

2008 – 2009 PARENT HANDBOOK

TINY TOTS FAMILY CHILD CARE

BARBARA GRASLIE

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Thank you for choosing “TINY TOT’S DAYCARE” for your daycare needs.

Enclosed you will find a copy of my ~PARENT HANDBOOK~. There may seem like a lot of information, but this is to let you know what you can expect from me as your child’s caregiver, and in turn let you know what is expected also once this contract is signed.

Please take the time to go over this ~Handbook~ all families will sign a new contract each January. I reserve the right to make changes in policies, as I deem necessary. You will be notified, in writing of any changes that may occur. Every attempt will be made to give at least a two-week’s notice of changes.

I look forward to welcoming your child/children and family into our daycare.

Sincerely,

Barbara J. Graslie

Thank you for choosing “Tiny Tot’s” Family Child Care for your child care needs. First let me tell you about my family and myself. My name is Barbara Graslie; I am a married mother of three children. My husband’s name is Gary and he is an ASE Certified Technician at Wagner Motors. Our oldest daughter Hethaer is 23 and is one of my back up emergency assistants, our middle daughter is Danielle and she is a full time student at Worcester State working towards a degree in Criminal Justice, and our son Nicholas is a student in the Worcester Public Schools and a great help with the children. I am trained in adult/children/infant CPR and Standard first aid. I also participate in training classes offered by <http://www.eec.state.ma.us/> (state licensing board), Child Care Connection (referral agency), and Bay State (state food & nutrition program). I have also taken early childhood courses at Becker College in Leicester.

As a family child care provider, my goal is to provide a safe and happy environment for each child that will stimulate their physical, intellectual, social and emotional growth at their own pace. I offer loving care that will focus on each child as a unique and wonderful individual and in doing so will build self-esteem and respect for others. As your partner in caring for your

child, my inter-action with you, the parent is as important as my inter-action with your child. I encourage parent involvement in the child care setting.

****Regarding all statements in this policy book directed to the parent, the word parent shall mean parent or guardian or adult person responsible for the child's physical and financial well being.**

FOR CLARIFICATION PURPOSES:

Infant – any child 12 months or younger

Toddler – any child 12 months to 30 months

Preschooler – any child 30 months to kindergarten

Kindergarten – any child attending kindergarten

School aged – any child attending grades 1st or higher

All policies shall remain in effect as stated herein unless provider gives notice of change of any said policy in writing. Provider retains the right to enforce these policies at will. Lack of a certain policy at any time does not indicate that the particular policy is no longer in effect.

REGISTRATION REQUIREMENTS

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. **NO EXCEPTIONS!** Please inform me of any changes. Below you will find the list of forms that you will need to return to “TINY TOT’S” Family Child Care before or on your child’s first day.

Enrollment Form

Permission to Administer Medicine Policy

Contract – Signed

EEC Forms – Filled in and signed

Child Biography

Photo Release Form

Non-refundable deposit

First weeks Payment

AGES SERVED

The ages of the children that I care for are 6 weeks up to 5 years. I am occasionally available for closed school days to those children that have been with me through the years. I also will offer to parents of children that have been with me through the years summer care if I have an available opening. Arrangements must be made in advance and weekly/daily fees will apply. If you reserve a spot for an older child and they do not attend, you will still be required to pay for that slot. If you make arrangement for your child to attend a week of camp during the summer while also planning on them being able to come to me for care the first week is at ½ rate all other weeks are at full rate. As much as I love having the children return and spend time with all of us our program is geared to ages 6 weeks – 5 years.

DAYS AND HOURS OF OPERATION

Daycare is open Monday – Friday, from 7:00 am (earlier am drop offs may be arranged for an additional fee) to 5:15 pm. Child care is never offered on weekends, evenings or holidays. Please remember your fee is based on the hours you contract for, not for the hours that I am open. I will provide care for your child from _____ a.m. until _____ p.m. You are scheduled for childcare @ the above hours. If you drop-off before or pick-up after these scheduled hours, you will be charged a late fee. The late fee is as follows: I will charge an overtime rate of \$1.00 per minute that you are late, unless it is prearranged. I do not do overtime after 5:30p.m. The fee for pre-arranged overtime is \$2.50 for every 15 minutes. This is to assure that children are picked up on time. Late drop off does not constitute late pick-ups. I love my job but this is a job and my time is valuable to you and my family.

FEEES

My fee for daycare is based on the contracted hours and is payable either weekly or biweekly, whether your child in attendance or not. I require payments to be made on **MONDAY** mornings, no exceptions. This covers care for the week in attendance. A late fee of \$10.00 per day will be charged for payment not received until said payment is received. There is a \$30.00 return check fee for any checks that are returned to me for insufficient funds. In addition, the parent will pay for all expenses to the provider's account resulting from the returned check. In the event of a second returned check, payment must be made in cash.

A registration fee, equal to one weeks pay, will hold a place for your child. This registration fee will be credited to your last week of care, when you decide to depart from Tiny Tots Family Child Care. This registration fee is equal to one (1) week of childcare. A year end statement of all daycare fees paid during the past year will be given to you in January of the next year for tax purposes.

TRIAL PERIOD AND TERMINATION

A two – week trial periods will be given, upon enrollment, to determine the suitability of the arrangements. If at any time during the two weeks, the arrangement has not proven workable termination may be given. If, however, you are happy with the care that your child is receiving and your child is settling in, then we will enter into a permanent contract. I do require a two – week notice, (in writing) if you intend to withdraw your child from my care. The last week of this notice is paid in advance; your one week registration fee will cover this notice.

VACATION

This daycare will be closed for three weeks every year. A two month notice will be given to you before vacations. You will be obligated to pay my normal weekly fee for two of these vacations. Payment is due **BEFORE** the start of vacations. If you should take any weeks other than the weeks I choose, the first different week you will be charged only half of your normal fee, **** if a 30 day notice is given before said vacation.** Should you choose to take any more vacation weeks, you will be obligated to pay a full fee, so as to hold your child's slot open in your absence. Payment is to be made before the start of your vacation.

SICK/PERSONAL/MENTAL HEALTH DAYS

Although the provider will make every attempt to be available each day, there will be occasions when she or another family member is ill and she is unable to provide service. Parents will be notified as soon as possible of any personal or family illness, funeral or emergency. The provider requires five days per year for which payment under these circumstances is required. It will be the parent's responsibility to obtain substitute care on such occasions and to arrange payment to the substitute.

CLOSED PAID HOLIDAYS

Listed below are the holidays on which Tiny Tots Family Child Care will be closed. Should a holiday fall on a weekend, this daycare will be closed the following Monday.

NEW YEARS DAY

MARTIN LUTHER KING DAY

PRESIDENT'S DAY
GOOD FRIDAY
PATRIOT'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
VETEREN'S DAY
THANKSGIVING DAY
THE DAY AFTER THANKSGIVING
CHRISTMAS EVE – CHRISTMAS DAY
DAY AFTER CHRISTMAS
NEW YEAR'S EVE

MEDICATIONS

If your child is on medication and it must be administered while at daycare, the medication must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time or with the meal you specify and a written record kept.

DIAPERING

The diapering surface is waterproof and free of cracks. Latex free gloves are used when changing diapers. After each use the changing table is wiped down with disinfectant. Hands of the child and caregiver and washed after each diaper changing. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasion that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash most cases occur because of the child having been on certain medication or teething.

PROPER ATTIRE

Child's play is messy work. Your child will be painting, playing on the grass, in the sandbox, playing with chalk and play do, and other various activities. Please do not expect me to keep your child's clothes clean and free from stains. Please dress the kids appropriately. I will not be responsible for "Cute" clothes getting messed. The children will participate in all activities regardless of their dress. Children (and parents) do not wear shoes when inside my home. They must be taken off on the front porch, I know this can be a royal pain for some (especially dads with work boots) I do not mind getting your little ones ready for you and bringing them to you at pick up or coming to the front porch and taking your little ones from you at drop off. This helps to keep carpets more sanitary for crawling infants and children that are playing on the floors all day.

TOYS AND PERSONAL ITEMS

No toys are to be brought from home. They will create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. I am not responsible for lost, broken or stolen objects that are brought from home. This includes videos, games, balls, etc. If your child requires a "special" blankey or small stuffed animal for nap time this will be allowed to be brought and left in the child's bin/diaper bag until nap time.

OUTDOOR ACTIVITIES

Our outdoor activities will include using the playground equipment in the back yard, riding toys and playing games. Children will not be allowed outside to play unsupervised. During the summer, most of the morning hours are spent outside. During the winter, children will go out weather permitting.

MASSACHUSETTS WEATHER

We are all aware of how unpredictable Massachusetts winters can be. I know that weather and driving conditions can cause late pick-ups. These are unavoidable, but please try to remember that I have family and my time with them is very precious. Please pay close attention to the weather to help avoid late pick-ups.

PRESCHOOL PROGRAM

“Tiny Tot’s” is proud to offer crafts and projects that will help your child to become ready for their kindergarten experience. Every day your child will experience many learning activities such as blocks, kitchen center, make believe, story time, singing, trucks, puzzles, dress-up. Attending our program should be an enjoyable experience for the child as well as the parent. We encourage all children to use their manners, to share with their friends and to be nice to one and other. All children are exposed to large and small muscle play, numbers and counting, letter recognition and social development and kindergarten readiness.

Parents can be confident their children are being well cared for in a cheerful environment. Parent involvement is encouraged and maintained through an open door policy. Parents may visit any time.

ILLNESS AND SICK CARE

The health and well being of all of the children here are the utmost importance to me. It is for the protection of the children that I must insist on a strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains, please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making decisions based on emotion instead of logic. Even with all of our precautions, children do get sick and or hurt. Due to my concern for all of the children enrolled in my childcare there are certain guidelines that I require all my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. This is to insure that a child does not return to child care when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

I have found that a lot of pediatricians are telling parents that a child does not need to be on over the counter medication for runny noses or a cough, which is fine as long as you realize your child must remain at home until the runny nose is gone and the cough is gone. Children in daycare spread germs by wiping their nose on their hands, sleeves or anything they can get their hand on and then coming into contact with the other children or toys. Children at young ages do not know how to cover their mouths or cough into their arms and this also causes the spread of germs. In order to keep control of the situation I require the medication be brought and left here. They may come to childcare if you bring medication that will dry up their nasal discharge or suppress their coughs this has become an issue on more than one occasion with parents. This is your choice, but in my daycare children will not be allowed to stay if they do not have medication when they are coughing and or have a runny nose. This is for the well being of not just your own child but also all of the children and daycare staff. We do have a good healthy

group and it is attributed to the fact that all parents follow my guidelines in this sick policy. Just think how you would feel if you're healthy child was constantly being made sick by another child in childcare that was not following the sick policy guidelines.

There are a number of immunizations required by law before you may attend childcare. Upon application for enrollment you will be asked to fill out an immunization record. You will be informed of any immunizations that will be needed before your child starts childcare. Every time your child receives new immunizations I need a copy of this for his records.

Children with minor illnesses may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home or be sent home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also some illnesses that by law exclude the child from attending childcare.

If your child is too ill to go to school they are too ill to come to child care. If you are unable to remain at home with your ill child it will be necessary for you to make substitute child care arrangements at your own expense.

When a child has certain symptoms, he should be kept home. Some of these are:

FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 100 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to daycare until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol, Motrin and Advil etc. If your child wakes with a high temperature and you administer a fever reducer, this generally only lasts a few hours and I will have to call you at work to come and pick up your child. In the meantime, the other children have possibly been exposed to and undiagnosed illness.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs. If you child vomits while at daycare, you will be expected to come **IMMEDIATELY** to remove your child from daycare. If you are not able to come as soon as you are called, please make arrangements for someone else to pick up your child. This child must stay home until 24 hours have passed with no vomiting episodes.

DIARRHEA

When a child has a single loose stool, he/she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the daycare setting and this child must remain home. Please use your discretion with this. If the child has diarrhea that's not contained, you will be called to come pick your child from daycare.

Some features that help to insure your child's health are:

- *No smoking in the daycare (We are a non-smoking home).
- *My health policy is strictly adhered to.
- *Current immunizations are required.
- *Every attempt is made to keep toys and play area sanitized.
- *Menus follow Federal Nutritional Guidelines.
- *Good hygiene is stressed at all times.

DISCIPLINE

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency, and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home, frequently so they are familiar with the guidelines. Please keep in mind that there will be disagreements between children. Young children, especially, who are not adept at communication; have a hard time expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases.

The following methods of discipline will be used:

- *Encourage children to solve problems themselves.
- *Intervention and discussion
- *Re-direction to another play area
- *Loss of privileges
- *Time out

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline between our homes. These types of behavior might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You might be called to remove your child if his/her behavior prevents me from being able to properly care for the other children.

As a home day care provider, I have a responsibility by law to recognize and report evidence of child abuse – physical or emotional – or neglect. This is strictly for the benefit of your child.

SMOKING

This is a non-smoking home and there will be no smoking anywhere on the premises during daycare hours. Cigarette butts are not to be thrown in the driveway or yard.

HEALTH AND SAFETY

If your child becomes ill while at child care he/she will be isolated from the other children and one parent will be call immediately. If I am unable to contact a parent I will call the designated emergency contact person on their emergency card. The child will be unable to remain in childcare if ill and I will expect them to be picked up within the hour or a reasonable length of time.

If your child is unable to go out or participate in daily activities, please inform me. Prolonged request for special treatment may result in a request to keep the child home until they are able to participate in normal activities.

EMERGENCY PROCEDURES

In case of an **EMERGENCY**, either I, the Worcester Police Department or Paramedic Unit will administer necessary first aid. If your child needs to be transported to the hospital designated on your emergency card, you will be responsible for the cost of the ambulance. You will be notified immediately.

PARENT/CAREGIVER COMMUNICATION

Communication is very important to me. When I accept a new family into business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. I welcome questions, feedback or discussions of

any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private outside the regular child care hours either by telephone or conference. Conferences will not be scheduled as a routine part of your child's care however, should you like to have a conference, you may request one at any time.

TOILET TRAINING

Forcing your child to train before he/she is ready can result in bed-wetting, frequent accidents, constipation or regression, in times of stress. I believe that most children are ready to begin toilet training around 2 ½ - 3 years of age. Of course, all children are different. Some readiness signs to look for are (1) Language skills, the ability to say "potty" or some other term which indicates that your child needs to use the toilet, (2) An interest in stay dry or clean, (3) Self-help skills, the ability to dress and undress themselves, (4) staying dry for longer periods of time throughout the day. It is not a good idea to dress your child in overalls, pants with difficult fasteners or "onesies". This will be frustrating to your child. Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience; punishments for accidents are very inappropriate. I insist on using pull ups for health and safety for everyone during this time. If your child does mess his/her big girl/boy pants I will not be responsible for the cleaning of them.

MEALS

To meet the nutritional needs of your child, I serve well balanced meals and snacks that meet the guidelines of the Federal Government Food Program. Breakfast is served between 8:00 am – 8:30 am; please have your child here by 8 am if you want them to eat breakfast here. Lunch is served between 11: 30 am – 12:15 pm and an afternoon snack is given after nap time. I believe mealtime should be a pleasant time; therefore the children are always offered food but are not forced to eat. Children, who choose not to eat, will not be served food until the next meal or snack.

NAPTIME

All children are to lie down for a rest period in the afternoon. Even the older children will benefit from a short period of "Quiet Time" Naptime is my only opportunity to take a break, clean up after lunch, do paper work, fill out daily notes and do activity planning. I provide nap cots and child size blankets, if your child has a special blanket or stuffed animal they can bring this for naptime. Infants nap in cribs.

ABSENTEEISM AND ILLNESS

If a child or parent is ill, or for any other reason the child will not be here for the day, please call me in the morning to let me know. If you know the night before please call or email me. I would appreciate the courtesy. The main reason childcare providers charge for absent days is to provide stability in their budgets. In-home daycare is a home based business, not a **BABYSITTING** service.

Parents should have alternative arrangements in the event of an emergency, illness, vacation or such, if the situation should occur.

If you are having someone else pick up your child, please let me know in advance. I will need to know the name of the person picking up your child and please let them know I will be asking for some form of picture I.D. I will not let a child leave without the parents' permission.

PERSONAL POSSESSIONS

*Please label your child's personal possessions

*Please be certain that boots slip on and off easily, zippers zip, etc. As the malfunction of these things can hinder and frustrate the Child's learning to dress him/herself.

*Please encourage children to take responsibility for their own belonging.

*I am not responsible for replacing lost or broken toys. This is why I request that you keep such items at home.

*Accepting responsibility for their own possessions is an important skill for children to learn.

HOUSE RULES

I expect all children (age taken into consideration) and parents to know the rules of the house. These I assume are quite similar to the ones you have in your own home. I don't intend for these to sound as though I don't allow the children to play, enjoy themselves, but I feel it is important with the number of children in a daycare to follow these rules to insure safety and lower maintenance of my home.

*No biting, hitting, pushing, kicking, etc.

*No throwing or intentionally breaking anything (Parents will be responsible to replace anything broken intentionally)

*No running, jumping in the house or on the furniture. (These are outside activities))

*No picking up babies or Toddlers.

*No leaving the house or yard without a parent or guardian with the child.

*No name calling, teasing, etc. Everyone is treated with respect.

>No food brought into the home (Unless pre-arranged) **NO GUM.**

Sometimes at pick-up, the children may get rowdy, because someone else is here (you). Your child has listened to my rules all day. Please show your child that you respect me and my rules by reminding them and enforcing them while you are here. Believe me, when they get older, you will thank me...

Please remember there are times when we have places to go or appointments that we have to meet at the end of the day. For this reason, please don't be late. Daycare hours end at 5:15 pm.

OPEN DOOR POLICY

At Tiny Tots Family Child Care, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind, a child just adjusting to a new surrounding will want to leave with you, if you pop in for a visit. Please keep in mind there may be times when it is not convenient for me to run to the phone (i.e. diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave a voice mail and I will call as soon as I am able. You may also communicate with me via e-mail. There may be those times when something comes to you at work that you don't want to forget to relay to me. If you have e-mail please feel free to drop me a line at tinytotfdc@msn.com

MISCELLANEOUS

1. Please be sure to send in two (2) sets of extra cloths (sox, shirts, pants, underpants, shorts) these will be kept here, in case their clothes get soiled.

2. Please help to keep the floors clean and safe for the children by removing your shoes. I will meet at the front porch at drop off and pick up so that you do not have to take off your shoes if you would prefer.
3. Please call me in the morning if your child will not be coming that day.
4. Be prompt in picking up your child after work and please remember daycare hours are for daycare only and not so you can do errand or pick up a couple of things at the grocery store. This will only create hard feelings between us.
5. Please share information with me that will help me better care for your child. For example: child complaining of a tummy ache, throwing up over weekend, change in household routine etc.
6. Please respect my profession, my home and me. The respect that you show me, including my home, furnishing, equipment and yard will communicate itself to your child and will make for a better working relationship.
7. Parking is not permitted in the driveway

PETS

I have the following pets in the home:

Brandi: - 9 yo English Bulldog

Fiona: - 5 yo English Bulldog

Miss Kitty - 2 yo Cat

Napoleon – 1 yo cat

“TEACHERS”

One of the most common questions I receive from parents that are teachers is “What do I have to pay when there is school vacation/summer vacation?” Or “Why do I have to pay if there is school vacation/summer vacation?” I will try to explain the best that I can.

Now I will try to explain these fees. Unfortunately as much as I love my job, this is my job and I need to be guaranteed a certain income in order to be able to maintain my business. The state of Massachusetts only allows us to have so many slots available and in order to have a full time assistant I must maintain these slots. I realize that it is your choice to pay these fees or not. Before you take the chance of not having your child return to our program please consider your child. They have become accustomed to us, we are like their second home and transitioning them back and forth makes it difficult not only for you and me but for your child also. Children are creatures of routine and like to know who will be caring for them, how long mommy/daddy will be gone and when they will be going home. This is very important to maintain and I want

to be able to do this for each family in my care. So here are the fee schedules I have come up with:

If you choose to keep your child/children home with you I charge $\frac{1}{2}$ your weekly rate for the weeks of school vacation, this does not include summer vacation. This is to hold your slot for your child, you will be required to pay this before the week or weeks of vacation start. If you plan to have your child attend your weekly fee will be as stated in our contract.

If you choose to keep your child home for the summer vacation you will be required to pay a \$50.00 a week holding fee for your child's spot. If you decide not to re-enroll your child in my program, this fee is non-refundable. This fee is due the Monday of each week or can be paid in a monthly fee on the first of each month. If you would like to work out a part time schedule for the summer this can be arranged, by speaking to me before the last two weeks of school. If a payment is not made on time and I have not heard from you your slot will be forfeited.

Barbara Graslie

Tiny Tots Family Daycare Program