Forever Young Daycare

“Where the heart of your child stays forever young.”

24009 48th Ave West Mountlake Terrace, WA 98043

Amy McCoy [www.ForeverYoungDaycare.com](http://www.ForeverYoungDaycare.com)

(425) 314-2744

Mission Statement:

I am a prodigy of In-Home Daycare. In Kindergarten, when my teacher asked me, “What do you want to be when you grow up?” I told her, “A Daycare Lady!” I am now living that dream that started many years ago.

I feel blessed to have grown up in the Daycare world. I loved my two Daycare ladies like they belonged to me. I still have relationships with them to this day, and it is an experience I want to provide for other kids. In college, while working towards my Early Childhood education degree, I repeatedly wrote in my papers and shared in class that I didn’t want to be a teacher; I wanted to have my own in-home daycare! People thought I was crazy. I actually went on to teach Pre-School for the Mukilteo School District at their ECEAP Program for 5 years. It is there where I realized even more so what I wanted to do. I wanted to be able to have long term relationships with children and families. To be allowed to attend Birthday parties, baseball games, dance recitals, to apply sunscreen, to kiss their little cheeks, and get to know them as part of my life, and not just as my classroom. So here I am.

The motto for Forever Young is: Where the heart of your child stays forever young! This is a place where children’s innocence is welcomed, and their playful spirit is wanted every single day. This is a place that fosters their growth and development through hands on education, dreaming, silliness, laughter, fun, and lots of love. This is a place where the child does grow, but their heart stays forever young and free!

 I can only imagine how difficult it is to leave your child with someone new, and in a new place; but rest assured because your child is in great hands here and in a loving environment. Forever Young is a safe place where your child will feel welcomed, special, loved, entertained and some days they may not even want to go home! ☺

I thank you for your interest in Forever Young Daycare and Pre-School.

**Our Philosophy**

Every child deserves a safe, inviting, and fun place that they can call “home” when they have to be away from their own home, and family. They need a place where they fit in, are comfortable, and free to be themselves. Every child needs someone to love them, care for them, respect them, and encourage them as they grow.

Forever Young is that place. Our home, is our child’s home. The love is never short, the fun is never-ending, and the heart is always happy.

**Admission Requirements and Enrollment Information**

Before your child can start daycare, there are five forms that must be completed and returned before the first day of care. These forms are:

1. Child Care Home Register
2. Certificate of Immunization
3. Permission Form
4. Child Care Agreement
5. USDA Food Program Enrollment Form

These forms are required. There are no exceptions.

I hold a parent interview prior to enrollment, and also a visit from your child before they actually begin childcare. This is done to get to know you as the parent, and then also give your child an opportunity to get a feel for my program and to make the transition a little easier on everything. There is no charge for either of the above, although they must be scheduled with me in advance.

**Drop Off and Pick Up/Attendance Records**

All children MUST be taken INTO MY HOME and signed in on the Drop Off and Pick Up Sheets provided. A parent’s **full legal signature** is required. I can not release any child to a person who is not authorized to pick them up and is listed on the enrollment form. **Full signatures are required by me and The State of Washington. I can be fined $75.00 per signature if it is missing, and if I am fined, you will be fine too. Please make this a daily habit. There are no exceptions to this policy.**

**Two Week Trial Period**

This period is used to make sure that you and your child are happy with my services, as well as to see if you child fits into the environment in our daycare home. At the end of that time, you will need to decide if you are happy with my services, and I will decide if your child is adjusting to the environment and is a good fit at our daycare.

**Fees and Payment Plans**

I offer full-time and part-time slots. Drop-In slots are available, but a special agreement will be made with me regarding times, prices, and other needs.

Part-Time care is for 20 hours or less a week.

Full-Time care is for 21-50 hours a week.

Pay differs based on the age of the child as well. Below is my pay-scale.

Infant Care:

* Part-Time: $500 per month
* Full-Time: $1000 per month

Toddler (2-3 years) Care:

* Part-Time: $450 per month
* Full-Time: $900 per month

Pre-School (4-5) Care:

* Part-Time: $425 per month
* Full-Time: $850 per month

At the time of Enrollment we will setup a payment plan. I can accept checks or cash at this time. You will have the opportunity to pay me on the 1st of the month, or on the 1st and 15th if you would like to pay twice a month. Please be aware that you are always paying for the month of care coming up.

If you are late to pay, I charge an fee of $10.00 per day. Any fees that I acquire due to a NSF Check will be your responsibility. After a 2nd NSF Check, I will ask that you only pay me in cash.

**Business Hours and Late Pick-Ups**

Forever Young is open Monday-Friday from 7:00 AM to 5:00 PM. If you are in a unique circumstance and need care for different hours, that is something we can discuss and see what your options are.

The maximum amount of time I can care for your child in a day is 10 hours. Just because my hours are listed as above, does not mean you can use me as a babysitter. I am here to care for your child while you are working. Included in your rate is a one night a month “Parents Night Out”, that I will keep your child so you can have free time.

If you are running late for pick-up you need to call me and let me know. I understand sometimes circumstances arise that make it difficult to be on time. After your third late pick-up, a $1.00 a minute fee will be applied. I have my own family to attend to, and if this is a re-occurring problem you will be terminated from Forever Young.

**Business Practices**

It is very important that you have back-up childcare options and arrangements if I was to become ill or to have a family emergency. I will notify you as soon as possible in these scenarios.

I am a business, and this is what I do for a living. If you are scheduled to bring your child and you do not show up, you will still be charged your regular rates. Because I am only allowed to care for a few children at a time, I rely on having your child there when they are scheduled to be. I need you to notify me as soon as possible if your child will be absent, so it allows flexibility in accepting another child that day.

**Closed Holidays**

We are closed on the following Holidays:

1. New Years Day
2. Memorial Day
3. 4th of July
4. Labor Day
5. Presidents Day
6. Veterans Day
7. Thanksgiving Day and Friday (Thursday and Friday)
8. Christmas Eve
9. Christmas Day

**Termination Notice**

If you feel that Forever Young is not working for you and your family, I will need a two week notice. If your child becomes continually disruptive to where I cannot provide quality care, then I will have to terminate your child’s care with a two week notice as well. If termination notice is given by either party, **all childcare charges are due in full at time of the notice. Under certain circumstances listed below, this notice will be waived, and immediate termination of services will result**:

 Child’s behaviors is a risk to themselves or other children.

 Child’s behavior is aggressive towards another child.

 Fees are not paid and are overdue.

 Parent and their behavior is a risk to me as a provider or other children in care.

 Parent is on premises and visibly under the influence of drugs and/or alcohol.

 Parent is verbally abusive or threatening to me as a provider.

Parent demonstrates as physical, mental, or verbal abuse to any child while at my home.

Child does not show up for child care for three or more days with any contact from parents.

**Typical Daily Schedule**

6:00-8:00--- Breakfast

8:00-9:00--- Free Choice Time

9:00-9:30--- Morning Circle Time

9:30-9:45--- Morning Snack

9:45-10:15--- Recess

10:15-11:30--- Free Choice Time

11:30-12:15--- Lunch Time

12:15-12:30--- Story Time

12:30-2:00--- Nap/Resting Time

2:00-2:30--- Art Project

2:30-2:45--- Afternoon Snack

2:45-3:45--- Recess

3:45-4:15--- Closing Circle

4:15-5:00--- Free Choice Time

As children and the weather vary, so does our schedule. Our day is set up as a typical Pre-School, but allows for changes to be made, and ways to adapt for children of all ages. This is just an idea of how our daily routine would look.

**Napping and Sleeping**

Everyone will need to have a rest period. This does not mean your child will have to sleep, but they will be expected to find a quiet activity to do on their mat, and in a way that will not disrupt the other children who will be sleeping. Children will lie down on their own nap mat, or in a pack and play. Our typical nap/rest period time is from 12:30-2:00 PM.

**Pre-School Program**

Our day is already set up as a typical Pre-School Program would be. There is no additional charge for Pre-School. Although your child may not be of the pre-school age, they will still be included in our pre-school program on a level that is developmentally appropriate for them. I use a literacy based curriculum, where we use favorite stories to build hands on learning experiences.

Circle Time will include calendar, shapes, letters, colors, counting, patterns, stories, finger plays, songs, dancing, and so much more!

I will work hard to reach each child, and to push them at a typically developing pace. After working in a State Funded Pre-School for 5 years, I have a lot of experiences with setting up a classroom, planning activities, and meeting each child at their own developmental level. Our every day goal will be to socially and emotionally get your child ready for the next level in their life, all the while building their motor, cognitive, and language skills in a way that keeps them eager to learn and young at heart!

**Meals and Snacks**

I am by Law required to feed each child two meals and one snack during the day if your child is in my care over 7 hours. I participate in the USDA Food Program which allows me to plan meals that meet all components of a healthy meal. I do not want parents to send food with their child. If there are allergies, or special circumstances, then we will discuss an alternate plan.

Typical Breakfast:

 Cereal or Granola with Milk

 Fresh Banana

 Orange Juice

Typical Lunch:

 Spaghetti, Tacos, Chicken Nuggets, Soup, Sandwiches, Pizza

 Green Salad, Green Beans, Corn, Cucumbers

 Peaches, Applesauce, Oranges, Pineapple

 Milk

Typical Snack:

 Apple Slices, Carrot Slices, Cheese and Crackers, and Water

All meals will be served family style where your child will serve their own food, and pour their own milk. This is a great time for Language Development, and teaching your child self-help skills that they will use for the rest of their life.

I do “Muffin Tin Monday’s”, which is a fun way to change up our lunch routine. This is the only day that lunch will not be served family style, as I will prepare it as a surprise for your child. It often will have a theme of the book we have been reading, or a holiday that is close by. Your child will be served a healthy and fun lunch that will come in a muffin tin! It is the perfect opportunity for them to try new foods, as the portions sizes are perfect and small.

**Child Abuse and Neglect Reporting**

I am a mandated by law to report and suspected child abuse, injury, child neglect, abandonment, food poisoning, or death to the proper authorities. I take this duty seriously for the sake of the children, and the fact that it is the law.

**Guidance and Discipline Policy**

When working with children at Forever Young, I use my background in ECE and the skills I have learned in classroom management to manage behavior, and provide positive discipline.

In most situations, I use redirection to guide a child’s behavior. My environment is set up in a way that allows children built in limits and set expectations. Consistency is what they thrive on, as well as warnings as to when transitions are going to occur. A child that can predict what their day is going to look like, and what the next step is, are much more likely to be cooperative and willing to listen.

In the case of a child hitting, biting, or being physically harmful to me, others, or themselves; I will remove them from the situation, try to calm them, and have them take a break if necessary. My goal is to only do this is severe or extreme situations, which I hope occur very rarely!

With a good relationship with the children in my care, a positive attitude, and classes and experience in behavior management, I am confident I can handle any child put in front of me. If a child becomes a safety hazard to me, the other children, or to themselves; then we will need to put a plan in place to manage the behavior as a team, or we may need to terminate care.

I am open to give you exact scenarios of how I would discipline a child. I will never use physical force such as spanking, slapping, or grabbing. All discipline strategies are positive!

**Non Discrimination Statement**

I will not discriminate based on any religion, sex, sexual orientation, creed, color, national origin, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal of any child or family member. All children's families and cultures are represented in the things we see, do, read, and hear. We welcome and encourage diversity so we may learn from it.

**Religion Statement**

I will not practice my own religion with your child. If you would like your child to follow some of their own religious practices while in my care then that is fine.

**Holidays**

We do celebrate these holidays: Valentines Day, St. Patricks Day, Easter, Cinco de Mayo, 4th of July, Halloween, Thanksgiving, and Christmas. I enjoy learning about other holidays, and welcome you into our program to celebrate a holiday of your culture with the children. Because we use a literacy based Curriculum we will often come upon books of different cultures, and we may expand on some of those holidays and cultures as the children’s interests grow. We also celebrate Birthday’s at Forever Young. I let your child choose the lunch for the day, and you are welcome to provide cupcakes or cookies or some other treat, along with any other plates, goodie bags, decorations, etc. that you would like. Please talk to me about your plans for your child’s Birthday.

**Medical Emergencies and Information**

Injury Prevention:

* I will be checking the indoor and outdoor area, all equipment, and all supplies for safety hazards daily.
* I will stay up to code and informed on all new safety information regarding toys, cribs, baby furniture, etc.

Treatment of Illness:

* I will notify you to pick up your child if they are running a fever or vomiting.
* I will care for ill children waiting to be picked up in the nap room on a nap mat.
* I will record the child’s illness on the family child care home record of injury-illness-medication-accidents form.
* In the case of a minor medical emergency, I will call the parents and go by the information in the child’s records.
* In the case of a major medical emergency, I will call 911, treat the child to the best of my trained abilities, call the parents, and if needed I will try to go the hospital with the child.

**Medication Management**

I will record medications given to the child, the dosage, and the time that are listed on the permission to give medication forms. I will dispose of medications by giving them back to the parents. All medications must be in the original container. All medications for children in my care will be stored in a locked box in the kitchen.

**Cleaning Procedures**

I will clean and disinfect toys and equipment at least once a week. I have a special wash bin for toys that were put in a child’s mouth, and those will be disinfected with bleach water nightly. The bathroom will be cleaned nightly with bleach water.

**Communicable Disease Prevention and Reporting**

I will report any communicable diseases to the Snohomish County Health Department by calling (425) 339-5235.

I will not accept children with any of the following symptoms:

* Fever of 101 F or higher.
* Vomiting in the last 24 hours.
* Diarrhea or 3 or more watery bowl movements in the past 24 hours
* Draining rash.
* Eye discharge or pink eye.
* Head Lice or Nits
* Fatigue that prevents regular participation in daily activities.

Runny noses, coughs, and colds are expected with kids. But if your child is truly not feeling well, please keep them home when possible. YOU are who they want to be with anyway.

If the school calls you to pick up your child because they are running a fever or not feeling well, do not ask me to pick them up or keep them at daycare. If they are too sick for school, then they are too sick for daycare!

I will not provide childcare if I have a communicable disease. I will be closed that day, or have an assistant work in my place.

**Hand Washing**

I will wash my hands before and after bathroom use, before and after diapering a child, after coming in contact with any bodily fluids (stool, urine, blood, drool, vomit, mucus), because and after food preparation, and before eating.

I will help children wash their hands when they arrive at daycare, after bathroom use, before and after cooking projects, after playing outside, before and after eating, and after they have contact with any animal.

**Fire and Emergency Information**

Fire drills are practiced at least once a month. Smoke detectors are checked monthly. Fire extinguishers are serviced annually. We have a fire and safety record hanging on the playroom wall by the fire extinguisher where we record all of the mentioned things. Our evacuation plan is posted next to it. We also practice lock down, earthquake, and natural disaster drills quarterly. When possible, we will have the Firefighters visit us to learn more about fire safety and emergency situations.

**Toileting**

I will assist your child in potty training. I have a “Potty Plan” that we will need to agree on before I start potty training at daycare. It is very important for us to be on the same page at home, and at daycare. I will not use pull-ups in my care—they send children the message that it is “ok” to go in them if needed. Training Underwear are recommended. If your child has an accident I will aid them in cleaning themselves and getting changed into a clean pair.

Diapers are your responsibility to provide for your child. I must have a supply on my hands at all times. I will keep the diapers separated and only use your child’s own diaper for them. I will supply the wipes. I will only change diapers in the bathroom on the changing table. It will be disinfected with bleach water after each use.

Diapers are changed at the first sign of being wet, or every 3 hours; whichever occurs first.

**Infant Care, Diapering, and Toilet Training**

To help prevent the chance of Sudden Infant Death Syndrome (SIDS) all babies in my care are put to sleep on their back. I use pack and plays for nap time. I do not allow them to sleep with stuffed animals, or blankets. All babies are checked on continually while they are sleeping. If you are worried about your child getting cold you are welcome to bring a sleeper for them to use while here.

Babies in my care get a lot of tummy time. They are urged to crawl and explore. My environment is set up in a way that allows them to safely do so.

I will not prop a bottle while feeding your infant. I will hold them as I feed them.

These are the specific rules (WAC’s) to bottle feeding that must be followed:

**(**1) Use glass bottles or use plastic bottles labeled with a “1”, “2”, “4”, or “5” on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates.

(2) If heating a bottle, heat the bottle in warm water that is not more than one hundred twenty degrees Fahrenheit;

(3) Not use a microwave oven to warm the contents of the bottle;

(4) Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush, or in a dishwasher;

(5) Keep bottle nipples covered if bottles are prepared ahead, and label the bottle with the date it was prepared;

(6) Not allow infants to share bottles or infant cups;

(7) Have a method to identify the individual child’s bottle or cup (We use blue masking tape)

(8) Keep the contents of a child’s bottle inaccessible to other children; and

(9) Throw away milk, breast milk, or formula if it has been sitting at room temperature for more than one hour.

Diapers are your responsibility to provide for your child. I must have a supply on my hands at all times. I will keep the diapers separated and only use your child’s own diaper for them. I will only change diapers in the bathroom on the changing mat. It will be disinfected with bleach water after each use. You do not need to supply wipes if you are okay with Kirkland Brand Wipes (Costco). If you would like for me to use specific wipes or diaper cream/powder, I ask that you provide those.

Diapers are changed at the first sign of being wet, or every 3 hours; whichever occurs first.

I will assist your child in potty training. I have a “Potty Plan” that we will need to agree on before I start potty training at daycare. It is very important for us to be on the same page at home, and at daycare. I will not use pull-ups in my care—they send children the message that it is “ok” to go in them if needed. Training Underwear are recommended. If your child has an accident I will aid them in cleaning themselves and getting changed into a clean pair.

**Transportation**

We do not provide transportation at this time. It is something we are looking in to right now.

**Disaster Plan**

In the event of a disaster, I am prepared to keep your child for several days if necessary.

I keep all of these supplies in a large Black Garbage Can at all times:

* Several 5 gallon jugs of water
* Enough food for 15 people for at least one week
* Extra pillow and blankets
* Flashlights, radio, batters
* First Aid Kit full of supplies
* Extra clothes for several children
* Ready to eat canned food, crackers, granola bars, beef jerky, peanut butter

In the event of a disaster, if you are unable to contact us by land line telephone, please try my cell phone (425) 314-2744

**Staff Information**

It is important that I have qualified staff members to help in operating Forever Young with me, as well as when I am away. You will be notified of any new hires, and have the opportunity to meet them before their first day.

At this time, my husband is a qualified staff member. My Grandmother is in the process of becoming qualified, so that she can spend a few hours a day helping prepare meals, clean up, and love on kiddos!

**Staff Training, Classes, and Certifications**

My staff and I are current Adult/Infant/Child CPR and First Aid certified. We are also HIV and Blood Borne Pathogens certified. All staff holds a current Food Handlers Card issued by the Department of Health. We will not let anyone of these certifications lapse.

I have my ECE (Early Childhood Education) Degree that I received in 2007 from Edmonds Community College. By state law all staff is required to have 20 hours of Early Childhood Education training and attend 10 hours more of training each year.

In the event that I cannot be on site, a qualified assistant will be present at all time to ensure the safety and care of your child.

**Liability Insurance**

I do carry Liability and Homeowners Insurance. You may ask to see my policy if you have any questions.

**Communication with Parents**

Open communication with parents and provider is key in making childcare successful. You are welcome to communicate with me through email, phone calls, and drop-off and pick-up times. If you feel that a set meeting is needed, I am willing to either have an assistant come in so we can meet, or to meet with you after hours. I would appreciate all phone calls happen during Daycare hours, unless there is an emergency.

I will be using an Individual Learning Plan (ILP) to share with you your child’s learning, development, and progress on your set goals. This is a form I used while working at ECEAP that parents were very receptive to. I will meet with you quarterly to go over your child’s ILP. The best way to think of this is as a “Parent/Teacher Conference” like will occur in Elementary School for your child. I have a large amount of experience holding these conferences, and find them very beneficial to children’s growth and development. These meetings will be arranged around your busy schedule, and I will be as flexible as my life allows me to be.

I will communicate with you regularly regarding your parenting at home and how it can be supported at daycare. I find it very important that I am on the same page with your parenting at home in as many ways as possible at daycare. During the initial interview you will be asked questions about your parenting, and at that time we will set a plan of how it can be supported at daycare. As time moves on parenting will change, and it is important that you communicate with me when you are trying new things that I can support at daycare as well. Please feel free to share your concerns, or ask for advice or resources on typical parenting issues. An open communication regarding all issues is very important to me.

**No Smoking Policy**

Per Washington State Law RCW 70.160 Clean Air Act, no smoking is allowed on the premises during childcare hours.

**Off-Site Field Trips**

Parent’s will be notified prior to any off-site field trips. A permission slip will need to be filled out and signed for your child to attend the field trip. A separate permission slip will be required for every outing.

Supervision will be very clear with all children within line of sight, as well as being able to be heard.

When transporting children in a car; car seats, booster seats, and seat belts will be properly installed and used at all times.

We will keep with us in a backpack the following items:

* A current copy of each child's completed enrollment form that includes an emergency consent form for each child with:
* Emergency contact information
* Permission to obtain medical treatment for the child in the event of a medical emergency
* A list of the child's allergies, if applicable
* Permission to administer medications, if applicable
* Medication Administration Log
* First Aid Kit
* Child’s required medication, if applicable
* Extra bottles of water

Anyone driving children on an off-site field trip will have a valid WA State Drivers License. Any vehicle being used will be well maintained, and have a valid insurance policy.

The cost of the field trip will be discussed prior to the day of the field trip.

**Pets**

We do not have any animals at this time. You will be notified in advance if we plan on adding a pet to our family.

**Vacation**

If you plan on going on vacation for a week or more and give me more than a month notice, I will not charge you for one week. This is ONLY for one week in the year.

I will be taking the week between Christmas Eve and New Years Day off, as well as at least one other week during the Summer for my own vacation. When I schedule a vacation I will give you at least a one month notice, but usually 3+ months. The price for that month will not change. I give myself 2 weeks paid vacation like most people would have at a job outside of the home. My vacations are important to me as I need my own family time, and a break from work. If possible, I will have an assistant working during my scheduled vacation.

**Parent Required Items**

Parents are required to provide the following items for their child:

* An extra change of clothes
* A pair of slippers for indoor use
* Diapers (for an infant child only)
* Formula (for an infant child only)
* 3 Day Supply of Medication (if necessary)
* Bicycle Helmet
* An Emergency Kit including: Family Photo, Bottle of Water, Snacks (beef jerky, granola bars, candy bars, packaged crackers/cookies, etc.) blanket, glow stick, and anything else you feel would comfort your child in case of an emergency

**Time Slots Needed for Childcare**

These are the days and the hours I will need my child to be cared for:

Monday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Childcare Agreement**

I have read all of the Polices and Procedures listed in this contract. I have asked the questions that I have, and have received an answer. By signing this agreement, I agree to all that I have just read.

By signing this I acknowledge the days of service I am requesting, as well as the price. I understand that a late fee WILL apply, with a charge of $10.00 a day until I have paid in full, and that my childcare can be cancelled if this problem continues.

Amy McCoy Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_