

Parent Handbook

Policies

And

Program Information

For

Polly's Kids Daycare

Contact Person: "Provider's Name"

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Methods Used in the Program:

A. Discipline Policy

Children are disciplined through redirecting and positive examples of acceptable behavior. Corporal Punishment is against the law and is not a practiced form of discipline at this family daycare home. (Parental consent will not alter this policy.) If there is a need, age appropriate time outs will be used. (Time outs will only be used as a last resort). Children's special needs will always stay in mind when correction is needed.

B. Curriculum

The curriculum used at this home daycare is not a set curriculum. Several different teaching techniques are all used together in the attempt to reach the final goal. Teachable moments are used most in this environment. (Teachable Moment exp. Child is holding a red block provider says can I see your red block. This helps instill the color red and begins the process of color recognition.) By using teachable moments during free play children learn without even realizing that they are learning. Workbooks and worksheets will be used sparingly and only with older children. ABC and 123 will be taught through free play and some table top activities. The curriculum is one in which all children participate and the activities are structured to fit the child's needs. Modification for all children will be made to all activities, this includes special needs children.

C. Activity Schedule

There is an activity outline posted on the parent board as well as a copy in this handbook. The activity schedule is an outline only. The daily schedule is very flexible to make room for those unexpected occurrences, such as a child is having a great time coloring or cutting and does not want to move onto something else. Personal Hygiene will however not be flexible. Personal hygiene is one of those things that have to be done. There is no getting out of it.

Evaluation and Assessment Conducted in the Program:

A. Antidotal Notes

Evaluation and Assessment will be done in the form of Antidotal notes. Antidotal notes are little notes about what a child was doing. (Exp. child was holding baby doll and holding a pretend bottle to the babies' mouth.) In the case that a developmental delay is observed further observation will be done. After provider has gotten written permission from the parent, a professional will be brought into the program for further observation. Depending on what these observations develop further evaluation may need to be done through services with the state. Again none of these will occur except antidotal notes without parent's written permission. All of the information including the antidotal notes will be kept private and confidential.

Individual Planning:

A. Naptime

Naptime should be referred to as rest time; due to the fact that some children do not need naps. We all however need time to rest. Rest time will be from 12:00- 2:30pm. Children will get out and lay quietly on their mats from 12:00- 1:00. At 1:00 those children that do not need naps can get a book or other quiet activity to do on their mats giving the napping children the time they need. At 2:30 pm (or before hand if everyone is awake) cleaning up of mats and personal hygiene will be done. Some children need more rest then others. To give all children in care the rest that they need other rest periods will be determined by each child's needs. *Parents picking up or visiting during rest time, please knock softly during these hours.* Pack-n-plays are available for children to nap in. Infants under the age of one year of age will be in a pack-n-play for their safety at all nap times. Once an infant is only requiring one nap a day transition to a mat will be attempted. Depending on how the transition goes for the child, decides if child will stay in pack-n-play or will be on a mat. Rest time is a time to relax and be peaceful. A person can not relax if they are not comfortable with what they are laying on. For this reason whatever the child is most comfortable with is what will be used.

B. Individual Child's Needs

Prior to children being enrolled in my program parents and I will sit down to discuss their child's and families needs. Each family and child has their own individual needs. If the parents and I feel that their needs can be meet in my care then contracts and further discussions will be done. Every effort will be made in my program to accommodate every one's unique individual needs. However there are six individual daycare children in my care and only one of me. There will be times that things will not get accomplished; however personal hygiene is not one of the things that will be put on the back burner.

C. Special Needs Children

Children that have special needs need to be cared for by someone that has additional training. I have some special's need training but defiantly do not know it all. I have had experience with ADD/ADHD children, children with asthma and children with autism. Just like any other child, each individual special need child is different in their own unique way. Before I will be able to take a child with special needs into my home I will need additional training. This training will be best coming from the parents of the child. The child's parents know them the best and how they like things done. The training can be done in person or over the phone. I prefer in person with the child present. Whatever would work best for the parent will be fine. I just need to know what I am doing so your child receives the adequate care they deserve.

Technology:

A. Technology Methods Used

Technology can be a very powerful learning device. The devices used by the special needs children in care will be explained to all children. As far as every day technology computers, radios and Televisions will be used.

1. Computer

When the computer is used it will be done as a group, the education professionals suggest this is the best way for computers to be used by young children. Only child appropriate educational sites will be viewed.

2. Radio

There is a radio with a tape player available for the children's use. Children will learn how to treat the radio and the tapes with respect. Only children appropriate songs will be available for their use. Children's books are also available on tape for the children to use as well as the book that goes with it. Listening to someone else read the book while the child follows along encourages early reading. There are CD's with children's music as well, these will not be available for the children to use due to easy scratching, but will be played at the child's request.

3. Television

The television can be a wonderful technology teaching tool for children. All TV's as of 2003 are Caption ready. Captions just as with listening to a book on tape help children read earlier. Captions also help enrich language development. I plan to have children watch the TV with the Caption feature turned on, (I may forget so a reminder from parents would be appreciated.) As well as just regular TV there are many educational DVD's out on the market. The one that we are currently using is "Signing Time". The children I have exposed these too have caught on very quickly to using sign language. Sign language is promoted throughout the day as well. Children learn much quicker at a younger age. In the near future I plan to introduce another language as well as the sign language. Besides the educational DVDs we will also occasionally watch a Disney movie. There is a TV with a DVD player and Children's CDs in my Van as well. Occasionally we will listen to the radio as well. The normal radio has been becoming inappropriate so we mainly stick with children's songs.

B. Times that Technology Will Be Used

1. Computer:

The computer will be used very rarely. The main use of the computer will be to look up a topic that a child in care has shown an interest in, in-order to find an answer. Also when doing a theme the computer may be used. Example: An ocean theme we look up ocean animals to see real life pictures of them. I have in the past used computer games but I found it too time consuming to do during the day.

2. Radio:

The radio is in with the educational toys in the music section and is available for the children to use any time during free-play.

3. Television:

Educational video will be played around 4:30- 4:45 until children go home. This is quiet time that all toys and activities have been finished for the day and children are waiting anxiously for their mommy and daddy to pick them up.

Family Involvement/ Contact:

A. Parent Access to Program

The provider has an open door policy. An open door policy means you can come and go as you please during daycare hours. Just please remember to knock quietly during naptime 12:00-2:30pm. In the event of early pick up please call first to allow time to gather your child's belongings. Parents can call at any time they wish during daycare hours as well. If how ever I do not answer the phone I may be busy with a child and can not get to the phone. In this event first call my cell phone and then leave a message if no answer there either. I will return your call as soon as I can.

B. Authorized Pick-Ups

Children will only be released to persons listed on the registration form. A parent can add anyone to the registration form at anytime. However a photo ID will be required of anyone I have not met before. Keeping your child's other parent from picking up the child will need to be noted in court documentation that will need to be kept in your file. Simply not putting the child's parent on the registration form **will not insure** that the parent can not pick up.

I will not release children to individuals if they are under the influence of alcohol or drugs.

C. Field Trips

When field trips are scheduled, parents will need to fill out a field trip release form in order for your children/child to attend. If a field trip form is not filled out your child will not be able to attend and it will be parent's responsibility to find other care for the field trip. Parents are welcome to come on field trips. Additional fees may be required for field trips. Advanced notice will be given for these events.

On top of scheduled field trips the children and I will take other trips as well. I have a cell phone for this reason. During the summer months we tend to stay gone a lot. During the winter it is too cold to go out and do things, so we make up for this in the summer.

I feel children learn by doing not just hearing or being told about things. I get the children out to do a lot. I buy passes to favorite places so we can go whenever we would like. I also take the children shopping and out to lunch. Again children do not learn by being told they learn by doing. Children will not learn how to behave out in public if they do not have practice. I have been known to go with another provider and 12 plus children to Ruby Tuesday's for lunch. I can see every parent reading this cringing. Every time I have gone I have been told how well behaved the children are, that is all 12 plus of them. I have invited parents in the past to these lunches; so far none have wanted to go unless it was McDonalds or Burger King with a play place.

1. Bottom Line:

We do stuff all the time. A lot of the trips are done at a moments notice. Parents are always invited to go along and are more than welcome.

D. Conferences

The provider will be sharing information with you, the parent(s) about the child/children daily. If there is a need to speak with the provider privately or for an extended period of time, a conference will be scheduled. Conferences will be held yearly.

Goals for Children:

A. Overall Personal Goals

The personal goals I will be working on with the children are ones in which they learn to get along with others. Sharing and learning how to get along in a group setting will be stressed. Children need to learn how to work out problems (problem solve) on their own. Young children have a hard time using their words when frustrated so any using of the hands is discouraged. Before children get too frustrated with the situation, I will help solve the problem by suggesting a new strategy for them to try. The majority of the time the children find a way to solve most problems on their own. I am here to help children learn to be independent not do things for them.

B. Overall Educational Goals

The educational goals that I have for the children are to learn their ABCs, 132s and their colors. Depending on the child's age and developmental readiness determines how quickly or how slowly this will take. My goal is for all the children to have an understanding that letters make up words and each letter makes its own sound and together they make words that we read in books.

C. Overall Skill Goals

Put own shoes on, get self dressed, use a fork and spoon, drink out of a cup, use the bathroom by myself and wash my hands, hold a crayon/ pencil/ marker correctly and not put it in my mouth or draw on myself, and around age 2 start using scissors correctly, these are all the skills that I plan to reinforce in the children in my care. All children need to learn to do these and many more self-help skills on their own. With daily practice and encouragement children (all children) will learn to do these things independently.

Vacation Information:

A. Provider's Vacation

Parents will not be required to pay when the provider takes a vacation. The provider will try to help parents locate a back up provider. However, it is ultimately the parent's responsibility. The provider's vacation will be approximately two, non-consecutive, weeks during the year. (This time may be used for sick leave.) With the exception of an emergency, the provider will give parents adequate time to make arrangements for daycare.

B. Parent's Vacation and Sick Leave

Two free weeks per year are offered as vacation time. These two weeks of free leave has to be used with in the calendar year. This time may also be used for sick leave in the event of a contagious illness. In the event you have two children in care in order to use a free day you must keep both children at home. No partial credit will be given. Advanced notice of two weeks is required to use vacation time.

Health:

A. Sickness

1. Your Child

If your child is sick, please be courteous and do not bring him/ her to daycare. Bringing a sick child into daycare exposes everyone else and may spread the illness. Other children in care could become ill or worse your provider could become ill and not be able to provide care for anyone.

Children will not be accepted to daycare if:

Contagious
Has temperature of 100' or higher
Has two loose bowel movements

If any of these symptoms develop during the day, parents will be required to pick up their children/child immediately! Sick children will be separated from activities to insure the health of other children. (Separated means lying down in provider's sight.)

2. Providers Child

If one of the provider's children gets sick, the provider will inform the parent(s) as soon as possible. The provider will try to help the parent(s) find an alternate daycare provider for the day, but it is ultimately the parent's responsibility. Due to the provider's children being older (depending on the illness) provider may keep your children in care and have own children stay in their room away from daycare children.

B. Medication

A medication form needs to be filled out any time child requires any type of medication. The form from doctor's meant for the schools will be acceptable. Parents must start medication; child needs to be on medication for a full 24 hours before provider may give medication.

Medications need to:

BE: Doctor prescribed in original bottle with physician's name
Have: Child's name
Have: Dose to be given
Have: Time to be given "AS NEEDED IN NOT ACCEPTABLE"
Have: Start and Stop dates

Nutrition:

A. Menu

A menu is posted on the parent board. A sample menu is also included in this parent handbook.

B. Food Program

Your provider participates in the USDA Food Program. To be apart of the food program you have to serve several nutritious meals during the day. The meals can not be more than 3hours apart. Children will receive breakfast any where from 7:30am- 8:30am; a morning snack from 9:30am-10:00am; lunch from 11:30-12:30; and an afternoon snack 2:30-3:00. For children that are on later hours dinner will be 5:30-6:30 or shortly then after. And late snack will be around 7:30 pm. (I do not do late hours all of the time but will occasionally)

Safety at Program:

A. Safety

To insure safety and maintain a daycare license through the base a provider must attend training classes and carry insurance. The provider also has unannounced monthly inspections that are conducted by the providers coordinator. If you are unaware of whom my coordinator is please ask me. Any complaints or praises about me should be directed to my coordinator if any matter can not be solved between us. Background checks are done on all providers and family members over the age of 12. (Everyone in my household is over the age of 12; all have a clean background check.) Another safety concern is child abuse, providers are required by law to report any suspected child abuse.

B. Phone Safety

Emergency numbers including 911, fire, ambulance and poison control will be posted by phone along with parent's number.

C. Food Safety

Thermometers will be placed in refrigerator and freezer to insure that the temperature stays within the range to insure freshness of food. Food will not be left out for more than an hour during preparation and consumption.

D. Vehicle Safety

Children will be in approved age and weight restraints while traveling in the vehicle. My insurance is kept up to date to insure safety.

E. Fire Safety

Providers are required to do monthly fire drills to insure children know what to do in the event of an actual fire. An evacuation plan outlining the layout of the house and every way to get out safely is posted on the bulletin board.

Emergency Procedures:

A. Emergency

In the event of an emergency, the provider will have a back up provider or coordinator keeps the children. Parents will be notified by the coordinator, the provider or the back up provider (depending on the emergency). Parents will need to pick up their children ASAP. This is talking about a serious emergency such as someone needs stitches or has head trauma. Heaven forbid if the emergency where to occur to one of the children in care I will be by the child's side until the emergency is over. In most cases I believe transporting an individual myself to the hospital would be faster than an ambulance, unless an injury has occurred that the individual should not be moved. In the case I am transporting to the hospital parents will be called on the way and will need to meet me at the hospital to pick up their children.

B. Tornado

In the event of a tornado everyone will gather in an interior room with no window and the cell phone will be in hand. A radio with batteries, blankets and flashlight will be brought with us. A tornado kit is all together ready to grab if not in the room already. This way there is no stopping to get things together.

C. Flood

In the event of a flood everyone will move to the 2nd floor of the house (if there is one) with cell phone in hand. In the event everyone is evacuated everyone will travel together and parents will be contacted in route.

D. Poison

In the event there is an accidental poisoning Poison control will be called and their directions will be followed. A trip to the emergency room may also occur. Parents will be called as soon as possible.

About Your Provider:

A. Training Information About Your Provider

- Your provider is trained by the Air Force or the Army in: First Aid, CPR, and Food handlers
- Your Provider finished training Modules in November 2003.
- Your Provider received her Child Development Associate (CDA) January 2005
- Your Provider received her Accreditation May 2005
- Your Provider attends many state training sessions during the year
- Your Provider attends base training almost every month
- Your Provider is currently taking college class's

B. Experience Your Provider Has

- Teacher's Aid at Saint Martin of Tours Daycare Center in Mascoutah, Illinois (January 1999-August 1999)
- Provisional Licensed Daycare Provider at Scott Air Force Base, Illinois (February 2000- May 2000)
- Standard Licensed Daycare Provider at Scott Air Force Base, Illinois (May 2000-January 2001)
- Developmental Licensed Daycare Provider at Scott Air Force Base, Illinois (January 2001- April 2001)
- Licensed back up provider at Fort Bragg, North Carolina and State Licensed in March 2003.
- Standard Licensed Daycare Provider at Offutt Air Force Base, Nebraska (July 2003-December 2003)
- Developmental Licensed Daycare Provider at Offutt Air Force Base, Nebraska (December 2003- May 2005)
- Accredited Licensed Daycare Provider at Offutt Air Force Base, Nebraska (May 2005- Present)
- Most important experience is being a mother. Provider has 2 children.

C. Personal Information About Your Provider

Your Provider has been happily married and part of the Army Family since 1993. During this time your Provider has experienced quite a few job-related separations (longest being 18 months). Your Provider has traveled to the following bases so far; Hunter Army Air Field in Savannah Georgia; Scott Air Force Base in Illinois; Fort Bragg in North Carolina; and Offutt Air Force Base in Nebraska.

D. Providers Future Plans

Your Provider plan's to receive a Bachelors Degree in Early Childhood from Northern Arizona University

Appendix:

Sample Menu:

Breakfast

Milk
Fruit Assorted Fresh
Bagel

AM Snack

Cheese
Cracker - Ritz
Water

Lunch

Milk
Peaches
Pork Chop
Potatoes - Mashed
Bread

Appendix:

Activities Outline:

Daily activities are very flexible.

Daily Plan (Flexible):

7:00-8:00	Arrival and Greeting (quiet games, napping, TV time) School age children prepare for school Personal Hygiene Breakfast School children leave for school
8:00-8:30	Free Play
8:30-9:00	Circle Time
9:00-9:30	Personal Hygiene Am Snack
9:30-10:00	Creative Activities
10:00-11:00	Outdoor Play
11:00-12:00	Personal Hygiene Lunch (TV Time if Lunch is not ready)
12:00-2:30	Rest Time
2:30-3:00	Wake up Personal Hygiene PM Snack School Kids arrive
3:00-3:30	School age start home work Free Play
3:30-4:00	Group Activities
4:00-5:00	Out side Play Get Ready To Go Home Personal Hygiene TV Time

** All meals will be in the form of Family style dinning**

Note to those using these Policies:

You have permission to use these policies any way you would like for your daycare business. Please change the contract to suit your individual businesses needs.

Also please keep in mind that Regulations require certain things to be in your contracts.

To find a list of the contract requirements go to Regulation
416.15(b)(22)(i-xv) or 417.15(b)(22)(i-xv)

(22) The program must give the parent, at the time of admission of the child, a written policy statement including but not limited to:

- (i) the responsibilities of the program;
- (ii) the responsibilities of the parent;
- (iii) the policies of the program regarding admission and disenrollment policies;
- (iv) how parents will be notified of accidents, serious incidents and injuries;
- (v) the plan for behavior management
- (vi) the evacuation plan;
- (vii) the programs activities;
- (viii) a summary of the program's health policies, to include the level of illnesses the program will accommodate;
- (ix) actions the program will take in the event a child is not picked up as scheduled;
- (x) meal arrangements;
- (xi) instructional materials on the available procedures if they suspect their child has been abused or maltreated
- (xii) how to access the regulations
- (xiii) contact information or the Office including the Child Care Complaint Line;
- (xiv) transportation policy; and,
- (xv) as applicable, written notification that there is a firearm, shotgun, rifle or ammunition on the premises.