



### **PROVIDER EXPERIENCE**

- 😊 Licenced with State of Delaware
- 😊 Worked in daycare setting from 2009-2015
- 😊 Certified Infant/Child CPR and first aid
- 😊 Excellent references

### **CHILD CARE PHILOSOPHY**

Family child care in a “home like setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children with “siblings” of all ages, to play, socialize and learn from. Our goal in providing quality care for your child is to provide...

- 😊 A safe environment
- 😊 A nurturing environment
- 😊 A learning environment.... Learning is not necessarily the ABC’s and 123’s, but also the learning of values. The learning of honesty, respect, self-reliance and potential, self-discipline and moderation. The values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.
- 😊 A proper approach to discipline... Since children occasionally need discipline, it is important that we share a similar philosophy so that your child is not too confused as to where



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the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed without making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. We express our disapproval (without attaching character). We state our expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple minutes to calm down, and think about their choices.

😊 And to foster unconditional love... this kind of love is very important to me because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

Communication is key to successful child care arrangement,. The parent and provider need to have a good working relationship so they can communicate and work together. Parents and providers need to exchange pertinent information in the child’s life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child’s feelings, behavior and well being.

We invite you to share with us in writing, by telephone or schedule and appointment to talk about your concerns on any area that you feel we are neglecting and we will do our best to improve in that area.



**TYPICAL ACTIVITIES**

GROUP PLAY: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time

FREE PLAY: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, household toys, pull/push toys, art materials and may watch limited television or video tapes

LANGUAGE: Nursery rhymes, finger plays, stimulus pictures or objects to encourage Verbalization, reading to the children, flannel boards

DRAMATIC PLAY: Dress up, role playing, puppetry, etc.

OUTDOOR PLAY: (weather permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or Bring extra clothes)

SPECIAL DAYS: Including Birthday/holiday parties, getting ready for holidays and holiday.

**TYPICAL DAILY ROUTINES**

- 😊 Arrival and Greeting
- 😊 Breakfast and clean up
- 😊 Bathroom and/or diaper change and hand washing
- 😊 Infants usually nap in the morning as well as the afternoon
- 😊 Circle time (including calendar, songs, finger plays, story time etc.)



- 😊 Arts and crafts or other learning activity
- 😊 Bathroom and/or diaper change and hand washing
- 😊 Outdoor play (weather permitting) or other larger muscle activity
- 😊 Hand washing
- 😊 Lunch and clean up
- 😊 Nap time
- 😊 Bathroom and/or diaper change and hand washing
- 😊 Snack and clean up
- 😊 Free play
- 😊 Calm down time and TV/VCR - Children's programs (approximately a half and hour  
Before pick up time)
- 😊 Parents arrive to pick up children

(Your child is released to my care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time)

**NOTE:** Bathroom and /or diaper change times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.



### CHILD'S HEALTH

The state of Delaware requires that an age appropriate health appraisal be on file for each child enrolled within 30 day following admission, however your child cannot be initially admitted to day care without written documentation from your child's physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV and the MMR vaccines and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

Age: 2 months - DTP, TOPV, HbCV(1) ; 4 months - DTP, TOPV, HbCV(1); 6 months - DTP, TOPV, HbCV(1); 12 months - MMR; 15 months - DTP, HbCV(1); 4 to 6 years - DTP, TOPV, MMR

Parents/guardians must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

In accordance with the Delaware State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs of symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be



notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children. Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in child care. We are sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include but not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than we can provide without compromising the health and safety of the other children in my care, or
- C. The child has any of the following conditions:
  - Temperature; Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature shall be taken only by persons with specific health training.
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs) - until medical evaluation allows inclusion;



- Chicken pox, until **at least** 6 days after onset of rash or until all sores have dried and crusted;
- Pertussis, until 5 days of appropriate antibiotic treatment ( currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland swelling and a licenced physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities of if it results in a need for greater care than can be provided without compromising the health and safety of other children., or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.



Any of the following communicable diseases must also be reported to the division of public health

RESPIRATORY	GASTRO-INTESTINAL
Diphtheria German Measles Hemophilus Influenza Disease Measles (rubeola) Bacterial (spinal) Meningitis Mumps Pertussis (whooping cough) Rubella Tuberculosis	Giardiasis Hepatitis A Salmonellosis Shigellosis

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

**INJURIES:**

We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur; our staff have been trained in first aid and CPR and will follow training. If the injury is minor (requiring only a band-aid or ice) I will inform you about it when you pick up your child. If it is serious, you will be contacted and we may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, We will call 911 for assistance





before we call you. If you cannot be reached, the emergency contacts listed on your “Child Information Card” will be contacted (Please remember to keep this card up-to-date).

- Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
- Vomiting illness (two or more episodes of vomiting in the previous 24
- hours) until vomiting resolves or until a health care provider determines the illness to be not-communicable, and the child is not in danger of dehydration;
- Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- Purulent conjunctivitis ( defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;

Viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;

- Tuberculosis, until a health care provider or health official states that the child can attend child care;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat or other streptococcal infection, until 2
- Hours after initial antibiotic treatment and cessation of fever



**CHILD'S MEDICATION:**

1. A "Medication log" **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days
2. Prescription medicine **must:**
  - a. be dated within the past 30 days
  - b. have child's name printed clearly on the label
  - c. have dosage amount and times
3. Prescription medicine must also be accompanied by a " medication log" which **must**

**include:**

- a. Date
- b. Child's name
- c. Doctor's name and phone number
- d. Pharmacist name and phone number
- e. Name of medication
- f. Dosage amounts and times to be administered
- g. Route of medication, i.e. oral, eye, etc.
- h. Why medication is needed
- i. Date medication is to end
- j. Special directions, i.e. take before eating etc.
- k. Parent's signature



**RELEASE OF CHILDREN:**

Williams Family Daycare will ensure that your child does not leave with a person you have not authorized on your " Child Information Card " to pick up your child. Also please inform us when someone else that is authorized will be picking your child. Even if it is an emergency, We must have your permission to release your child to someone other than you. Please provide the person's name and a description of what he or she looks like. The person picking up your child must present a picture ID before your child is released from our care.

We have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, We cannot refuse a parent. If you have a court order and a non-custodial parent tries to pick up the child, the custodial parent will be immediately contacted. If the non-custodial parent leaves with the child, we will immediately call the police and report the situation. Williams Family Daycare will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, If the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will contact the parent or emergency contact person listed on the "Child Information Card" to request their assistance. If the situation occurs a second time, it will be grounds for terminating our care of your child.



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All children should be transported to and from child care in a car seat or child restraint if under 6 years old or 60 pounds. For further clarification refer to the Delaware Law regarding children and seat belts and abide by the law for your child's safety. Your child will not be released if the person picking up your child does not have a car seat and your child falls into the car seat requirement age bracket.

### **SUPPLIES:**

Parent/Guardian will provide diapers, diaper wipes (if you wish to use a certain brand), powder, any ointment (i.e. Desitin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. We will notify you if items are running low. All items will be marked with the child's name.

Parent/Guardian will provide a change of clothes on a daily basis or keep a change of clothes at daycare until needed - replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

Williams Family Daycare will supply wipes, sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.



**FEE PAYMENT GUIDELINES:**

Child care fees are paid in advance on a weekly basis - the Friday **before** the week begins or the last scheduled day of attendance for the week. Payment obligation is based on the hours agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or daycare is closed on the Friday before the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate your check for the upcoming date due and make payment before you leave.

Late payments - A \$5 late payment fee (per child) applies for any payment not received on the Friday morning before the week begins. If payment is not received on the Monday of the week an additional \$5.00 fee per week will be charged. Your child will not be permitted to return to child care until both the payment and the late fees are paid in full. This excludes families on POC.

A personal check, cash or credit card will be accepted for payment, however if a check or credit card payment is returned for any reason and we incur the \$35 bank charge (per transaction) those charges will be added to your next invoice. Additionally because we are unable to use these funds, the late payment fee of \$5 also applies.

After 2 check returns, all further payments must be made in cash. Non-payment or consistent late payments is cause for termination immediately with a 5 day written notice.

A 5 day notice of any increase will be posted.



**DAYS/HOURS OF OPERATION:**

Childcare is available Monday through Friday with the exception of closing as referred to in this handbook. Actual day and hours are determined by the parent/guardian's individual needs.

Please understand that the contracted drop-off time is important because we plan our day around the collective time frame of each child as well as each other phase of our morning routine - **please call** if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave - snack time, calm down time, clean up (personal as well as day care room), shoes on etc. Of Course another reason is to know my "quit" time so we can complete other evening commitments.

**LATER DROP OFF AND PICK UP:**

Please call me if you will be dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

We are sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stressful to have an appointment or other plans scheduled if we cannot depend on the mutually agreed pick up time. **Williams Family Daycare understands** that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel - if you have a cellular phone, please call me and perhaps we can work out a contingency plan. ***Please note that***



*consistent tardiness could result in termination of our contract/agreement with a 5 day written notice. A late fee of \$5.00 for each additional 10 minutes past our agreed pick up time will be applied upon late arrival. Provider can charge a late pick up fee once all authorised POC (10) hours have been exhausted.*

**NUTRITION:**

Children are fed nutritionally on a daily basis - breakfast, lunch and snack as required through enrollment with the family and workplace connection food program - See enclosed information and enrollment form for your child. Cakes, cookies and other “not so nutritious food” may be served during special events like birthday parties and holidays. Formula is provided by the parent/guardian, all other foods and beverages are provided by me.

**POTTY TRAINING:**

Potty training shouldn't be rushed; it is important that your child is psychologically and physically ready for training. Huggies Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step.



**TRANSPORTATION:**

It will be very rare but, there may be instances when your child may need a ride in an automobile or van. This will require you written permission unless it is an emergency.

**EARLY DROP OFF:**

Any care needed prior to my normal opening time will need to be scheduled at least by the Friday prior to the week care is needed. As a result, there will be a charge of \$10.00 per day for care prior to normal opening time. Payments for this additional time is due and by the Friday prior to the week care is scheduled. ***This fee is not-refundable.*** This includes if you decide not to bring the child early. Excludes families on POC for OT charges and fees.

**TERMINATION:**

**Parents/Guardian MUST** give 5 days written notice and 5days full payment to terminate your child's enrollment in childcare regardless as to whether your child is present ( except for the trial period). If 5 days notice is not given, you are still financially obligated for the 5 days of childcare fees and late payments, 5 days full payment still applies when notice is given in conjunction with the provider's vacation.





**TERMINATION BY THE CHILDCARE PROVIDER:**

The following things will lead to termination:

- Breaking the rules with the same behavior as discussed in the beginning of the policy handbook
- Hitting, biting, pinching etc.
- Any and all foul language that continues to happen
- Continuous yelling, screaming and crying for no apparent reason upon months of enrollment
- Continuous not payment of tuition and/or bounced checks

**NOTE:**

After three (3) consecutive “ *verbal warnings*”, five (5) days *written notice of termination* will be given.

**TRIAL PERIOD:**

There is a trial period of 4 weeks from the date childcare begins. If the childcare arrangements are not mutually satisfactory, either party can terminate this agreement with a 1 (one) day notice - any monies already paid is *non-refundable*.



**A FEW FINAL THOUGHTS**

As a parent in my childcare center, please.....

Take an interest in your child’s activities and development at daycare and share your child’s habits, rears and concerns with me.

Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;

Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;

Call me! Your concerns and feedback are important to me.

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF DAYCARE PROVIDER**

\_\_\_\_\_  
**DATE**