

Happy Go Lucky Childcare Parent Handbook



Mission Statement

It is the goal of Happy Go Lucky Childcare to provide a safe and educational environment that allows each child to discover and explore the world around them.

My History

I have spent the last five years working in corporate America in marketing. One day I woke up and realized I had lost all passion for what I was spending my days doing. I found myself thinking about the times I had worked with children more and more. I started remembering the joy I used to feel watching children grow and learn and knowing that I was facilitating that process. When I became pregnant with my first child the dream I had many years ago of having my own childcare center came forefront. I decided then that I wanted to spend my time enjoying what I did for a living, rather than sitting at a desk trying to keep busy.

Happy Go Lucky Childcare will be a small mixed age group ranging from infants to school aged children. I have worked with all ages from newborns to pre-teens. I took four years of child psychology classes while in high school and spent three of those years working in our on-site preschool. As an assistant teacher there I wrote lesson plans, planned nutritious snacks, facilitated circle time and group activities, supervised and participated in playground time, as well as any other duties that were needed. I also worked in a local Montessori school during high school as an assistant teacher. There I learned about the Montessori philosophy and how it varies from a traditional preschool atmosphere.

After leaving high school and moving to Portland for college, I continued my childcare career as a nanny for multiple families. During the course of three years I worked for four different families that had children of all different ages, ranging from 1 week to 12 years old. Not only did I take care of all daily needs of the children, I also planned activities and field trips. These could be as simple as going to a neighborhood park or on a nature walk, visiting the local library, spending the day at the zoo, visiting a water park or going to the Children's Museum. While in college I also worked as an

assistant teacher at a local childcare center and volunteered in the infant/toddler room at Volunteers of America.

I had to stop working in childcare during my last year of college due to the demands of my class schedule and professional internship. It was a difficult decision, but I knew I would always find my way back to working with children again.

Daily Routine

7:30 am	Open for business
8:00 am	Breakfast served
9:00 am	Group circle time
10:00 am	Morning snack served
10:30 am	Group activity
12:00 pm	Lunch served
12:30 pm	Nap time
3:00 pm	Afternoon snack served
3:30 pm	Outside or Inside play time (weather dependant)
5:30 pm	Closed for business

The daily routine at Happy Go Lucky Childcare will consist of many elements so that children are challenged intellectually while also having fun at the same time. Our routine will be flexible given the needs of the children on any given day. Group circle time will contain multiple elements, such as: talking about our weekly theme, learning the letter and number of the week, discussing the weather outside, what month/day of the week it is, reading stories, etc. Group activities will be art projects, creating with play dough, practicing small motor skills, etc. Our afternoon activity will consist of outdoor play, weather permitting, or inside play time. Whether we are inside or outside, this activity will focus specifically on large gross motor skills and getting the children up and moving.

Curriculum

The curriculum at Happy Go Lucky Childcare will be based on weekly lesson plans with a new theme each week. It will support growth and development in cognitive skills, motor skills and social skills. Children will be learning the alphabet, numbers, recognizing and writing their name, basic math skills and numerous social skills. All children must try all group activities before deciding to play on their own. Each lesson plan will be flexible based on the interest level of the children. Some topics might need to be shorted to less than a week, while others may need to be lengthened. Keeping the attention and focus on the children will always be the main goal of the lesson plan and it will be adjusted accordingly.

Parent Communication - Open Door Policy

Parents are encouraged to visit Happy Go Lucky Childcare during the day, whether to observe, have lunch with your child or to put your child down for a nap. Parents have free access to the center at any time that their child is in attendance. I believe parent involvement is very important to our program and have developed methods for keeping communications open between parents and staff.

The bulletin board in the entryway will contain the weekly lesson plan and weekly menu for you to review. Daily summaries and updates will be given verbally when you pick up your child so you have a sense of how their day went. A monthly newsletter will also be sent home at the beginning of each month containing all necessary information for the upcoming month. An annual developmental assessment will be sent home once a year so you will know which areas your child is thriving in and where they might need some additional attention.

You are encouraged to schedule a conference anytime you wish to discuss your child's progress or any concerns you may have. You may find it difficult to talk with me during class time because I will be interacting with the children; my first responsibility. If I seem busy, please schedule a conference time to have my undivided attention.

You have the right to review your child's file at any time. You also have the right to see our certification inspection reports from the Child Care Division.

Admission Policy

To secure enrollment, you will need to pay a \$50 enrollment fee and complete all necessary forms in the enrollment package before your child's first day. Children arriving on their first day will not be permitted to stay without the fee or completed forms being provided.

Happy Go Lucky Childcare strives to be prepared for all emergencies and to comply with state regulations regarding necessary enrollment forms. Having these forms readily available upon the child's first day ensures that their needs and the parent's wishes – as designated in the enrollment forms – are met.

Nutritional Policy

Happy Go Lucky Childcare participates in the USDA food program and serves meals and snacks to children according to the rules of the program. Parents requesting alternative meals or snacks must provide a doctor's note clarifying the request and reasoning behind it. Without this statement the child will receive the meals/snacks designated in the childcares USDA food program approved menus.

Enfamil formula will be provided by Happy Go Lucky Childcare for all infants. If you want your child to have a different type of formula or breast milk, you will need to provide those.

School Rules

1. Follow directions
2. Be respectful of others
3. Be respectful of items in our classroom and personal belongings of students and teachers

Students who do not comply with these rules will be given three chances to comply, unless they are being immediately harmful, in which the case they will be

removed from the area of the problem. Upon the third warning, without compliance, children will be removed from the area.

It is the goal of Happy Go Lucky Childcare to instill a sense of respect for self, others and belongings. The three chances exist in order to give children a chance to solve their own problems and make positive choices. Having the opportunity to resolve situations on their own will aid in giving children a sense of empowerment and pride.

Child Release Policy

Happy Go Lucky Childcare will only release a child to a person or persons who are designated as “authorized to pick up child” on the child’s enrollment form. In addition, a child will not be released to an adult whom is suspected to be under the influence of drugs or alcohol.

Persons other than those designated on the child’s enrollment form will need to be preapproved in writing before picking up the child and a driver’s license or other identification will be requested in order to verify at time of pick up. In the case of suspected drug or alcohol use, an alternate person from the authorized list will be called and expected to pick up the child.

Confidentiality Policy

Happy Go Lucky Childcare is very sensitive to the fact that information concerning you, your child and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Happy Go Lucky Childcare will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Illness Policy

Happy Go Lucky Childcare follows the Child Care Division and County Health Department guidelines. Copies of the CCD handbook are available upon request. Children who have been ill within the previous 24 hours will not be accepted into the center. If a child becomes ill during the day, his/her parent will be notified to pick up the child. The child will be kept away from the other children until the parent arrives. Please respond promptly when you have been notified to pick up your sick child.

Children are considered ill if they have the following symptoms: fever of 100.5 or higher, harsh dry cough, vomiting and/or diarrhea, skin or eye lesions or rashes that are weeping or puss-filled, yellowing of skin or eyes. You will also be notified to pick up your child if they have a stiff neck or headache with one or more of the symptoms listed before or uncontrollable running nose with any of the symptoms listed before, and if your child has difficulty breathing or wheezing, and/or complains of severe pain. Children with minor colds who are able to participate in normal child care activities are welcome. If your child is not eating well or having normal sleep patterns or is not able to participate in outdoor activities, please keep your child home to get the necessary rest to fully recover from his/her illness.

If your child has been sent home with a communicable disease he/she will not be readmitted to the center until it is determined that he/she is no longer contagious. A doctor's release may be requested.

Medication

If your child requires medication during the day, whether it is prescription, nonprescription, diaper rash cream, or sunscreen, a consent form must be completed stating the dosage of the medication, time to be given, and giving permission to administer it. All medication must be labeled with your child's name and date, and must be in its original container. If the medication is prescribed the prescription must be for your child, we cannot give any medication that is prescribed to another person. Any medication requiring a measuring spoon to administer must come with the appropriate measuring spoon.

All children must have their immunizations up to date. Parents are required to fill out the county immunization form and up-date the form as your child gets current shots.

Discipline Policy

Happy Go Lucky Childcare shall use positive discipline, which will include:

1. Communicate to children using positive statements
2. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts
3. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected

The types of discipline that will not be tolerated under any circumstances are:

1. Inflicting corporal punishment in any manner upon a child's body
2. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort
3. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
4. Placement in a locked or dark room
5. Public or private humiliation, yelling, or abusive or profane language
6. Associating disciplinary action or rewards with rest, food or toileting

Time outs will not be used for any child less than two years of age. The only purpose of giving a time out will be for the child to regain control of themselves. Physically restraining a child will only happen when it is necessary to ensure their own safety or that of others and only for as long as it is necessary for control of the situation.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues the child may be placed on a two week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from Happy Go Lucky Childcare.

Transportation Policy

Happy Go Lucky Childcare will only transport your child if the group is going on a pre-planned field trip that parents will be notified of in advance and will be asked to fill out the necessary permission slip. We are not able to transport your child to or from school, but if they attend school in the David Douglas School District you can utilize the school bus pick up/drop off on our street. Your child will be walked to and from the bus stop location with proper adult supervision.

Child Abuse & Neglect Policy

Happy Go Lucky Childcare is mandated by Oregon law to report any suspected child abuse and/or neglect. Required training classes have been completed by staff members in accordance with Oregon law.

Non Discrimination Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20255-9410 or call, toll free 866-632-9992 (voice). TDD users can contact USD through local relay or the Federal relay at 800-877-8339 (TDD) or 866-377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Emergency Policy

All staff at Happy Go Lucky Childcare has first aid and CPR training. Parents must sign an emergency release authorization form allowing Happy Go Lucky Childcare to obtain emergency medical treatment if necessary. Parents will be notified as soon as possible of any injury or a medical emergency. Children will be taken to the best hospital to treat your child; as determined by emergency services. Parents are responsible for all costs of medical treatment and ambulance transportation.

In the event of a fire or other emergency requiring us to vacate, the children will be evacuated to a safe place and parents will be notified. It is very important to keep your emergency information updated so we are able to get a hold of you in case of emergency.

Birthdays and Special Occasions

Happy Go Lucky Childcare acknowledges every child's birthday as well as other holidays and special occasions during the year, and encourages parent participation for such events. If you wish to provide treats for a special occasion, please let us know at least one week in advance.

According to the state health policy, we cannot serve home baked goods. You may purchase treats from a store or bakery for special occasions.

If for any reason you do not want your child's birthday celebrated we will honor your request, please mark this on your enrollment form. We will also talk about seasonal holidays throughout the year. Happy Go Lucky Childcare is non-domination and will not discuss or celebrate religious holidays.

Dress Code

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident. If the child has no spare clothing, the parent will be called to bring some.

Required Supplies

All supplies must be labeled with your child's name. You will need to provide the following:

1. One complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear.
2. Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.
3. One jacket or sweater to be left here.
4. Special toy or blankie, if needed at sleep time.

For children younger than 18 months and those not yet potty trained, you will need to provide the following:

1. Diapers or Pull-ups, 1 full package. They will be stored in your child's cubby and I will notify you when the supply is low.
2. One package of baby wipes.
3. Two pacifiers and one pacifier fastener to be left here (if your child uses a pacifier).
4. Formula or breast milk, if applicable. We are supporters of breast feeding and are happy to keep a frozen supply if you choose to supply one vs. bringing daily. Please date and label formula or breast milk with your child's name. As with the diapers, I will notify you when the supply is low.
5. Two changes of clothing (t-shirt, sleeper, outfit and socks). Careful attention must be paid to maintain current sizes left here. I will launder these as needed and notify you when more are needed.
6. Any cream, powder, etc. that you wish me to use. This must have the child's name on it. Remember, a consent form must be completed before administering.
7. Baby Tylenol or Oriel, if you wish it to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.
8. Two full size bibs.

If you prefer not to supply these items to be left here, you may send them daily in a diaper bag. The option of leaving these items here is for your

convenience and is not required. However, all of the above items are required for me to care for your child, so they will need to be brought daily. If you choose not to supply me with the required items, they will be purchased for you and you will be responsible for the cost.

Pet Policy

Happy Go Lucky Childcare has two cats and one dog that live on the premises. All pets are extremely friendly and love people, but will be kept separate from children at all times. If for any reason your child comes in contact with one of our pets, an adult will be directly supervising any interaction that might occur.

Substitutes and Volunteer Policy

Happy Go Lucky Childcare believes building strong children and families is not something we do alone. We believe parents and extended families play an important role in making early childhood development a positive experience. Please know that all of your time and skills are welcome and appreciated, whether they be volunteering on a field trip, reading to a small group of children, doing an art project or sharing your family's culture.

We ask that parents who would like to regularly volunteer in the classroom fill out a background check with the State of Oregon Child Care Division. If you're interested in volunteering, please speak with the owner directly.

There may be times that using a substitute teacher is necessary due to illness, vacations or family emergencies. If a substitute teacher will be used, parents will be notified as far in advance as possible. All substitutes will be first aid and CPR certified, have completed the required child abuse and neglect reporting training and will have a background check preformed with the State of Oregon Child Care Division. They will also be familiar with and follow all policies set by Happy Go Lucky Childcare.

Holidays and Vacations

Happy Go Lucky Childcare does not exchange closed holiday days for an extra childcare day. The only time that we allow you to exchange a day is if your child is ill on one of his/her regular days. If requested, we will check to see if there is available space on a non scheduled day within the same week. If your child is sick on a Friday we will allow you to use the next week for the make-up day. Please remember that these make-up days are only available if there is space for your child. If your child needs to miss a week of care because of a family vacation or any other pre-planned reason, please notify the owner in writing one month in advance.

Happy Go Lucky Childcare is closed every year on the following holidays:

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|---------------------|----------------------------------|
| 1. New Year's Day | 5. Thanksgiving |
| 2. Memorial Day | 6. The Friday after Thanksgiving |
| 3. Labor Day | 7. Christmas Eve |
| 4. Independence Day | 8. Christmas Day |

If a holiday falls during the weekend, we will be closed on either Friday or Monday in observance of the holiday. You will be notified in advance on which day this closure will occur.

Provider Job Description

My job starts long before your child arrives in the morning and finishes long after they leave. Many hours of lesson planning and preparation go into each week to ensure that all activities run smoothly for your child. Meal planning for each week and grocery shopping must also be completed, in addition to actually preparing and serving each meal to your child. The room must also be set up each morning and then cleaned up each evening. This could include making games, room decorations, songs, toys, etc. As you can imagine I have numerous cleaning duties as well to ensure your child is always in a safe and clean environment. Toys need to be cleaned and sanitized, dishes have to be washed, bathrooms must be kept clean and bedding supplies need to be washed regularly.

There is a lot of paperwork that must be managed to comply with being a Registered Childcare Home provider and running a small business. This includes: writing the monthly newsletter, completion of monthly USDA Food Program attendance forms and menus, as well as payment of utilities and other materials needed for the childcare center. I also must keep numerous bookkeeping records including: receipts, monthly balance sheets, year-end statements, quarterly and year end taxes and an annual budget.

To keep my Registered Childcare Home certification I'm required to keep numerous trainings up to date and also take additional training classes. First aid and CPR training must be kept current, along with my Oregon Food Handler's card and Childcare Division Background Registry. Taking at least 8 hours of additional child development classes every two years is also required to remain certified. I must also ensure that my home stays in compliance at all times, in case of an unannounced visit or inspection.

Finally, my primary responsibility is caring for your child in the best way possible. I know that caring for children is a huge responsibility and is one I take very seriously. I'm your partner and will do what it takes to work with you to ensure your child is receiving outstanding care. I want to build a long standing relationship with your child and your family. I am completely committed to providing loving, educational care for all the children that attend Happy Go Lucky Childcare.

Tuition

Happy Go Lucky Childcare charges tuition as a daily fee. Parents are able to choose how many days they want to secure for their child and this will become your set tuition. Tuition will be due on the first day of attendance of the week. It does not vary according to the child's attendance. The tuition is a set cost for operating the center, taking into account not only daily expenses, but also less frequent expenses such as: field trips, utilities, parties, insurance and the purchase of toys and equipment. A child's lack of attendance would not change these expenses, as they are a necessary part of the center's operation.

Full time tuition is based on your child receiving 5 or more hours of care per day from 7:30 am to 5:30 pm. Part time tuition is based on your child receiving 5 hours or less of care per day. Happy Go Lucky Childcare is open five days a week, Monday thru Friday. We also offer a 10% sibling discount if you have more than one child enrolled full time. Tuition rates are as follows:

- Full time - \$30 per day
- Part time - \$20 per day

Late Payment and Pickup Policy

Tuition is due on the first day of each week for that weeks care. If payment is not made by 5:30 pm on that day, you will be charged a late fee of \$10 per day until payment is made. If payment has not been received after one week, your child will not be accepted into care until your account is brought current. There will be a \$25.00 charge for any check returned for NSF. If your check is returned for NSF, you will be required to make all future payments by money order or cash.

A late fee of \$5.00 per 15 minutes will be charged for each child picked up after the scheduled closing time of 5:30 pm.

Trial Period and Termination

Happy Go Lucky Childcare has a two week trial period for all children entering care. This gives everyone a chance to be sure it's a good match for everyone and an out if it's not. Your contract with Happy Go Lucky Childcare can become void at anytime during this period. You will be issued a refund for any days you have paid in advance if our contract should become void.

We have the right to terminate care with any child and family. If Happy Go Lucky Childcare chooses to terminate care with your child, you will be given at least 14 days notice.

Changes and Withdrawal

In order to allow adequate time for billing and staffing Happy Go Lucky Childcare requires 14 days notice to change days of enrollment, or any other change resulting in a change of fee. Please discuss these changes directly with the owner. We also require 14 days notice in writing to withdraw from the program. If your child should stop attending the center before the 14 days is up you are financially responsible.



CHILDCARE CONTRACT

After reading the Happy Go Lucky Childcare Parent Handbook, please read over this contract. Sign, date and return this copy to the provider. The provider will keep this contract on file and you will receive a copy of this signed contract.

Date of Contract _____ Trial Period Ends _____

Contract Effective Until _____

Child's Name _____ Birth Date _____

Parent/Guardian Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Parent/Guardian Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

First Day of Enrollment _____

☐ Monday Hours _____ to _____

☐ Tuesday Hours _____ to _____

☐ Wednesday Hours _____ to _____

☐ Thursday Hours _____ to _____

☐ Friday Hours _____ to _____

Tuition Rate \$ _____ per Day Total Weekly Tuition Due \$ _____ every _____

The following forms must be completed and received by the provider before care begins:

- Signed Childcare Contract with Registration Fee
- Immunization Records
- Enrollment Form
- Photograph Release
- About Your Child

The information on these forms must be kept current. If there is any change, the parents do hereby agree that they shall notify the provider immediately.

Agreement

I/We have read the Happy Go Lucky Childcare Parent Handbook and will comply with all the provisions contained therein. At this time I/We shall enter into contract with Happy Go Lucky Childcare for care of above named child with the understanding that we shall work together on the behalf of the child.

This contract is in effect until a change is mutually agreed upon in writing or upon termination of care. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

This contract is subject to review and renewal on _____. Any changes made by the provider to the terms of the contract must be made on the renewal date unless mutually agreed to beforehand by the provider and parents or guardians who are parties to this contract. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as set forth herein

Parent Signature _____

Date _____

Parent Signature _____

Date _____

I have discussed and reviewed this contract and policy handbook and agree to provide care for the above-indicated child to be placed in my home as long as the terms of this contract are upheld.

Provider Signature _____

Date _____