

PARENT HANDBOOK

Welcome to Edel's Family Dayhome

Please read this Parent Handbook thoroughly and carefully. Everything written in this handbook concerns to the care of your child and my dayhome's policies. If you have any questions regarding anything in this handbook, please ask.

I reserve the right to make changes to the policies as I find necessary. You will be notified of any changes that may occur.

Should you not agree with any policies in this handbook, please let me know. Some policies are not negotiable. But if you have concerns about any policy, let me know, and we may be able to come to a compromise that will be satisfactory to both of us.

Philosophy

My goal is for your child to have a home away from home at our house. I enjoy providing a safe, clean, and fun environment for children of all ages, where they receive quality care. I believe children learn through play and exploration and try to have an environment where this is possible. I strive to provide an atmosphere where children's innocence, curiosity, and childlike qualities are nurtured.

What You Can Expect From Me and My Dayhome

- A provider that follows all Saskatchewan regulations for a private dayhome.
- A provider that, even if private, is fully insured.
- A provider who has her Level 1 in Early Childhood Education, First Aid and CPR certification, Criminal Record check, Child Welfare Check, Medical note, References.
- A caregiver who loves children and will treat yours like her own.
- A professionally run business.
- A caregiver that will respect each child's individual needs.
- A caregiver who writes daily logs of your child's day in the dayhome.
- The opportunity for your child to learn different languages. I am fluent in English, Spanish, German, and Low German and am willing to speak them to your child if you so wish.
- A smoke and pet free environment.
- A clean and safe home. The whole house is cleaned once a week. All children's bedding for nap-times are washed weekly. All toys will also be sanitized weekly or as needed, whichever occurs first.
- Predictable schedules that allow children to feel safe and secure, knowing what they can expect.
- A safe yard where your children can get some fresh air and sun, get some exercise, play, and explore outdoors.
- A designated dayhome area in my home with its own nap room and play areas.

- A caring, and devoting caregiver who truly enjoys taking care of children.

Activities

Your child/ren will have a vast amount of fun activities to choose from!

Please note that we do not have a TV in the house, so children will be busy with other fun-filled activities all day instead of watching DVDs and shows.

Activities that your children will enjoy in my dayhome include, but are not limited to:

- Outdoor walks
- Outings to playgrounds, splash pads, or the library
- Picnics
- All kinds of outdoor play such as: sandbox, sports, water play, interactive games, etc.
- Dramatic Play and House
- Stories
- Blocks
- Music
- Fun learning times that include the ABC's, numbers, animals, colors, shapes, etc.
- Lots of age-appropriate toys
- Nap/Quiet times
- Finger painting
- Play-doh
- Arts and Crafts
- Baking, Cooking, and so much more!

Schedule

Please note that the following schedule is flexible and not a strict representation of the exact times we do specific activities each day, except for meal times and nap/quiet time. Otherwise, our schedule varies depending on the time of the year, weather, ages of the children currently enrolled, or the interests of the children.

-Regular Schedule:

7:30 am - 8:00 am – Arrival/Breakfast/Free Play

8:00 am - 8:30 am – Circle Time/Stories/Songs

8:30 am - 10:00 am – Any number of activities depending on the day (Play-doh, Arts and Crafts, Blocks, Dramatic Play, Learning Time, Finger Painting, Baking, etc.)

10:00 am - 10:30 am – Snack Time

10:30 am - 12:00 pm –Outdoor Play (Sand and Water play, games, etc.)

12:00 pm - 12:30 pm - Lunch Time

12:30 pm - 3:00 - Nap/Quiet Time

3:00 pm - 3:30 pm - Snack Time

3:30 pm - 4:30 pm - Outdoor Play, Walk, Outings to Playground, etc.

4:30 - 5:00 pm - Free Play/Clean Up/Pick Up

–Before and After School Schedule:

7:30 am – Arrival/Breakfast/Join in our activities/Free Time

8:30 am – Bus Pick Up

8:30 am - 3:30 pm – School

3:30 pm - 4:00 pm – Bus Drop Off/Snack Time

4:00 pm - 5:00 pm – Homework/Join in our activities/Free Time/Pick Up

Enrollment/Deposit

I prefer both parents to attend the interview, but if not possible, at least one parent and the child/children will be required to attend the interview set up prior to enrollment.

If you feel that my dayhome will be a good fit for your family and wish to enroll your child/ren into my program, you will then be able to sign this Parent Handbook, stating that you have read and agree to abide by my dayhome's policies. In addition, we will both sign our Contract of Care and any other paperwork pertaining to your child's enrollment such as personal information, permission slips, etc.

Upon signing of the contract, a deposit will be charged. The deposit is equal to two weeks' fees. This deposit will secure your child's spot in my dayhome and will be applied to your child's last two weeks of care, provided that proper notice of termination is given and no other outstanding monies are owed to me. If, for any reason, proper notice is not given or there are outstanding monies owed, the deposit will be forfeited.

Holding Spot Policy

If you want to secure a spot for your child/ren in advance of your start date, a non-refundable deposit must be paid to hold your spot. The amount will be two weeks' payment and will be applied to your first two weeks of care. If you cancel your spot before your contracted start date, this payment will not be refunded.

Probationary Period

To ensure there is a good match between caregiver, child, and parent there is a 2 weeks' probationary period after the contracted start date. During this time, either party may cancel the contract without the two weeks' notice. Any amount owing will be due on the date of cancellation or may be subtracted from the enrollment deposit.

Rates

Rates are as follows:

\$85/week for before and after school care.

\$105/week for part time care.

\$150/week for full time care.

Note to part timers: I prefer to enroll children who will be here for a minimum of 3 days a week. Children adjust better and are happier in a new dayhome if their attendance is not seldom or sporadic.

Note to before and after school care: If you need care on days when there is no school (such as PD days, closures due to weather, etc.), you will be required to pay rate of \$30/day to account for the extra meals, supplies, and time your child will need on those days.

If you require specific hours or days of care that are not within my usual open times we may be able to negotiate an arrangement, including rates that apply to your specific situation, that satisfies us both.

Payment Policy

Your child care fees will be outlined in your contract, depending on whether you require full time care, part time care, before and after school care, care outside of regular hours, etc. My fees are based on contracted hours and are due whether your child is in attendance or not.

Payments are made in advance and due weekly or monthly, whichever you prefer. If you choose to pay monthly, payments will be due on the first day of the month. If you choose to pay weekly instead, payments will be due on Mondays for that weeks' care or on the first day of care for that week. To calculate your monthly rate use the following formula: weekly rate x 52 weeks / 12 months = monthly rate.

If you forget your payment on the day that it is due, there will be a grace period of one working day to pay the monies owed. After that I may charge \$10 extra per day for which you are late. If your amount due is not paid in full (including late fees) within 5 working days, I may suspend child care until payment is made. If, after 10 working days, payment is still not made, I may terminate child care for your child and your deposit will be kept in lieu of payment and notice.

Due to the inconvenience of NSF checks, a fee of \$30 will be charged for any NSF cheque. Please talk to me if you have trouble making your payment for any reason.

You will receive receipts of your payments either every 6 months or yearly, whichever you prefer.

What to Bring

Depending on your child's age, please bring the following items on your first day. These items will stay at the dayhome to be used for your child while in care.

- Diapers in bulk package
- Baby wipes and labelled butt cream
- Labelled bottle or sippy cup if needed
- Formula and infant food if needed
- Change of clothes including socks and underwear. Clothes should be weather/season appropriate.

You will be notified when supplies need to be replenished.

Here is a list of season appropriate clothes to bring:

Summer:

- 1 summer outfit
- Bathing suit
- Light sweater

Fall/Spring:

- 1 warmer outfit
- Sweater or jacket

Winter:

- Winter jacket
- Snow boots, hats, mitts, and scarf
- 1 warm outfits

Hours of Operation

My dayhome is open Monday to Friday, 7:30 am to 5:00 pm. If you require care outside of these hours, we may be able to arrange different contracted hours. Changed contracted hours of care may be subject to change from the regular fees. These changes can all be negotiated at the time of signing the contract.

There will be a early/late fee for early drop-offs or late pick-ups from our contracted hours of care. This fee is in the amount of \$1 for each minute you are early or late. Please be courteous by being on time. Before our contracted hours I am making preparations for your child's day. The time after our contracted hours is my family's time, time I need to make supper, go to appointments, etc.

Holidays, Vacations, and Absences

I will be closed on the following holidays:

- New Years' Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Heritage Day
- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Eve
- Christmas Day
- Boxing Day

If a holiday falls on the weekend, I will be closed the next working day. Please make other arrangements if you do not have these days off. All holidays are taken with pay. If you are enrolled part time, you will only be charged if the holidays fall in your contracted days of care.

In addition, I take two-four weeks of unpaid vacation time each year. I will give at least 6 month's notice of my vacation dates. Please let me know your vacation dates as soon as you know them, especially if they differ from mine. If your vacation times are different than mine, you will be required to pay half of your contracted fee for this time in order to keep your child's spot in my dayhome. This fee will be paid in advance, prior to taking your vacation.

Please let me know as soon as you can if you plan to remove your child from my dayhome for any lengthy period of time (such as summer, maternity leave, vacations, etc). A holding fee may be required to hold a spot for your child. I am confident that we will be able to arrange something satisfactory for both of us.

Occasionally I might have to close my dayhome for emergencies or appointments. In such cases, you will not be required to pay for these days.

Sick Policy

For the health and well-being of the other children in the dayhome, I request that all sick children stay at home. Please respect the health of the other children and don't bring your child if:

- your child has a fever of 100.4 F/38 C degrees
- your child has nausea, is vomiting, or has diarrhea
- your child has a cough accompanied by fever, chills, or is coughing up mucus
- your child has a more severe cold accompanied by fever, cough, etc.
- your child has an eye infection, pink eye, or eye drainage
- your child has head lice
- your child has diseases such as chicken pox, measles, mumps, etc.

Parents or emergency contacts will be contacted if a child is showing any of the symptoms above while in the dayhome. It is required that you pick up your child as soon as possible. Meanwhile, your child will be kept as comfortable as possible. You will not be able to drop your child off while showing any of the above symptoms.

Children must be clear of symptoms for at least 24 hours, without medication, before coming back to the dayhome. A doctor's note may be necessary.

Should one of my own children display any of the above symptoms I will give parents notice as soon as possible. The parents can, if they wish, find alternative care until my child is well again.

Should I get sick and have to close my dayhome, I will advise you as soon as possible.

If your child cannot attend due to illness, you will still be required to pay our usual contracted fees for these days. However, on the days I am closed due to my own illness you will not be required to pay for these days.

Administering Medicine

Be advised that I will only administer medicine to your child under the following circumstances:

- All medicine is in a container with the child's name, Doctor's name, and both yours and the doctor's phone numbers.
- Medicine is accompanied with a note stating dosage, times to administer, a list of possible allergic reactions, and any additional information regarding the medicine.
- Parent has signed the Permission to Administer Medication form (you will be asked to do this upon signing of your contract).

I will write down the dosage, times your child was given medication and any allergic reactions your child may have. You are required to sign this note at the end of the day to make sure you know how your child was given medicine and are in agreement with this.

Emergencies

In case of an emergency parents or emergency contacts will be notified immediately. Unless it is a life threatening situation in which case the priority calls will be to 911, the hospital, the doctor, poison control, etc. Parents must sign all Medical Emergency Permission forms.

Scratches, cuts, and other minor injuries will be treated with first aid. Parents will be notified of these injuries and will be given a Injury/Incident Report form to sign at the end of the day.

Back-up Childcare

Because there is no way of knowing when your child might be sick, or I might have to close the dayhome due to my own illness or emergency, I highly recommend having back-up childcare available for your child. It is always your responsibility to find back-up care for your child.

If I need to close my dayhome unexpectedly, I will try to give you notice as soon as possible.

Meals and Snacks

I provide all drinks, breakfast, lunch, and two snacks a day with the exception of infant formula and baby food. Menus are planned according to the Canada Food Guide.

I make all meals and snacks myself, using the least processed foods as possible. Whenever I can, I provide organic meat and produce for my meals.

If you wish to bring a special treat for your child, feel free to do so, but please bring enough for everyone so as not to cause jealousy and unfairness amongst the children.

If you drop your child off after a scheduled meal or snack time you must feed him before he arrives. It is difficult to serve a missed meal to a child, as we may have moved on to other activities. Likewise, if your child is picked up early, and misses a meal or snack, you should be prepared for a hungry child.

Please let me know of any allergies your child may have. I reserve the right to decline child care to a child with severe food allergies.

Diapering/Potty Training

I am willing and experienced to help you with potty training your child. I do ask that the potty training start at home, though, as I will only be a supplementary help to what you are doing at home. We can discuss methods and preferences to make this a success!

If you are/will be using cloth diapers, I am willing to use them for your child. I have experience with all the different cloth diaper systems and will gladly accommodate to your diapering needs.

Transportation

I do not transport children to and from school, as the driving back and forth takes precious time away from the fun activities we do in the dayhome. Please make arrangements for your child's transportation.

Depending on the number and ages of the children I have on a given day, I may be able to take the children on a field trip that requires a vehicle ride. Anytime I take your child/ren somewhere in a vehicle, I will give proper notice and make sure proper carseats/booster seats are used at all times. Please note that I am insured to transport any enrolled dayhome children.

Upon signing of the contract, I will ask you to sign a Transportation Permission Slip for such occasions. If you do not wish for your child to be transported in a vehicle, I will try to plan such outings around your child's attendance.

Field Trips/Outings

Depending on the age and number of children currently enrolled in my dayhome, we will make field trips/outings often. These trips include, but are not limited to, going to the park or playground, library visits, a walk, or a picnic. At the time of signing the contract, you will be asked to sign a Permission Slip for me to take your child with on these outings.

Daily Arrival and Pick Up Policies

Please bring your child dressed for the day, in weather appropriate clothing.

Unless your child is scheduled to arrive between 7:30am - 8:00am, your child should have breakfast at home.

Drop offs should be fairly quick. Long good-byes often cause tears and separation anxiety. If your child is showing separation anxiety, please be comforted to know that children are usually calm and happy within minutes of the parent leaving.

Please be advised that if you drop your child off more than half an hour later than your contracted drop-off time, your child may not be accepted into care. We may be out for a walk, field trip, or other outing. You are still required to pay for the day, as you pay for your child's contracted days of care, regardless of attendance.

Upon signing of the contract, you will be asked to list any persons authorized to pick up your child. I will not release your child to any person without your permission. You may call or text me to authorize a person to pick up your child.

I will not release your child to anyone who appears to be under the influence of drugs or alcohol when coming to pick up your child. They will be asked to call someone else to pick

you your child. In this case, parents will be billed for late pick up for the time it takes to make the alternative pick up arrangements. If any person leaves with a child while they appear to be under the influence of alcohol or drugs, I will call the police.

Please be advised that if you are more than half an hour late for pick-up, I may have to take your child with me if I have appointments that I have to go to. You will be required to pay a late fee for the time it takes for you to come and get your child.

Items from Home

Your child will be permitted to bring a lovey such as a stuffed animal or blanket, but will only be given to the child during nap time.

Please do not bring toys, books, or other items from your home. These personal items can cause fights among the children. Everything in my dayhome is required to be shared among the children. In addition, things brought from home may get lost or damaged. I will take no responsibility for lost, stolen, or damaged items that were brought from home.

Visits

You are welcome to make unannounced visits to my dayhome at any time your child is here. Be advised, though, that we may be out for a walk or other outing if you drop by unexpectedly. I also encourage you to visit when it is not nap time (from 12:30 -3:00 pm), as your visit may disrupt the children's sleep.

Discipline

My goal is to prevent any problems before they even arise. I have found that if the nutritional, sleep, and affection needs of a child have been met, the misbehaviours are virtually eliminated.

In addition, adult supervision and guidance are crucial. Instead of letting the children deal with situations by themselves, I do my best in guiding and teaching the children how different problems should be solved. After a few times of guidance in said situations, the children usually learn proper behavior and further problems are avoided.

Should a more firm approach be needed to stop a reoccurring misbehaviour of a child, I will talk to you about the problem. I am sure we can come to an agreeable solution to stop further misbehaviours together!

Reporting Child Abuse

Please be advised that I am, by law, required to report any suspected events of possible child abuse or neglect.

What I Expect of You and Your Child/ren

-Open communication: If you have any suggestions or concerns regarding me or my dayhome, please let me know as soon as the issue arises. This will allow us to come to a solution much quicker.

-Respect: Please respect me as your child care provider. I try hard to provide your little one(s) with a positive environment. I appreciate feedback and suggestions but expect them to be voiced with respect. I will treat you with respect in return. I also expect respect for my home and personal property.

-Understanding: Please keep in mind that I am a wife and mother myself and as such will have to deal with unexpected issues and situations. I will do my very best to give you maximum amount notice should I need a day off. In the instances that I have to take a day off without the ability to give you much advance notice, your understanding is very much appreciated.

-Courtesy: Please give as much advance notice as possible if your child/ren will not be attending on a certain day. If your child will arrive early or leave late, please give let me know as soon as you can.

-Respect for House Rules: I do not have very many rules for your child/ren to follow. But I expect the rules that I do have to be followed. The rules are basically respect for me, each other, and personal property.

Termination Policy

After the probationary period of 10 days, either party may terminate care by giving a written two weeks' notice. If two weeks' notice is not given, your deposit will be kept in lieu of notice.

I reserve the right to terminate childcare without two weeks' notice and without refund of your deposit, if you as a parent are in violation of our contract or the safety/health of children is at risk.

Childcare can and will be terminated, without return of the deposit, under the following circumstances:

- Non payment of childcare fees/late payments/incomplete payments.
- False information given to me, either verbally or in writing
- Non-attendance of your child for three consecutive days without any communication from you
- Physical or verbal abuse of any person or property (by child, parent, or emergency contact)
- Concealing an illness or knowingly bringing in your child when ill
- Reoccurring behavior problems such as biting, hitting, swearing, or destructive behaviors. Of course, efforts will be made to resolve problems before termination is necessary. In the case of damage, parents will be responsible to pay for any repairs or replacement of toys/equipment.

Childcare may also be terminated, with a return of the deposit without two weeks' notice, under the following circumstances:

- My inability to meet the child's needs
- Serious illness of child or of myself
- Failure of your child to adjust to my dayhome, after a reasonable amount of time (determined either by me or by both of us, on a case by case basis).