Forever Young Daycare

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

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Parent/Guardian

Policies and Procedures

(Parent Handbook)

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 know 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 your child’s home. The love is never short, the fun is never-ending, and the heart is always happy.

**Business Hours, Attendance, and Late Pick-Ups**

Forever Young is open Monday-Friday from 7:00 AM to 5:00 PM. .

I am here to care for your child while you are working. As a provider it is difficult to listen to parents who brag about shopping, lunch with friends, etc. on their days off when they should be spending it with your child. If notified about plans up front then that is okay, but please do not use me as a babysitter. Included in your rate is a one night a quarter for “Parents Night Out”, that I will keep your child so you can have free time.

If you plan on keeping your child home due to illness or another reason, please notify me as soon as possible. Although you do pay for their slot, it helps me know how much breakfast to prepare, if additional staff is required, and stop us from waiting to start circle for their arrival. I sometimes have parents looking for drop-in care for their child, or back up care, and this also allows me to notify them and give another child time at school.

If you are running late for pick-up you need to call and let me know. Please call prior to being late. Make sure you are giving yourself enough time to be to my house before 5:00 PM to pick up your child. I often have appointments, Gymnastics, or CrossFit that I need to be at by 5:30 PM and I cannot be late. You will be charged a $1.00 a minute every time you are late without a call, or with a call after the third offense. My personal and family time is very important. If a 5:00 PM pick up time does not work for you, then you may need to find a Daycare that better suits your schedule.

**Hours of Operation, Closures, and Vacation**

Forever Young’s Business Hours are Monday through Friday from 7am to 5pm.

The following Holidays and additional days are schedules Closures:

1. New Years Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day and the Friday before (4 day weekend)
5. July 4th and (a consecutive day to make it a 4 day weekend)
6. Labor Day and the Friday before (4 day weekend)
7. Veterans Day
8. Thanksgiving Day and Friday (Thursday and Friday)
9. Christmas Eve
10. Christmas Day

Every year I am Closed between Christmas Eve and New Years Day. Additional days off may be schedule at this time if it only allows a return for 1-2 days. I also will schedule one other week during the year for a family vacation. When I schedule a vacation I will give you at least a one month notice, but usually 3+ months. 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.

There may be additional personal days that Forever Young will be closed for appointments, family visiting, continuing education classes, etc. You will be notified as soon as possible.

If ratios and schedules allow, then I will have an assistant available to cover vacation and personal days, as well as sick days, but this is not a guarantee. It is very important that you have back up child care arranged.

**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 not 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.

**Child Records**

Your child’s records are kept confidential. They are in my file cabinet behind my desk. Their records include their immunizations, past ILP’s, written observations, enrollment form, signed parent child care agreement, doctor notes, attendance records, and any other information pertinent to your child.

These records are kept current and up-to date and reviewed every September.

You are welcome to view your child’s records at anytime. Please just ask.

**Enrollment and Disenrollment Process**

I hold a parent interview prior to enrollment, and also a visit from your child before they actually begin childcare. An enrollment form will be completed as well as all the mandatory paperwork prior to your child’s first day with us. These forms are confidential, and are kept in my locked filing cabinet.

When dis-enrolling from Forever Young I ask for a 2 week notice, so that I have time to try and fill your child’s spot. In the chance that I need to dis-enroll your child from my care, we will have already had meetings and set up a plan as to try and avoid that situation. I will do my best to give you a 2 week notice as well before termination. Please be aware that this is often a case by case situation, and if I felt that my family or other children in my care were in danger the termination would be immediate

**Access to Your Child**

At any time you are allowed access to your child while they are in my care. If you are planning on picking your child up early, it is helpful to let me know prior, so I can assure that they are ready to go if it is during nap time, or to know how much to prepare at a meal time.

**Typical Daily Schedule**

7:00-9:00--- Free Choice Time

8:00-9:00--- Breakfast

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

9:30-10:00--- Preschool Table Work

10:00-10:45--- Free Choice Time and Preschool Activities

10:45-11:30--- Outside Time

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

12:15-12:30--- Story Time/Nap Time Rituals

12:30-3:00--- Nap/Resting Period

3:00-4:00--- Afternoon Snack

3:30-4:30--- Outside Time

4:30-5:00---Clean Up and Closing Activities

We follow this schedule flexibly based on the child’s needs and best interests.

**Communication Plan 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 between May-September 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. 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.

**Written Plan for Children’s Specific Needs**

The ILP is where together we will design specific plans for your child if needed. All staff will be aware of these plans, and a specific paper with only the plan on it will be kept in your child’s file and signed by both you and me.

**Fees and Payment Plans**

I offer a variety of full-time and part-time options depending on space and availability for children 3 months to 5 years of age. It is important to understand that an full-time spot would always take priority over a part-time spot. I offer Drop-In Care for those who do not fit my part-time criteria.

Drop-In Care:

* The price is $60 a day for under 7 Hours, or $70 a day for over 7 Hours of care. Drop-In is paid at the time of service, or in full the first day of the month your child attends.

Infant Care for 3-18 Month Old Child:

* Full-Time: $1250 per month
* 3 Days Per Week: $850 per month

Toddler and Beyond Care for 19 Month-5 Year Old Child:

* Full-Time: $1100 per month
* 3 Days Per Week: $800 per month

There is a $15 a month activity fee for full-time care. This covers yoga, gymnastics, and any other activity we are able to schedule.

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 additional 5 dollars 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.

**Religious Practices**

I will not practice my own religion with your child. I will do my best to honor your family’s religious practices while they are in my care.

**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. 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.

**Confidentiality Policy**

All of your child’s files are in my filing cabinet and are only shared with that State of Washington’s Department of Learning as a requirement of being a Licensed Provider. Personal information regarding your child is confidential, as well as our conversations; as long as I do not obtain information that regards the health and safety of your child, for I am a mandated reporter and will need to make a report to CPS as well as let my Licenser know that a call was made.

Health Records for each child are kept in my filing cabinet, as well as a copy in our Emergency Notebook that all Staff must have access to.

You are welcome to view your child’s file at any time. Please just ask.

**Parent Required Items**

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

* An extra change of clothes
* Diapers (for an infant child only)
* Diaper Cream (if necessary)
* Sunscreen (May-September or as needed)
* 3 Day Supply of Medication (if necessary)
* A Blanket and Pillow for Nap Time

**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!

**Toileting**

I will assist your child in potty training. 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—in my experience 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 clean clothes. We will setup a plan prior to starting the process at Daycare, so that we both know what is to be expected and what the plan is moving forward. An appropriate reward can be established at that time.

**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).

Diapers are changed at the first sign of being wet, or every 3 hours as needed.

If your child is prone to diaper rashes, you will need to fill out a medication form, and provide me with the cream to be used.

**Child Abuse and Neglect Reporting**

I am a mandated by law to report any 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. It is not my job to investigate my concerns; it is the job of Child Protective Services.

If a child is injured while in my care and is seen by a doctor I must self-report myself to my licenser and to CPS. If your child is injured in my care, please notify me immediately if you seek medical help.

**Pre-School Program**

Our day is already set up as a typical Pre-School Program would be. 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!

As a part of our monthly curriculum we will have supplemental activities for children 18 months of age and older. These include yoga, gymnastics, story time, music enrichment, and more. A small activity fee will be collected.

**Food Service Practices**

I have my Food Handlers Permit, and it is displayed in the kitchen area. I will renew my permit before it expires.

I prefer to not have your child bring foods from home. But in case of special allergies or dietary concerns I will label, date, and store the food brought from home. I will keep cold food refrigerated or frozen as needed.

I am by Law required to feed each child two meals and one snack during the day if your child is in my care for more than 7 hours. I participate in the USDA Food Program which follows a strict schedule of meal times and requirements to what the children are served.

Typical Breakfast:

 Cereal or Pancake

 Fresh Banana

 Milk

Typical Lunch:

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

 Green Salad, Green Beans, Corn, Cucumbers (1)

 Peaches, Applesauce, Oranges, Pineapple (1)

 Milk

Typical Snack:

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

At 9am we are done serving breakfast, as we have moved on to Circle Time and are cleaning up. If you are arriving after 9am with your child, please make sure they have already had breakfast at home.

Water is available all day to children, but milk is only offered with meals. Each child has an assigned cup that is labeled and easily accessible to them.

I do “Fun Finger Food Friday”, which is a fun way to change up our lunch routine. It is a fun and creative way that lunch is presented. It often will have a theme of the book we have been reading, or a holiday that is close by. It is the perfect opportunity for them to try new foods, as the portions sizes are perfect and small.

**Off-Site Field Trips**

Parents 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 that differs from the original permission slip for walks to the park.

Supervision will be very clear and children will always be close enough to be seen and heard.

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

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

**Transportation Requirements**

Small groups of children (6 at a time) may be transported to field trips or other activities with prior parent permission.

Anyone driving children will have a valid WA State Drivers License. Any vehicle being used will be well maintained, and have a valid insurance policy which covers the driver, vehicle, and all occupants. Children will always be placed in their own car seat or booster seat which has been properly installed. Seat belts will be worn by all occupants at all times.

The items listed above in the “Off-Site Field Trips” Section, will be in the vehicle as well. Attendance will be taken any time we enter or exit the vehicle. We will always maintain adult-to-child ratio.

**Staffing Plan**

Our staff-to-child ratio will always be maintained during operating hours, off-site field trips, and when transporting children. The staff will be qualified, trained, and licensed. An additional staff member will be present at all times when children are engaged in water-related activities, or are near bodies of water.

In the case that I may be absent, a qualified staff member will fill in for me. I will notify parents as soon as I know that I will not be at Forever Young that day. In most cases if I am not there, it will have been planned. But in the case of emergency or unplanned events, please know that a qualified staff member will be filling in for me, and is qualified.

In the event of an emergency where I cannot maintain my ratio, parents will be called to immediately pick up their children.

**Access to Staff Training and Professional Records**

Parents are welcome to view my training and professional development records at any time. Please just ask. You are also free to view any other staff members records as well.

**Pet Policy**

We do not have any pets at this time. If we plan on getting one for Daycare or for my family, you will be notified in advance.

**Healthcare and Emergency Preparedness**

Emergency preparedness and evacuation plans.

* We keep our cell phones on us at all times. Your home, work numbers and emergency contact information are in our cells. This is the best way to contact us in an emergency.
* In the event of a fire or other emergency that requires evacuation, it is our first responsibility to evacuate the children to a safe place outside the home.
* We have chosen to go to the mail boxes in the front of the house if it is safe. If not, then we will evacuate to Candy Cane Park which is a few blocks away.
* Our evacuation plan is posted on the wall when you exit the Daycare.

Injury or medical emergency response and reporting:

* If you child requires first aid in my care, you will be notified by phone, and at the time of pick up you will be asked to sign the Accident Report and the First Aid Administered Report
* When we become aware that a child's injury or illness may require professional medical treatment, we will
	+ Call 911, when applicable and follow their recommendations
	+ Call the child's parent or guardian when off the phone with 911

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 cabinet in the kitchen along with rescue medications. All staff will have access to the medication.

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 art studio on a nap mat or in a playpen.
* 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.

Non communicable diseases that also require exclusion from care include:

An oral temperature of 1010 or higher or 1000 axially, if accompanied by an:

* Earache;
* Headache;
* Sore throat;
* Body rash not associated with heat, diapering, or an allergic reaction
* Fatigue that prevents the individual from participating in regular activities.
* Vomiting that occurs two or more times in a twenty-four hour period;
* Diarrhea with three or more watery stools, or one bloody stool, in a twenty-four hour period;
* Drainage of thick mucus or pus from the eye

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 your child develops symptoms while in my care, you will be called, and you will need to pick your child up immediately.
* 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.

Immunization Tracking:

* Upon the first day of care, each child must have a completed and current certificate of immunization status form on file.
* Parents/guardians are encouraged to keep these updated. They will be reviewed by annually at your anniversary date of original enrollment. You will be asked to make updates at that time if they have not been done previously.
* If your child is not current on their immunizations, you must initiate them before or upon enrollment and complete them as soon as medically possible.
	+ You must have on file, a document signed and dated, stating when the child's immunizations will be brought up to date.
* If you object to immunizations you may provide a DOH medical exemption form signed by a health care professional or DOH form or similar statement signed by you expressing a religious, philosophical or personal objection to immunization.

Infection Control Methods:

 Handwashing:

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

Cleaning and Sanitizing:

* A bleach solution is the accepted method of sanitizing.
* Children’s laundry will be washed using laundry soap or detergent, warm water and chlorine bleach. Please let me know if your child has any sensitivity or allergies to these products.
* The premises will be cleaned and sanitized frequently. Mopping, vacuuming, table tops, counter tops and the bathroom are done daily. Food prep areas are before and after each use. Bedding, cribs and mattresses and other areas are sanitized weekly unless soiled.

Disinfecting will be done regularly and as needed:

* Toys: bleach solution= 1T bleach to 1 qt H2o
* Surfaces/diapering area: bleach solution= 1T bleach to 1 qt H2o
* Blood spills or objects with blood on them need to be disinfected with a stronger bleach solution using ¼ C bleach to 2 1/2 C water.

**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 12:30-3:00 PM. Quiet activities can be provided on a mat for children who have not fallen asleep within an hour.

**No Smoking Policy**

Per Washington State Law RCW 70.160 Clean Air Act, no smoking is allowed on the premises during childcare hours. We are a smoke-free home at all times!

**Drug and Alcohol Policy**

We are a drug free home. Alcohol is never consumed during business areas, and is only located in unlicensed space. There is a zero tolerance from drug or alcohol use in our daycare or by my staff.

**Guns and Weapons Storage**

We do have firearms in our home. They are put away, unloaded, in a locked safe in our garage in unlicensed space; or in our bed-side safe in our bedroom upstairs in unlicensed space. At no time will a child ever have access to these areas of the home.

**Dress Code**

Please send children to school in play attire. We often play outside when the sand or ground is wet, do messy painting projects, and eat food that could stain. Keep that in mind as you dress them each morning.

Flip Flops and Shoes with heels are not permitted. They are not safe to play outside in. Please make sure your child has shoes that allow them to run and jump safely. I will not allow a child to play outside if they are wearing shoes that are a safety hazard. Please either keep a safe pair at school, or send your child in approved ones.

**Over Night Care**

I do not provide over night care at this time.

**Time Slots Needed for Childcare**

These are the typical 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Activity Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_

My Payment is due on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Childcare Agreement**

I have read all of the Policies and Procedures listed in this Parent Handbook and contract. I have asked the questions that I have, and have received a feasible answer. By signing this agreement, I agree to all that I have just read. Changes in the contract can be made by Amy McCoy at any time, and parents will be notified as soon as possible.

By signing this I acknowledge the days of service I am requesting, as well as the price. I am aware of my payment schedule and 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised November 2016