are present:

- The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of other children
- Signs and symptoms of possible illness such as unusual lethargy, uncontrolled coughing, persistent abdominal pain, irritability, persistent crying, difficult breathing, wheezing or other unusual signs until a medical evaluation allows inclusion
- Persistent diarrhea, defined as three or more stools in a 24-hour period, when that pattern represents:
 - An increased number of stools compared to the child's normal pattern
 - Increased stool water
 - Diarrhea accompanied with symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than six wet diapers in a 24-hour period, or no urine in four hours; or
 - Diarrhea accompanied with blood in the stool
- Significant fever as defined below, until evaluated and approved for inclusion by a health professional
 - Infants six months and less should be excluded and referred to a health professional when they have a rectal temperature above 101 degrees Fahrenheit or an auxiliary (armpit) temperature above 100 degrees Fahrenheit
 - Children over six months of age should be excluded and referred to a health professional whenever fever is accompanied by a behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying
 - **Fever means: 1) Oral temperature above 101 degrees Fahrenheit; 2) Rectal temperature above 102 degrees Fahrenheit; or 3) Auxiliary (armpit) temperature above 100 degrees Fahrenheit)
- Undiagnosed rash, with the exceptions of diaper rash and rash that is present in only a small area and is not accompanied by any other signs of illness, particularly in the diapered area of a child
- Conjunctivitis (pink eye) until symptoms have resolved, or until 24 hours after medications have been administered, or approved for inclusion by a health professional, or grouped in a room only with other children with conjunctivitis
- Untreated infestations, such as scabies or lice
- Vomiting three or more times in a previous 24-hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness
- Contagious stages of chicken pox, until six days after the onset of rash or until all sores have dried and crusted, unless children are grouped in a room only with other children with chicken pox
- Mouth sores with drooling, or Herpetic gingivostomatitis, an infection caused by the Herpes simplex virus
- Diarrhea due to Shigella, Salmonella, Campylobacter, Giardia, E.coli type O157:H7, Verotoxin, Cryptosporidium, until there is one negative stool test obtained at least 48 hours after treatment (if prescribed) is completed; or unless a plan for grouping children has been approved by the local or State Health Department
- Active tuberculosis, until treatment has been initiated and readmission has been approved by the local health unit
- Impetigo, until 24 hours after medical treatment has been initiated unless there is only a small patch of impetigo that can be cleaned and covered so no other children can come into contact with the sore
- Strep throat, or other streptococcal infections elsewhere in the body until 24 hours after the initial antibiotic treatment
- Mumps, until nine days after onset of gland swelling
- Rubella (German measles) and measles, until five days after onset of the rash

- Hepatitis A viral infection (infectious hepatitis), until one week after onset of illness, and until immunoglobulin has been administered to appropriate children and staff, or as directed by the local health unit
- Shingles, if sores cannot be covered by clothing or a dressing or until sores become crusted
- Pertussis (whooping cough), until five days of a total course of 14 days of antibiotic treatment has been completed
- Diphtheria, until readmission has been approved by the local health unit
- Hepatitis B, until readmission has been approved by the local health unit
- Meningitis or meningococcal disease, until readmission has been approved by the local health unit
- Other illness or symptoms of illness as determined by the program

Parents will be notified of any contagious disease affecting the children at the day care. A child with a communicable disease will not be readmitted into care until a period of contamination has passed or until the child has fully recovered from his or her illness.

Depending on the condition, a physician's note may be required before your child will be readmitted into care. I do my best to maintain a healthy environment for all of us. I will not provide care if I have any of the above symptoms myself, in order to prevent infecting your child. So be sure to secure alternate child care in the event of any day care closing.

Parents are required to notify me if your child has any contagious condition. I must know about it because I am required to notify other day care families of any contagious conditions their children may have been exposed to. Please follow this policy closely to ensure the health and safety of all of our day care children and their families as well as me and my family.

Emergencies

Emergency Procedures

Emergency telephone numbers and emergency evacuation plans are posted near the day care entrance door. Parents are encouraged to review these plans. We have 2 fully stocked emergency kits at the day care. One of these kits is stored in an Emergency Bag that is taken with us on field trips and in the event we need to evacuate for an emergency, this bag will be taken with us. The children and I practice fire safety drills monthly.

Parents/guardians must fill out a Medical Report of a Child in Day Care (requires a physician's signature as well) and the Medical Permission Form, which permits me to seek emergency aid for your child. In the unlikely event of a life-threatening accident or illness, I will call 911 first; the parent will then be contacted as soon as possible. If the parent is not available, I will notify the emergency contact person. I will attend to any child who receives a minor cut or bruise, as I am certified in first aid and CPR. I will fill out a report of such accidents and one copy of the report will go to the parent and the other will be placed in the injured child's file.

Emergency Relocation Site

Should an emergency arise that requires me to evacuate the children, our relocation site for pick up of the children is across the street at 340 Marne Street. If we need to relocate, I will call you from that house to inform you of the situation.

Inclement Weather

Precious Kids Day Care and Preschool will not close due to bad weather, even if schools are closed. If you are keeping your child home due to weather conditions, your normal fees still apply.

Water or Power Outages

Precious Kids Day Care and Preschool will close in the event that we experience a power or water outage or any other unsafe conditions for the children in care. If this occurs while your child is in my care, I will call you to pick him/her up. If we need to close before you are due to arrive, I will call you at home. Normal fees apply if this occurs.

Behavior Management

There is absolutely no spanking or corporal punishment of any kind at Precious Kids Day Care and Preschool. I believe that children need clear guidance, understanding, and a few easy-to-follow rules in order to learn appropriate behavior. I teach the children appropriate behaviors by establishing clear limits, redirecting them to appropriate activities and, as a last measure, using "Time-Outs" when necessary, for one minute per year of age. Children in Time-Out are always supervised, however I do not give attention to them until their Time-Out is over.

I pray with the children about any problems they may be having and try to guide them in biblical ways of dealing with the tough stuff that comes with growing up. My husband and our children, as well as our Substitutes, model respect and concern for one another and encourage the children to do the same with us and each other. I expect the children in my care to show respect to their parents during drop-offs and pick-ups as well. While they are here, they need to show respect to other people in general.

If parent and provider are both consistent with the rules, it is much easier for children to obey them. Parents, please review the following rules with your child and encourage him/her to follow them:

Rules for the Children

- **No outside food or drink is permitted** (other than for special dietary situations as outlined by the child's physician)
- **No Gum or Candy**
- **Sit at Table with Food & Drinks** (no walking around with cups or food, only get up when you are **done** with meal or snack)
- **No Roughhousing or Wrestling**
- **Share & Take Turns** (we often use a timer to keep it fair)
- **Furniture is Not for Climbing or Standing On**
- **Put Away What You Play With Before You Take Something Else Out** (minimize tripping hazards)
- **Quiet During Nap/Rest Period**
- **Don't Be Rough with Day Care Stuff** (use day care property appropriately)
- **Keep Your Hands & Feet to Yourself** (no pushing, hitting, kicking, etc...)
- **Listen to Mrs. B and Follow Directions**
- **Walking Feet Used Indoors**
- **Quiet Voices** (no yelling or screaming unless you are actually hurt)
- **Always Tell the Truth**
- **Use Good Words** (use manners, no swearing, no mean or hurtful words, etc...)

Our simple rules usually keep things running smoothly and help everyone know what is expected. I give each child adequate time to learn the appropriate behavior, but if a problem behavior continues, I will speak to you about what methods we might try together that may be more effective for your child. I will be direct with you if your child's behavior is not acceptable. If, after trying for a reasonable amount of time, your child's behavior cannot be managed using those measures and he/she is consistently presenting a discipline problem, child care services will no longer be available for your child. Please work on behavioral issues with your children.

Discontinuation of care may occur *without any notice and with no refund* if your child is destroying day care property or acting in any way that is harmful to me, my family members, pets or the other children at the day care. It is my first concern that all of the children are *safe* here and anyone creating an *unsafe* environment will not be allowed to return to care.

Biting Policy

Biting will not be tolerated. As it is my job to ensure the safety of **all** of the children in my care, I must enforce a strict biting policy. If a child bites, that **child and his/her parents will have two weeks to correct the aggressive behavior or child care services will no longer be available** for that child.

Precious Kids Day Care and Preschool understands that biting in young children is typical in normal early childhood development. However, I believe it is important to set limits for aggressive behaviors such as hitting, pushing or biting, which can harm others. Biting can occur for many reasons such as: anger, fear, frustration, over-stimulation, curiosity, teething, to get attention, in reaction to something or the child may lack the language skills to express themselves in a healthy manner when they get frustrated.

It is my goal to recognize triggers that cause biting and redirect a child before an incident occurs. In the event I am unable to intervene and the child does bite:

- I will first comfort the bitten child and then clean the bitten area with soap and water. Ice will be applied if bruising occurs.
- I will explain to the child that their behavior was unacceptable. "Biting hurts", or "We bite food, not people."
- The child who did the biting will be removed from the group for a "Time-Out" to last no longer than one minute per year of age. Care will be taken not to reward the child who did the biting with extra attention.
- The incident will be documented on a "Naughty Note" that the provider and the biter's parent will both need to sign. The parent will receive a copy of the signed form and the original will be placed in the child's file.
- Parents of the bitten child will be notified that their child was bitten but will not be told by the provider which child bit them.
- Parents of the child who did the biting will be encouraged to work with their child in discouraging this aggressive behavior.

When a Child Becomes Inconsolable

I do my best to lovingly comfort each child in my care. However, a child crying or screaming for long periods of time is very upsetting to everyone. If your child becomes inconsolable for an unreasonable amount of time, I will call you to pick him/her up right away. You will have no more than 1 hour to come for your child in this instance. Due to having more than one child to care for, I cannot focus all of my attention on just one child in my care; therefore I must enforce this policy without exception.

Rules for Parents/Guardians

- **Please pull your car up to the left or right** in my driveway when dropping off or picking up your child to leave room for other families. Please do not leave your car running, as it could be stolen and it poses a safety hazard
- **Always come to the driveway side door** unless there is a note posted stating otherwise or if you arrive during nap/rest time (12:30-3:30pm). During that time, please knock quietly on the front door and do not ring the doorbell
- **Knock or ring the bell** prior to entering to avoid tripping the alarm system
- **Sign your child in/out** as soon as you come in. Be sure to record the exact time you arrived (do not round up or down), according to the digital clock above the sign in/out sheet which is set to the official US time
- **When you are not at work/school, your child should be with you, not at day care.** I only watch children during their parent's work or school hours. (I believe kids need as much time with their parents as possible)
- **No shoes in the house beyond the mat** at the door (help us keep a clean classroom)
- **No smoking** is permitted on the premises & please do not discard cigarette butts on my property

Damages

Children are expected to be respectful to personal property and furnishings (including property of other children in care). Normal wear and tear is one thing, but any serious damage to my home or property by your child will become your responsibility. Should your child intentionally or through their destructive behavior damage day care property, it will be the parent's responsibility to either replace the items or pay the cost for replacing the items.

Attendance

Our financial agreement is based on the time slot you agree to use for child care, not actual hours of attendance. Both full-time and part-time tuition will be charged based on contracted days, including absentee days due to illness, holidays, parental vacations or snow days. No refunds or deductions will be made for days or hours your child is absent. You are paying for your child's reserved slot as well as for my services.

Schedule Changes

Changes to your schedule must be made at least 24 hours in advance. If I am not informed of the schedule change, I may not be able to accommodate you. In this event, you assume responsibility for your child's care and there will be no refunds if this occurs.

Drop-Offs

No drop-offs will be scheduled for our Nap/Rest Period, from 12:30pm-3:30pm (time varies) so as not to disturb those who are resting or sleeping.

Absences

Please notify me by 8:30am if your child will be absent for the day. *Full payment is required for any days your child is absent.*

Parent's Vacations

Please notify me at least two (2) weeks in advance if your child will be absent due to family vacation. This will help me adjust our schedule if necessary. *Full payment is required for any days your child is absent and must be paid in advance, prior to your vacation.*

Leave of Absence

A Leave of Absence is appropriate for families who wish to reserve their child's slot in the event their child will be absent from care for more than two consecutive weeks (not to exceed 12 weeks). I will determine whether or not I can accommodate the leave (there is no guarantee), but if I do agree to it, a **Leave of Absence Contract will be required** to hold the slot and it must include a firm start and end date.

I cannot hold a child's slot while you are not working, on maternity leave, due to extended illness, etc, unless you continue to pay for child care services. In order to reserve your child's slot during the absence, ½ (half) of your contracted tuition amount must be paid either all in advance or with post-dated checks before the scheduled leave. If you wish, your child may attend for the amount of hours that the half tuition covers (see Rate Sheet) during the leave of absence. Failure to secure the space prior to the absence will result in the loss of your child's slot at our day care.

Arrivals and Departures

In order to keep everyone safe from unwanted "guests", we use an alarm system during operating hours. Please be sure to knock or ring the doorbell so the alarm isn't accidentally triggered. Please make sure your child has eaten before drop-off if he/she has missed our meal times (see Daily Schedule) as I do not provide food between our scheduled times.

Always accompany your child inside the playroom, sign in, and make sure his/her shoes are taken off on the mat, coat is hung on hook, etc... At pick-up time, sign your child out, see that his/her shoes and coat are put on and check their Take Home drawer to gather your child's belongings. Do not forget to check this drawer daily as there may be important paperwork in there for you to read along with your child's finished projects. I try not to overdo the paperwork so if you find something in there from me, it's important that you read it.

Signing In and Out

Parents are required to sign their child in and out each day. There is a sign-in sheet on the Parent/Provider Communication Board with a digital clock above it. The clock is automatically set to the official time via satellite. You must sign in the exact time shown on the clock as soon as you enter. Please do not round up or down.

Communication

Although I am very happy to discuss any questions or concerns you may have about your child's care, drop-off and pick-up times are not usually the best times to do this. I may have other children to attend to and can't really give you my full attention at that time. If you'd like to talk, just call me on my cell phone (585) 354-7277 during nap-time (between 12:30pm-3:30pm as they may be resting any time during that period) or our land line (585) 266-5991 after day care hours. Please leave a message on our machine if we do not answer and I'll be sure to get back to you as soon as I can. I encourage open communication between us in order to maintain a mutually smooth and beneficial relationship and to help me provide the best possible care for your child.

Separation Issues

Transitions during drop-off and pick-up times can be difficult for parents and children. There are times when the child doesn't want the parent to leave and times when they don't want to go home at pick-up time. They will only drag it out as long as you let them. Please be very brief during these transition times (no more than 5 minutes). Prolonging the separations make it much harder. A hug, cheerful good-bye kiss and reassurance that you'll be back later should be sufficient. In my experience, most children are ready to engage in day care activities as soon as their parents leave. Please remember that I must focus my attention on the other children in my care as well.

Testing the Boundaries

When there are two authority figures present, children often test to see if the rules still apply. This is normal behavior and I have seen it in most children I have cared for. Sometimes a child who has been behaving perfectly fine moments before suddenly starts acting "naughty" when a parent arrives and begins to disregard our day care rules.

Your child has followed our rules all day. Please show your child that you respect me and our rules by insisting that your child abides by them until after you leave day care. Once you, the parent, have arrived, I am officially "off the clock" as far as that child goes, but if you fail to back up our rules, I will need to remind him/her to follow them until they are no longer at day care. Thank you for partnering with me during this transition time. It makes a world of difference when parent and provider are a united front, encouraging peaceful pick-ups and drop-offs.

Safety

Please be in control of your child at drop-off and pick-up times. Once you arrive for pick-up, you are then responsible for your child. Please don't ever let your child to leave the house without you.

Others Picking Up/Dropping Off Policy

If you are allowing someone other than yourself to pick your child up, please inform this person of our pick-up procedure. Always notify me if there will be someone other than you dropping off or picking up your child for the day.

Anyone taking your place for drop-off/pick-up times should be listed on the Medical Permission/Emergency Info/Pick-Up Sheet in your Enrollment Packet. If they are not listed, a written authorization from you is required. I will not release your child without your approval for both the protection of your child and myself.

Unless I am instructed in writing to do otherwise, I can only release your child to the following persons:

- 1.) The child's parent(s)
- 2.) The child's custodial parent (when applicable-see below)
- 3.) An emergency contact person
- 4.) Any other guardian to whom the parent gives me written permission

Persons I do not know are required to show proof of identification before picking up your child. I reserve the right to keep your child at the day care if I am not completely certain about any person who has come to pick up your child. The child's parents will be contacted immediately if this happens. For the safety of your child, I also will not release your child to a parent/guardian who appears intoxicated or who does not have proper child restraint seats in their vehicle. An emergency contact person will be contacted if this occurs.

Verification of Legal Custody: In the event of custody issues, I must have a copy of the court order recognizing the parent who has legal custody of your child, as well as visitation schedules. Otherwise, by law, I have no choice but to release your child to his/her parent.

Admissions and Enrollment

Precious Kids Day Care and Preschool serves children ages 2 years and older. No child will be denied admission on the basis of race, religion or handicap. I will do my best to accommodate children with mild disabilities; however I am not trained or equipped to care for children with certain needs. I retain the right to deny admission if all of my slots for a certain age group are filled. There is also capacity limitation due to NYS regulations that cannot be exceeded.

Interviews

An interview with the parents and their child(ren) is required prior to enrollment at Precious Kids Day Care and Preschool. Interviews are scheduled after hours, by appointment only, Monday-Friday, 6:30pm-8:00pm, dependent upon our family's schedule. Parents and their child(ren) will be welcome to return once again at a later date, for up to an hour, to observe as I work with the children in my care. Please remember that I will be busy caring for the children at this observation time and will not be able to give you my full attention.

Enrollment Procedures

In order to enroll your child at Precious Kids Day Care and Preschool, there is necessary paperwork that needs to be completed prior to beginning care. I cannot assume care of your child if necessary paperwork, fees and supplies are not received. All information will be kept confidential and is strictly for my records only.

Paperwork

The following paperwork must be filled out and returned to me prior to your child's first day of care:

- Day Care Registration Form
- CACFP (food program) Enrollment Form
- Medical Report Form (immunizations, doctor's signature)
- General Permission/ Permission to Photograph
- Medical Permission/Emergency Info/Pick-Up Permission Form
- Naps/Diapers Form
- Potty Training Policy Form
- Email Information Form
- Receipt of Policy Handbook Form
- Parent/Provider Contract Form

Enrollment Fees

All slots are considered available until the required forms are submitted and the required fees are paid.

The following must be received prior to your child's first day. Care will not commence unless the following fees have been received:

- Security Deposit equivalent to one week's tuition (to be applied to last week of child's care)
- First week's Tuition (may be brought on child's first day at drop-off time)

Dress for Play

All children must arrive at day care dressed and ready for the day. When dressing your child, please keep in mind that we do many "messy" activities such as painting, water play, sand play, playing outdoors, etc... Please do not dress your child in clothes you would not like them to get dirty. It's hard to have fun and stay clean at the same time and we like to have FUN!!! ☺

Required Supplies

The following supplies are to be left at day care. **All items must be clearly marked with your child's name.** All items will be placed in your child's Keep Here drawer. Clothing will be given to parents to take home and launder when they are soiled. You will need to replenish their supplies as necessary.

Slippers

Parents are required by NYS regulations to supply **a pair of well-fitting slippers** which are kept in our Emergency Evacuation bag, year-round, in the event that we need to evacuate the home for any reason and the children don't have their shoes on at that moment. They are also worn if their feet get cold during day care hours, as I do not allow the children to wear their outdoor shoes in the house.

Potty Trained Children

- Complete change of clothes including socks & underwear- **weather appropriate** (ie: winter= pants, summer= shorts)
- Pillow & Blanket
- A favorite soft toy for Nap/Rest Period (if desired)
- Slippers (NYS regulation requirement)

Children Not Yet Potty Trained

- Two (2) complete changes of clothes including socks- **weather appropriate**
- Diapers (a package of diapers must be left for your child)
- Baby Wipes
- Pillow & Blanket
- A favorite soft toy for Nap/Rest Period (if desired)
- Slippers (NYS regulation requirement)

Children Who Are Potty Training

- Two (2) complete changes of clothes including socks - and shoes if available
- Pull-Ups (a package of Pull-Ups must be left for your child)
- Baby Wipes
- Pillow & Blanket
- A favorite soft toy for Nap/Rest Period (if desired)
- Slippers (NYS regulation requirement)
- **Please review the Potty Training Policy included in your Enrollment Packet**

Required Supplies for Summer/Spring Months

- Swimsuit (to be left at day care)
- Small Towel (to be left at day care)
- Water shoes or sandals (to be left at day care- for water play only)
- Hat & Sunglasses (optional, however highly recommended)
- Slippers (NYS regulation requirement)
- Sunscreen

Required Supplies for Fall/Winter Months

- Sweater or sweatshirt (in case your child gets cold indoors)
- Jacket or Coat (make sure it's not too light or heavy for that day)
- Warm Hat, Scarf, Mittens & Snowpants or Snowsuit (use your best judgment)
- Extra socks
- Warm winter boots
- Slippers (NYS regulation requirement)

Please do not forget appropriate outerwear. Since I cannot leave any child indoors while I take the others outside, your child will be brought outside with the rest of the group in the outerwear you have provided but will need to sit on the bench and not play in the snow if they aren't prepared to do so safely.

Clothing Items Not Permitted at Day Care

- Any clothing with drawstrings (unsafe)
- Skirts or Dresses
- Shoes or Boots with heels
- Open-toed shoes or Sandals (may **only** be used for water play)

Security Deposit

A non-refundable Security Deposit equivalent to one week's tuition is required upon enrollment for your child. This deposit protects me from unexpected family departures. This deposit will be credited toward your child's last week of child care. In the event your child does not begin care on the agreed upon date, your child care slot will be forfeited and your Security Deposit to hold the slot will become non-refundable.

Backup Care

Parents are responsible to find and finance alternate child care for holidays, provider's vacation days, provider's personal days, provider illness, or sudden closings due to emergencies.

Reserving Child Care Slots

Slots may be reserved at **half your child's tuition amount**. A Security Deposit of **two weeks' full fees** must be paid up front. This amount will be applied to your child's first and last week in care. The reservation fee, equal to half your child's total tuition amount for the *entire reservation period*, may be paid either in a lump sum or with post-dated checks. As I am reserving this space and cannot fill it with another child, if you decide after our agreement not to bring your child for care after all, this deposit will become non-refundable.

Paperwork Renewals

Parent/Provider Contract Renewal

Contracts must be renewed annually on the child's anniversary date. Any changes that take place in your family or in your child's schedules/fees must be reported and changes made on the contract immediately.

Policy Handbook

Our Policy Handbook is updated annually and any time a change is necessary. Parents receive two weeks' notice of any changes and a new Agreement Page will be required.

Day Care Registration Renewal

An updated Day Care Registration form is required by NYS Regulations to be submitted every 6 months.

Medical Report for Child Care Update

The Medical Report for Child in Day Care form must be updated annually on the child's anniversary date. The immunization records must be updated according to the age requirements of your child as stipulated by the New York State Health Department.

Tuition for Preschool / Day Care

* Please see our [Rate Sheet](#) for current tuition fees.

Children who attend during our Preschool time period (9:00am-11:00am) receive a **full Preschool Program** as well as **quality child care services**. I personally spend hundreds of dollars per year out of my income to purchase preschool curricula and materials. I also spend several hours per week (not during day care hours), planning and preparing lesson plans. This service is a “perk” for my enrolled families and ***I do not charge anything extra for this valuable service.***

Please remember that your contracted hours are not flexible. You will need to discuss any desired changes with me at least 24 hours in advance and I may or may not be able to accommodate you.

* **Sibling Discount:** Full tuition applies for first child; \$10/week discount applies for every additional sibling enrolled.

* ***Rates are subject to change with at least 2 weeks’ written notice.***

Penalty Fees

Late Pick-Up/Early Drop-Off Fee:	\$10 for every 15 minutes or portion thereof (per child)
Late Payment Fee:	\$10 per day (starts at pick-up time on first day of care)
Returned/Bounced Check Fee:	\$30 plus any additional charges incurred by provider

Late Pick-Up/Early Drop-Off Fee

Late/Early fees will be assessed at five (5) minutes before scheduled drop-off time or five (5) minutes after scheduled pick-up time and this fee will be due upon arrival. One late pick-up is granted (must have legitimate reason and may not exceed 15 minutes past scheduled pick-up time). After one late pick-up has been used, late charges will be assessed for tardiness. The only exceptions to this are *very bad* road conditions due to weather that causes you to be unavoidably late picking your child up, or you may discuss your need for additional child care time with me ahead of time and then you will only be required to pay the normal hourly overtime rate per child.

* ***No early drop-offs will be excused without a fee.***

Penalty fees can add up very quickly, especially if you have more than one child in care, so please be sure you stick to our agreed upon schedule.

Late Payment Fee

All payments are due PRIOR TO CARE. Accounts not paid in full by drop-off time on first day of care for the week) will be assessed a \$10 per day late fee until payment is received. Care will also be suspended until the overdrawn account is paid in full. *All families receiving DSS or other state paid accounts are financially responsible for any penalty fees incurred that are not covered by your state program.

Returned Check Fee

In the event of a returned check, parents will be responsible for a \$30 returned check fee as well as any other fees incurred due to the returned check. All future payments must be paid in cash from then on.

Payment Schedule

I have a “No Pay, No Play” policy. Like you, I don’t work for free, and it is important to me that payments are on time. Please consider how you would feel if your company decided not to pay you, either at all, or just paid you a day (or a week) later than it was due you. It would be disrespectful to you and you wouldn’t stand for that, right? Please show me the same respect. I really do appreciate it, thanks!

Payments are made in advance for child care and are due no later than drop-off time on your child’s first day of care each week. If your child will be absent for the week, payment must be received the Friday prior to the scheduled absence in order to secure your child’s slot. Payments not received by Monday at pick-up time (or pick-up time on the child’s first scheduled day of care for the week) will be assessed a \$10 per day late fee.

I accept payment in the form of cash, personal check or money order. Please hand payments directly to me. **Please make checks payable to: [Christine Barbato](#)**

Families receiving state assistance are financially responsible for any late fees incurred, or hours used outside of your contracted time with DSS. Also, if the DSS payment does not cover the entire child care amount due, it will be the parent’s responsibility to pay provider the difference. DSS only pays for a few absentee days per month so whatever is not covered by DSS is payable by the parent.

Receipts

Receipts will be given for all payments. Please check your child's Take Home drawer for them the day after you pay me. I will also keep track of your payments throughout the year for tax purposes. You will receive a Year-End Tax Statement by the end of January with the total amount paid for child care services for the prior year.

Holidays

Payment is expected for holidays. If the holiday falls on a Saturday, Precious Kids Day Care and Preschool will close in observance of the holiday on the Friday before. If the holiday falls on a Sunday, I will close the following Monday.

Payment is required for these days.

Precious Kids Day Care and Preschool will close in observance of the following PAID holidays:

- **Good Friday**
- **Memorial Day**
- **Independence Day** (July 4th)
- **Labor Day**
- **Thanksgiving Day and the following Friday**
- **Christmas Week** (entire week- only ½ tuition required for this week only)
- **New Year's Eve** (close at Noon)
- **New Year's Day**

Provider's Vacation Days / Personal Days

Each calendar year Precious Kids Day Care and Preschool will be closed for **10 vacation days**. These days may be taken all at once or scattered throughout the year, solely at the provider's discretion. Parents will be given as much advance notice as possible, with a minimum of 3 weeks. No payment is required for provider's vacation days. However parents are responsible for making other arrangements for child care while Precious Kids Day Care and Preschool is closed.

Precious Kids Day Care and Preschool is allotted up to **five (5) paid personal days** each calendar year for illness, training or family emergencies. Parents are responsible for making alternate child care arrangements on provider's personal days. Payment is not required for any personal days used beyond the allotted five (5).

Substitute Care Providers

There are unavoidably times when I need to take our own children or I myself need to go to a doctor or dental appointment or when I am too ill to provide care for the children. Therefore, in order to not inconvenience my day care families with too many day care closings, I have arranged substitute care for *some* of those times when the need arises.

My husband, Vincent, my mother, Marilyn and my mother-in-law, Marie serve as substitute care providers. They have all been approved by NYS (via their thorough screening process) to be our substitutes. They often help out as an extra driver for field trips and occasionally participate with us in some of our program activities. My "Moms" are both two very gentle and loving Christian ladies with plenty of experience caring for children. I trust them both completely to give excellent care when they take over or help out. My husband Vincent is also wonderful with the kids and they absolutely LOVE him!

Despite having three substitutes, at times no one is available to substitute for a full day and I am too ill to care for the children at all. In that case, the day care will be closed for the day. I do my best to give you as much notice as possible if this happens. Parents must have a backup plan for alternate care for unavoidable day care closings.

Trial Period

I am dedicated to providing only the highest quality care to every child and I will do my best to help your child adjust to the changes that are involved with coming to a new day care. However, there are instances, unfortunately, when the care I provide is not suitable for certain children or families. Therefore, I must implement a trial period of two weeks, after or during which, if we deem the care inappropriate for your child for whatever reasons, I will decline from providing that care. In this instance, I will refund you ½ (half) your Security Deposit amount.

Withdrawal from Care

A two-week notice is required, in writing, if you wish to remove your child from Precious Kids Day Care and Preschool. Full fees for the two week period are required at the time of your written notification that you are withdrawing your child from my care, whether or not your child is present during the final two weeks of our contract.

Expulsion

In the event that I find it necessary to end our business agreement, I will also give the parent two (2) weeks notice in writing EXCEPT in the following instances:

- Destructive, uncontrollable or violent behaviors
- Habitually early drop-offs or late pick-ups
- Excessive absence without notice
- Late payment or non-payment
- Lack of parental cooperation
- Failure to supply required supplies for child
- Failure to comply with required enrollment and health forms

These situations are grounds for immediate expulsion. In the event it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible to pay any and all legal fees incurred by Precious Kids Day Care and Preschool.

Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

Your child's personal belongings must be picked up upon termination of service. Due to space restraints, any personal belongings remaining after 30 days may be donated to Goodwill or another charity.

Policy Changes

I reserve the right to make changes to our policies throughout the year. Parents will be notified of all changes at least 2 weeks before they go into affect. If necessary, I will change them according to any changes in the NYS regulations for child care.

In Conclusion...

Thank you again for considering Precious Kids Day Care and Preschool for your child care needs. Please feel free to ask any questions or discuss any concerns you may have with me. I do my best to keep communication open between myself and the families I serve. I look forward to establishing a mutually beneficial relationship between your family and mine. I pray God will guide you and bless you as you seek to secure the best possible care for your precious child.

Blessings,
Christine

Receipt of Policy Handbook

(Initial and return to provider)

By initialing each policy below, I am indicating that I have read each policy thoroughly and agree to abide by each of the policies in the Parent Handbook. Should I have any questions about the policies, I will discuss them with the provider before enrolling my child into the program. I understand that this is a legally binding agreement and that legal action may be taken if I am delinquent in paying all fees owed.

- | | |
|--------------------------------------|--|
| _____ Purpose & Philosophy | _____ Emergencies |
| _____ Hours of Operation | _____ Behavior Management |
| _____ Ages & Group Size | _____ Attendance |
| _____ Open Door Policy | _____ Arrivals and Departures |
| _____ Day Care Set-Up | _____ Admissions and Enrollment |
| _____ Television Viewing | _____ Enrollment Procedures |
| _____ Preschool Program | _____ Required Supplies |
| _____ Emails & Newsletters | _____ Security Deposit |
| _____ Parent Information Board | _____ Backup Care |
| _____ Children's Personal Property | _____ Reserving Child Care Slots |
| _____ Meals and Snacks | _____ Paperwork Renewals |
| _____ Nap/Rest Period | _____ Tuition for Preschool / Day Care |
| _____ Diapers/Pull-Ups | _____ Penalty Fees |
| _____ Potty Training | _____ Payment Schedule |
| _____ Transportation and Field Trips | _____ Receipts |
| _____ Touch Policy | _____ Holidays |
| _____ Sunscreen | _____ Provider's Vacation/ Personal Days |
| _____ No Smoking | _____ Substitute Care Providers |
| _____ Pets on Premises | _____ Trial Period |
| _____ Visitors | _____ Withdrawal from Care |
| _____ Child Abuse | _____ Policy Changes |
| _____ Health & Illness | |

Child(ren) Name(s): _____ Date: _____

Parent Name(s): _____ / _____