



Jenny's House Family DayCare Family Handbook

**2022-2023
School Year**



Welcome To Our Daycare!

Dear Parents/Guardians,

I want to thank you for considering **Jenny's House Family Daycare** for your daycare needs. I offer a loving, safe and educational environment for your child to grow, learn and play.

I can understand how difficult it can be to find the right daycare to fit the needs of you and your child, as well as a safe environment. For this reason, I strive to offer a program that will enrich your child's development while putting your mind at ease.

I will do my best to assist your child in developing important values such as: communication and teamwork. I believe that children learn best through play, and we will implement these important values throughout our day.

It is my goal to offer your family the quality daycare experiences you deserve. Please feel free to openly discuss any problems or concerns you may have at any time. An open and honest relationship is the key to a happy, successful childcare experience for everyone.

Please help me operate my DayCare business in a professional manner by carefully reading through the parent handbook and filling out all necessary forms. It is very important that you are aware of all my policies, as I want you to make your decision about daycare based on the terms of which I provide.

If at anytime you should have any questions about Pennsylvania State Rules and Regulations you can find them at www.pacodeandbulletin.gov.

Again, thank you for choosing **Jenny's House Family DayCare**. We look forward to providing your child with a caring and enriching environment.

Sincerely,
Jennifer Nagy
Owner

www.jennyshousefamilydaycare.com

jennifer@jennyshousefamilydaycare.com

(570)278-2551

Jenny's House Family DayCare

TABLE OF CONTENTS

ABOUT US.....	1-5
Mission.....	1
Philosophy.....	1
State Licensing Requirements.....	1-2
Definition of Family.....	2
Hours of Operation.....	2
Holidays/Closures.....	2-3
Admission and Enrollment.....	3
Inclusion.....	3
Non-Discrimination.....	3
Confidentiality.....	3-4
Child to Staff Ratios.....	4
Communication and Family Partnership.....	4-5
Open Door Policy.....	5
Publicity.....	5
CURRICULUM AND LEARNING.....	5-8
Learning Environment.....	5
Curriculum and Assessment.....	6
Developmental Screening.....	6
Individualized Education Plans (IEP) & Individualized Family Service Plans (IFSP).....	6-7
Transitions.....	7
Transition from home to center.....	7
Transition between learning programs.....	7
Transition to elementary school.....	7
Electronic Media.....	7
Multiculturalism.....	8
Celebrations.....	8
Rest Time.....	8
Toilet Training.....	8
GUIDANCE.....	9-10
General Procedure.....	9
Discipline Policy.....	9
Physical Restraint.....	10
TUITION AND FEES.....	10-11
Payment.....	10
Late Payment Charges.....	10
Returned Checks/Rejected Transaction Charges.....	10
Over-Time Fee.....	10
Special Activity Fees.....	11
ATTENDANCE AND WITHDRAWEL.....	11-12
Absence.....	11
Withdrawal.....	11
Closing Due to Extreme Weather.....	11

Suspension & Expulsion.....	11-12
DROP-OFF AND PICK-UP.....	12-13
General Procedure.....	12
Sign In/Sign Out.....	13
Cell Phone Usage.....	13
Authorized and Unauthorized Pick-Up.....	13
Right to Refuse Child Release.....	13
PERSONAL BELONGINGS.....	13-14
What to Bring.....	13-14
Cubbies.....	14
Toys from Home.....	14
NUTRITION.....	15-16
Foods Brought from Home.....	14-15
Food Allergies.....	15
Mealtime.....	15
Infant Feedings.....	15-16
Children 24 months and Older.....	16
HEALTH.....	16-18
Immunizations.....	16
Care Plan.....	16
Physicals.....	16
Illness.....	16-17
Allergy Prevention.....	17
Communicable Diseases.....	18
SAFETY.....	19-20
Clothing.....	19
Extreme Weather and Outdoor Play.....	19
Injuries.....	19
Biting.....	19
Respectful Behavior.....	19
Smoking.....	20
Prohibited Substances.....	20
Child Custody.....	20
Suspected Child Abuse.....	20
EMERGENCIES.....	20-21
Fire Safety.....	20
Medical and Dental Emergency Procedures.....	20-21
Evacuation Procedures.....	21
CENTER POLICIES.....	21

Welcome to Jenny's House Family DayCare, the purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed childcare providers.

ABOUT US

Mission Statement

At Jenny's House Family DayCare, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Pennsylvania Learning Standards with appropriate supports and instruction

State Licensing Requirements

Jenny's House Family DayCare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care given to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our facility is subject to inspection by state and city health, fire, and licensing officials.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Jenny's House Family DayCare is open from 7:00am to 5:00pm Monday thru Friday.

Holidays/Closures

I realize your need for reliable childcare and will attempt to give as much notice as possible whenever I must close for any reason. In order to spend quality time with my own family, I will be closed for the holidays.

Daycare will be closed **with pay** of the following holidays:

New Year's Day	Martin Luther King Jr.'s Day
President's Day	Good Friday
Easter Monday	Memorial Day
Independence Day	Labor Day
Columbus Day	Thanksgiving Day
Christmas Day	

If a holiday should land on a Saturday, I reserved the right to close the Friday before. And if the holiday should land on Sunday, I reserve the right to close on the Monday after.

I will also take **2 weeks** (10 days) of unpaid vacation. This may be taken all at once or split up and will most likely be taken during the summer months. I will give a minimum of 2 weeks' notice before any closure when possible so you can have time to arrange alternative care for that period. Also, working with exposure to many families and especially children, it is expected that I will become ill occasionally. Therefore, I reserve the right to take up to (5) paid sick/personal days per calendar year.

Admission and Enrollment

All admission and enrollment forms must be completed, and registration fee and first tuition payment paid prior to your child's first day of attendance.

A non-refundable set up fee of \$25.00 is charged upon registration of each child.

Based on the availability and openings, our facility admits children from 6 weeks to 5 years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate based on special needs as long as a safe, supportive environment can be provided.

Inclusion

Jenny's House Family DayCare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we require a care plan to be completed by a health care professional, as well as, the Individualized Education Plans & Individualized Family Service Plans form completed before your child's first day of attendance.

Non-Discrimination Policy

At Jenny's House Family DayCare equal educational opportunities are available for all children, without regards to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

We abide by the state privacy law. All records and information about your child and family will not be released except for that required by our regulatory and partnering agencies unless we have your written permission.

I also ask that you respect my privacy and that of my family by not sharing any information you learn about my family without my written permission. For example, contents or layout of my home, vacation schedule, routines, etc.

Child to Staff Ratios

Children are supervised at all times. All teachers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
≤ 12 months	4 to 1	8
13-24 months	5 to 1	10
25-36months	6 to 1	12
3 years ≥	10 to 1	20

Communication and Family Partnership

Daily Communications: Daily reports from center staff will keep you informed about your child's activities and experiences at the center. Daily reports will be emailed and the end of the day of care to the email address provided at the time of enrollment.

Bulletin Boards: Located throughout the center, bulletin boards provided center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Email: We ask you to provide an email address that you use regularly so that we may send you daily reports, announcements, event invitations, newsletters, and general updates.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for us within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULUM AND LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula and Assessment

For ages three through five, we use a theme-based curriculum. Literacy, math, science, social studies, the arts, and technology are presented in each interest area. In addition to the materials in the interest areas, I also use the Project Approach. The Project Approach builds on children's curiosity, enabling children to interact, question, connect, problem-solve, communicate, reflect and more. Children have a strong disposition to explore and discover. It is my desire to create an environment where children can play with purpose, discover, create, explore, develop and be celebrated!

In addition, I use the Zoo Phonics program. I've had tremendous success with this program in the past. Zoo Phonics is a method developed to make children strong readers and spellers using a "phono" (hearing), "oral" (speaking), "visual" (seeing), "kinesthetic" (moving), and tactile (touching)—whole brain approach. Students learn the sounds of the alphabet and advanced phonemic concepts through an easily understood, concrete method of presentation. Zoo-phonics takes something that is very abstract (reading) and through music, stories, puppets and games, turns it into something that is concrete and understandable to young children. For more information, visit www.zoophonics.com

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

I also proudly participate in the Scholastic Book Club program. Each month, you'll have opportunities to purchase low cost books for your home and earn points for the classroom. You'll find my program is rich in literacy experiences and that I am passionate about children's literature.

Developmental Screening

To coincide with curriculum-based assessments, we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunctions with the child's primary care provider and health, education, and early intervention consultants. We use the Ages and Stages screening tool. Developmental screening is conducted with written consent from child's parent/guardian(s).

A family meeting is offered within 45 days of your child/ren's start date. This meeting will take place between the child's teacher and parent/guardian to create a partnership between the teacher and parent/guardian. As well as, to discuss the child's learning opportunities in our program. At this time, we will share information on the developmental screening that we will conduct.

This meeting is also a great opportunity to discuss the child's first few weeks in our program, and to clarify and reinforce any policies and/or procedures that may affect the family and/or child.

INDIVIDUALIZED EDUCATION PLANS (IEP) & INDIVIDUALIZED FAMILY SERVICE PLANS(IFSP)

IEP's and IFSP's are created by service providers working with children with special needs.

The Keystone Stars Performance Standards requires us, [Jenny's House Family DayCare](#), to request copies of IEP's and IFSP's for the child in our care.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA); Releases of information are required to speak to members of a child's treatment team, professional development regarding privacy issues, and HIPAA.

It is important to gather as much information on your child as we can in order to provide the best way to educate your child.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

➤ *Transition from home to center*

Prior to your child's first day, you will have an opportunity to tour our center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

➤ *Transition between learning programs*

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

➤ *Transition to elementary school*

Transition activities such creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and tablet use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week per child.

Pennsylvania State rules prohibit any screen time for children under the age of two. This includes TV, videos, and computers.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of the life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

You may bring, if you wish, a small, healthy snack to share for your child's birthday, but is not mandatory. We do celebrate holidays with a small party; a sign-up sheet may be posted on the parent board if you wish to donate. For Christmas, I ask that instead of gift buying for other children in care, that each parent purchase a gift for the preschool that the children may open and share here but is not mandatory. You can spend as little or as much as you would like. I will give out a "wants and needs" list to offer suggestions of the children's wants and interests. Some of the things the list might include are a replacement of a broken toy, educational video or cd, books, games, art supplies, etc. I would prefer your child not know what you are buying to make it more special. Gifts are to be wrapped and labeled "Jenny's House" and have no "from" on it.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Teachers directly observe infants by sight and sound at all times and check on sleeping infants every 20 minutes.

After lunch all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotional ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Parents will be required to supply pull-ups. **Children will be allowed to come to preschool in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups.** Communication between parents and the provider is imperative for a successful transition from diapers to toilet.

Guidance

General Procedure

Jenny's House Family DayCare is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communication consistent, clear rules and involving children in problem solving help

children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the facility frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

- **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
- **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements must be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our center, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 9:00 AM on Monday, as outlined in the *Enrollment Agreement*.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$35.00 will be added to your next invoice. If your account has not been paid in full within 7 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH will be charged a fee of \$35.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Over-Time Fee

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$5.00 per child shall be made per 15-minute intervals for drop-off/pick-ups outside of contracted hours. Example 1 to 15 minutes early/late, you owe \$5.00 per child, 16 to 30 minutes early/late you owe \$10.00 per child. If prior notice of early drop-off (evening before or earlier) or late pick-up (morning of care or earlier) is arranged late fees may be waived, but regular over time charges may occur.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities. These fees are due prior to event or activity.

ATTENDANCE AND WITHDRAWAL

Absence

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay. If we do not hear from you within an hour of your child's scheduled drop-off time, we will contact you to be sure everything is o.k.

Withdrawal

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first two weeks of enrollment, a two-week written notice from parent or provider is required to terminate the contract**, with the exception of (provider's) family emergency, gross misconduct on part of the, parent or child, or failure to follow the rules as stated in this handbook and agreement. This is grounds for immediate discontinuation of service. In lieu of written notice, two weeks of pay may also be given to terminate the contract. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e. snow, storms, floods, tornadoes, hurricanes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, we will follow the Montrose Area School District delay or closing schedule.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Suspension and Expulsion

Our program is committed to providing a safe, nurturing environment conducive for learning and growth for all our children. We strive to ensure all children in our care are set up for success regardless of their need or developmental level.

Unfortunately, there are sometimes reasons we have to expel a child from our program on either a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Every effort will be made to prevent the need to expel or suspend a child for the center. However, [Jenny's House Family DayCare](#) reserves the right to cancel the enrollment of a child for the following reasons, not limited to, but including;

- Non-payment or excessive late payment of fees/tuition
- Failure to adhere to policies and procedures as outlined in this Family Handbook
- The child has needs that we can not adequately meet with our current staffing patterns

- The child's behavior threatens the health and safety of him/herself, the other children or program staff
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of childcare licensing regulations.

Proactive actions will be taken in order to prevent the expulsion or suspension of a child. The steps that will be taken prior includes but is not limited to:

- Staff will try to redirect child from negative behavior
- Staff will teach child appropriate skills to address challenging behaviors
- Staff will reassess the environment, activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will celebrate appropriate behaviors
- Staff will always maintain strong connection with child
- Staff will consistently apply consequences for rules
- Child and parent will be notified of disruptive behaviors that might lead to expulsion
- Director and parent will have conference to discuss how to promote positive behavior
- A specialized care team will be informed to address how to best support the child

On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:00 AM. Please do not drop-off your child prior to the opening. Parent/legal guardians must pull their vehicles to the orange cones in front of the building and enter through the entrance located at the right of the building. After entering the building parent or guardian will enter their code into the iPad located on the wall near the entrance to clock their child in or out.

No child, regardless of their age, may be released from their car and allowed to enter the building without an adult chaperone. All children ***must*** be accompanied by a parent or guardian (18 years or older) to their designated classroom. There, the parent or guardian must receive verbal acknowledgement of their presence from the teacher prior to leaving for the day. Also, at the end of the day, all children ***must*** be picked up by a parent or guardian (18 years or older) from their designated classroom. Again, the parent or guardian must receive a verbal acknowledgement of your presence from the teacher prior to removing the child from the building.

Drop offs may not be accepted after 10:30 AM without a doctor's note and prior notice to a teacher.

If your child will not be attending due to an illness or other reasons, please call (570)278-2551 to let us know or text Jenny at (607)221-3520.

We close at 5:00 PM. Please allow enough time to arrive, sign your out, and leave by closing time.

Sign In/Sign Out

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider follows any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized and Unauthorized Pick-Up

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that it is not recognized. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed on an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Personal Belongings

What to Bring

- **Infants:** 2 to 3 bottles to be kept at the center, at least 2 changes of weather appropriate clothes, diaper cream, and a full pack of diapers and wipes if not enrolled in our diaper/wipes program.
- **Toddlers:** at least 2 changes of weather appropriate clothes, diaper cream, full pack of diapers and wipes if not enrolled in our diaper/wipes program, jacket, shoes that lace-up or Velcro and/or stay on feet (NO flip-flops), a swimsuit, towel, sunscreen, and crib size sheet and blanket for rest time.
- **Older Toddlers:** at least 2 changes of weather appropriate clothes or more if toilet training, pull-ups, jacket, shoes that lace-up or Velcro and/or stay on feet (NO flip-flops), swimsuit, towel, sunscreen, and crib size sheet and blanket for rest time.
- **Preschoolers:** 1 change of weather appropriate clothes, socks, jacket, shoes that lace-up or Velcro and/or stay on feet (NO flip-flops), swimsuit, towel, sunscreen, and crib size sheet and blanket for rest time.

Please label all items brought from home with your child's name (i.e. clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc..) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home to be laundered and a replacement set will need to be brought the next day of care. We will send home sheets and blankets each week to be laundered and asked to be brought back on the following day of care.

Note: Please periodically check to make sure your child still has all their necessary items needed at childcare. Furthermore, as the weather changes throughout the year, so do your child's items needed at childcare. **We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all his or her necessary belongings with them at preschool. This way we can care for your child in the best possible way.**

Cubbies

Upon enrollment each child will be assigned a "cubby". Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Toys from Home

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period, we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, **please do not bring your child's toys to daycare except on designated sharing/show and tell days.** As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to preschool with toy weapons.

NUTRITION

Foods Brought from Home

Except for special occasions and when requested, please do not send food, drinks, or sweets with your child. Each day we provide three nutritious and well-balanced meals. We provide morning breakfast at 8:30am, lunch at 12:00pm and afternoon snack at 3:00pm. You are responsible for feeding your child if he or she arrives after the set mealtime. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least every 6 months.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Mealtime

- At mealtime the tables are set with disposable plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit.
- Breast milk and formula containers brought from home must be dated and labeled with the child's name.

- Solid foods will only be introduced after a consultation with the child's family.

Children 24 months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include whole grapes, peanuts, popcorn, and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Care Plan

Upon enrollment we will ask if your child has any special needs such as; severe allergies, special needs, asthma, medical needs, and medication administration. If your child has any of these needs, we ask you to complete a care plan. The director and teacher will review the care plan so we can best support your child's needs.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than (30) days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the

following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100F or higher under the arm, 101F or higher in the mouth, 102F or higher in the ear) accompanied by other symptoms.
- Diarrhea-stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting-green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professional's written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Cleanliness

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, to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected always. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The highchairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. 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.

Staff wash their hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands:

- At arrival each day
- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using playdough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 20°F.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

Biting

Biting is a normal stage of development that is common among infants and toddlers-and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for the and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

This is a non-smoking facility. Smoking is strictly prohibited on the premises, this includes but not limited to cigarettes, E- cigarettes, vapor, and smokeless tobacco. Please inform spouses or those on your pick-up list about the policy.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody bases on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Fire Safety

Our center is fully equipped with smoke alarms, carbon monoxide detector, fire extinguishers in each room, as well as an evacuation crib.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Medical and Dental Emergency Procedures

Emergency information is kept on file at the facility. 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 needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us 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.

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

Evacuation Procedures

[Jenny's House Family DayCare](#) has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the facility. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the Silver Lake Township Building at the top of the hill on our road. A notice will be posted at the daycare with all information on the alternative sight. Directions to the Township Building are as follows: From our house on John C. McNamara Dr. turn left out of our driveway. Go to the top of the hill and the township building will be on your right.

CENTER POLICIES

Our center policies not included in this handbook are reviewed yearly and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the [Jenny's House Family DayCare Family Handbook](#), and I have reviewed the family handbook with a member of [Jenny's House Family DayCare](#) staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the [Jenny's House Family DayCare Family Handbook](#) that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date