

## **Extended Family Home Child Care**

Where your family becomes an extension of mine.

### ~\*~ Parent Handbook of Policies & Procedures ~\*~



#### **Touching the Future**

**Everyday I'm getting the once in a lifetime chance to touch the future.**

**I don't wear power suits, make speeches, or drive a fancy sports car.**

**I've never talked on a car phone, made a big sale,  
or been elected to the Senate.**

**I don't "do lunch", have a big impressive office  
or carry a beeper.**

**I spend my days wiping away tears, giving hugs,  
and serving chicken nuggets.**

**A good day is when I go through a whole day without a temper tantrum,  
bite mark or a toilet training accident.**

**My "office" is a room full of brightly colored toys and laughing children.**

**You may not think that what I do is very important  
and you may even whisper behind my back**

**"What a waste of a good mind."**

**But I know better.**

**I make a difference because I'm changing the world one child at a time.**

**I'm proud to say "I'm a child care provider".**

**My Contract information goes here**

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**Welcome:**

I respect and appreciate the trust you have placed in **Extended Family Home Child Care** to care for your child. What I have to offer your family is much more than a babysitting service, but a loving, safe, and educational environment for your child to grow. I will offer the very best care that I can for your child. You can expect me to love and cherish your child. You can help me by keeping me informed regarding any health concerns, favorite foods, fears, or special interests. I will share information about your child's growth and activities during the time spent in my program. As a parent, you are the most important person in your child's world and I will make every effort to support you as a family. I understand how difficult it can be for parents to balance all of their commitments and responsibilities in their lives. For this reason I strive to offer a program that will enrich your child's development while putting your mind at ease.

I believe that self-esteem is a critical component to optimal growth in young children; I focus on developing the socialization and self-help skills needed to have a positive self-image. I will also do my best to assist your child in developing important values such as: love for God, good manners, caring/sharing, patience, responsibility, compassion for self and others, as well as communication and teamwork. I believe that children learn well through play and we will implement these important values throughout our day. I also offer daily preschool activities to help ready your child for Kindergarten. He/she will learn to recognize the alphabet, shapes, colors, numbers, as well as beginning reading and writing skills. We also work on name recognition and name writing. The children are given the opportunity to explore, experiment, and create in a safe and nurturing environment. It is my goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at any time throughout our childcare relationship. Open and honest communication is the key in the development of your child.

Again, thank you for considering **Extended Family Home Child Care**. I look forward to providing your family with the best possible care for your child.

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**Philosophy:**

Every child is an individual who has his/her own rate of physical development and own pace of learning. Each child is accepted, loved, nurtured and taught as an individual with this thought in mind.

**Goals:**

Passing on the blessings my family has received from childcare providers over the years. To ensure your child/children receives the attention, love and guidance they deserve in your absence.

**My Training and Experience:**

- Four children of my own
- Infant/Child/Adult CPR Certified
- Infant/Child/Adult AED Certified
- First Aid with rescue breathing & choking Certified
- Infant Safety (including Infant Brain Development, SIDS and Shaken Baby Syndrome 3 hours)
- Texas Dept. of Family and Protective Services Orientation for a Registered Child Care Home (7 hours)
- Assistant infant room Sunday school teacher

Training is an on-going process for child care providers. I will continue to participate in state wide trainings in order to further my knowledge in childcare development.

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**Dear Parents:**

The purpose of this Handbook is to make sure you as PARENTS are informed about policies and procedures here at **Extended Family Home Child Care**. The policies listed within are set forth by the Child Care Provider and are in accordance with the Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the Child Care Provider.

I am a **Professional Child Care Provider**, not a babysitter. My goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school. In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements. These requirements are necessary to assure that there are no misunderstandings between either parties and that these requirements are carried out in a businesslike manner. There is a lot of information here. Please read all of it. If any of my policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation... I'm sure it will deem reasonable in that respect. These policies are enforced for the same reasons policies are enforced in any job situation - for fairness and respect.

**Policy Revisions**

Revisions to policies, procedures, contracts and forms will be done with a minimum of 2 week's notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every January). I will notify parents in writing of any changes. All previous forms will become obsolete.

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**Services:**

Here at **Extended Family Home Child Care** we understand the demands your work and/or school schedules require. With this in mind we offer several types of child care services to meet the needs of your family.

- Standard Child Care Mon- Fri 6:30 a.m. -6:30 p.m.
- Evening Care upon request (providers schedule permitting)
- Weekend Care upon request (providers schedule permitting)
- Overnight care (with proper notice/providers schedule permitting)
- Mommy's day out (with proper notice)
- Date night (with proper notice)
- Observed holiday care (with proper notice)

**From a Mother's Heart**

As a mother of four I know how difficult it can be to find a balance between work and home, how stressful the thought of leaving your pride and joy in the hands of someone else can be. This is way I vow to become the **Extended Family Member** your family can count on. I believe children are a precious gift from God and it is our duty to protect, teach, guide and love them as he the father loves us.

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At **Extended Family Home Child Care**, care is charged on a flat weekly rate for a total of 50 hours per-family. Tuition is based on enrollment not attendance any days a child is absent due to sickness, appointments, etc. will not be deducted. "

**Hours and Days of Operation:**

6:30 a.m. to 6:30 p.m. Monday through Friday. Although our operating hours are from 6:30am-6:30pm According to State Licensing Regulations no child can be in care more than 12hours in a 24 hour period. To ensure **Extended Family Home Child\_Care** stays in compliance with this regulation, care is provided based on contracted time slots not to exceed 10 hours per-day. Hours for care will be discussed and a schedule will be set which includes a fair amount of commuting time and this will become your "scheduled hours". Care will be provided for your child only during these contracted hours. Any changes made to your schedule hours must be discussed and re-assessed based on the ability for the childcare provider to meet your new needs"

**Weekend Care:**

Care on Saturdays and Sundays is available with a 10 hour maximum per day, permitting providers schedule. Because weekends are usually reserved for family time with my family, the regular daycare routine will not apply. We will still have a meal and sleep routine like a normal day; however we will not have curriculum activities. The children will participate in family activities if any are planned. Separate fees apply for both days.

Please note, Care outside of your **Contracted** drop off and pick up time **will** require **Prior Approval** and any time over 15 minutes **May** be charged based on overtime rates at the owner's discretion.

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**Note to Parents:**

Please understand these policies are in place to protect all parties, your family, other families and mine. To ensure I'm able to meet the needs of all the Children in my care I ask that you please stay within your contracted drop off and pick up time(s). **Extended Family Home Child Care** completely understand that life throws us curve balls and emergencies happen, such as working overtime, traffic and the occasional last minute errand. We do not wish to put a strain on your budget, work and/or school schedules, are seem unreasonable. However, as with your family after a long and full day's work, my family and I value and enjoy our quality family time. We ask nothing more but for you to respect and abide by these policies, and not take advantage of our kind nature. Thank you.

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**Observed Holidays:**

The following days are considered paid holidays.

New Years Eve, New Years Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the day After, Christmas Eve, Christmas Day

**Holiday Closure:**

We will be **closed** on the following holidays, **With Pay**.

- New Years Eve
- New Years Day
- Independence Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

**Holiday Openings:**

We will be open for a ½ half day on the following holidays for five (5) or more children, **With Pay**. A signup sheet will be posted; you must sign up within 5 business days prior to that holiday. Hours of operation TBA.

- Good Friday
- Memorial Day
- Labor Day

**Additional Closures:**  
**Mother's Day & Father's Day**



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**Providers Vacations:**

As with most companies employees are given a paid vacation based on hours worked per-year, I believe I should also receive a paid vacation. I will take no more than two weeks of vacation each year; I will never take two weeks consecutively. The first week **will** be a **paid** vacation. The second week you **will not** be **billed** for. You will be responsible for finding alternate care during provider's vacation(s). *You will always be given a two month notice of my plan vacations.*

**Providers Sick/Personal Days:**

As with most companies employees are given paid sick/personal time for themselves and/or immediate family members to allow for doctor appointments and rest, I am giving myself the same courtesy as followed.

- Five paid Personal and Five paid Sick days

You will always be given plenty of notice in advance for scheduled appointments. When available an alternate child care provider will be provided in my home at no additional cost you. Assistances are **NOT** allowed to care for your child(ren) out side of my home while employed with **Extended Family Home Child Care**

In the event I become too ill to be in a position to provide childcare and a alternate care provider is unavailable, you will be **credited** for that day and/or time frame which ever applies.

*Please note, when I am providing an alternate child care provider in my home and you wish to make your own arrangements for child care you will **not** be reimbursed.*

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**Parent/Child(ren) Vacations:**

All families are allowed (2) two weeks of vacation time each year, which can be taken anytime during the year. Any time outside of this will require prior approval and a slot hold fee may apply. Your first week will be **FREE**. The second week you will be billed for all days and hours your child is normally scheduled to be in care, as this will coincide with the provider's paid and un-paid vacation(s).

Please notify me at least 2 weeks in advance when you plan to take vacations.

**Parent/Child(ren) Sick Days:**

- You will still be required to make full payment for all days and hours your child is normally scheduled to be in care.
- For absences of (10) ten consecutive days or more due to serious illnesses, a doctor's note is required. Fees/ slot holds will be discussed at this time.
- For absences due to maternity leave or extended leave from work/school ½ (half) of one month's entire tuition must be paid in advance before the scheduled leave in order to hold your child(ren) slot. Your child may attend 2days per-week during the leave of absence. Note: Hold fess will be due by the 5<sup>th</sup> day of each month during the leave of absences.

Please notify me immediately if your child(ren) will not be in care for any length of time.

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**Admission Procedures:**

To ensure all parties are comfortable and confident that the arrangements will work a complete family interview will be conducted first. At this time you will have a chance to meet the members of my family and inspect my home. I believe it's important for you and your family to become familiar with the environment your child(ren) will be developing in. This is required before a child will be admitted into care.

- Complete and sign all forms in your registration packet
- Return the additional information requested in your registration packet
- Pay your yearly registration fee
- Pay you first week's tuition

Please note all families are required to pay a yearly registration fee, this will be applied towards supplies such as arts & craft material and nap mats.

As required by Child Care licensing, all forms are required to be updated yearly, this will be done mid- January.

**Trial Period:**

The intake interview takes the place of a formal trial period; however at your request a formal one-week trial period will be initiated.

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**Parent Termination:**

PARENTS are required to provide a written two week's notice **per-child** indicating last day of service prior to the termination of care. ***Termination letters are accepted on Fridays only.*** All fees are due in full for the final two weeks of care whether or not the child is in attendance. If it should be necessary to go to court over nonpayment of fees for services owed to provider plus all late fees (until bill is paid) court and attorney fees will be added on to your bill. *Termination notice will NOT be accepted while provider or parents are on vacation.*

**Provider Termination:**

The provider will give parents two week's written notice of termination of care **except** under the following circumstances at which time **Extended Family Home Child Care** reserves the right to terminate all care. No refunds will be given under these circumstances, you will still be held responsible for that week's tuition and any outstanding fees. *Termination not solely limited to these events.*

- Failure to comply with the policies set forth in this handbook.
- Failure to comply with the terms set forth in the child care contract.
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
- Non-Payment of childcare fees or late and/or recurring late payments
- Failure to repeatedly not drop off and pick up your child at the contracted time(s).
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect towards provider or provider's family.
- If parents knowingly bring their child ill.

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**Program & Curriculum:**

Here at **Extended Family Home Child Care** our program and curriculum is designed so that each child will develop physically, intellectually, socially and emotionally to the best of his/her ability. We believe in promoting self-worth, self-confidence and a positive self-image. Children will engage in several activities throughout the day which includes the following but are not limited too.

- Free Play
- Circle Time
- Reading Time
- Learning Time
- Music Time
- Cooking Time
- Outdoor activities
- Arts/Crafts
- Domestic Play

Activities will be balanced throughout the day so that all children are given equal opportunity for learning and play.

In addition to the activities mentioned above, I do also try to teach the children about the love of God and Jesus Christ. I have age appropriate bible stories that will be introduced at least once a week. All children are taught to say grace before all meals. I will never force a child to participate in any activity they are uncomfortable with; however I will not shy away from my family's devotional time.

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**Supplies:**

Your child(ren) will be provided with storage space for their personal items. Children will have complete access to their belongings throughout the day.

**Supplied by Provider:**

- Toys
- Learning material
- Nap mats and blankets
- Facial tissue
- Meals and snacks
- Utensils, cups and dishes

**Supplied by Parents:**

- Diapers and wipes
- Ointments and creams
- Extra clothing
- Toothbrush
- Bottles, formula and baby Food

All personal belongings should be marked with child's name.

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**Meals & Snacks:**

Meals and Snacks provided by **Extended Family Home Child Care** are regulating by the USDA/Federal Food Guide Lines. If your child arrives after a scheduled meal/snack they will not be served until the next scheduled meal. Meal times are posted on the parent's board.

**Special Diets:**

If your child is on a special diet a doctor's note is required. I will make every effort to meet his/her needs in regards to their eating conditions. If the diet is by choice and/or life style preferences the PARENT will be responsible for providing meals/snacks.

**Infant Food:**

Parents are responsible for providing formula and baby food.

**Junk Food:**

With the exception of birthdays and holidays, junk food will not be served. PARENTS are asked **NOT** to send candy, gum, chips or other foods with their child(ren).

Menus are available upon request.

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**Diapers:**

Diaper changes are scheduled for every 1½ to 2 hours with the exception of nap time, in which case the child will be diapered as soon as he/she awakens. Each child will be changed when needed. I use disposable diapers only. Please provide me with a pack of diapers and wipes as stock. I will notify you when the stock is getting low. If I have notified you and the stock runs out during the day, there will be a charge of \$2.00 per diaper and \$.50 per wipe that I have to provide.

**Potty Training:**

Parents are advised to inform the provider on your method (if any) on potty training. Potty training will only be done when the child consistently shows interest, *please know that this does not usually happen until close to three years of age in most children.* The child must be able to remove clothing, wipe themselves, and replace clothing in order for potty training to begin. All children will be taught to sit on the toilet. Training pants or pull-ups are required during potty training. Please do not just assume that your child knows when he/she has to use the restroom and put them in underwear. Cleanliness and hand washing will be emphasized during the training process. Children will not be disciplined for accidents during toilet training



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**Transportation:**

At this time no transportation services are available, you will be informed once this service is available.

**Field Trips:**

Occasionally children will attend fields which include but are not limited too.

- Grocery store outings
- Neighborhood Park
- Neighborhood Splash pad
- Local Library

Parents will be notified in advance of any planed field trips. If you wish for your child(ren) not to attend you are advised to inform the provider immediately so an alternate child care provider can be scheduled.

**Parent involvement:**

Here at **Extended Family Home Child Care** we operate under an Open Door Policy. Parents are encouraged to drop in and visit with their kids and enter act in learning and play time. All we ask is that you please be respectful to nap time, as little ones need extra rest time.

*Dally schedules are posted in the front entrances.*

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**Behavioral Goals:**

While in my care only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, restraint, or to, verbal, emotional, or physical punishment. I believe the most effective ways of enforcing positive behaviors are: *Praise, Respect, Re-Direction, and Positive Re-Enforcement*. I don't play "REF"; I use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know I am always available to listen and help, not to judge. My goal is to coach the children so they can negotiate, compromise, brainstorm and work it out together.

**Time Out:**

I will only place a child in time out if I feel that they are a threat to the safety and well being of themselves or others. If something of a more serious nature or a persistent behavior should occur that is of concern to me or a threat to the safety of others, I will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and in my care.

**Termination:**

Continuous behavior issues are grounds for immediate termination. *PARENTS* are encouraged to discuss ALL behavior concerns they may have about their child(ren) with the provider and/or the providers discipline methods. Children learn best when the guidance is consistent both at home and in daycare

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**Damages:**

We believe children are responsible for their actions and we teach them to respect other people's property and the value of those items. Any damage to my home or personal belongings that is due to roughness; tantrums or purposely broken or damaged by your child will be replaced or repaired at the cost of the parents. I will repair or replace broken daycare equipment and toys due to normal wear and tear.

**Miscellaneous:**

- Any changes of personal information should be given to me in writing as soon as possible.
- A phone call is expected if you're going to be late picking up and/or early dropping off.
- Please dress your child in clothes that can get dirty. Occasionally I will wash clothes, but I will not be held responsible for any damages to clothing.
- Please remember, if your child is not dressed for outside play, we may not be able to go outside that day.
- Children are discouraged from bringing their own toys and the child care is not responsible for any toys that are broken or lost.
- Parents will be called to pick up their child(ren) in the event of a power or water outage.
- I retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect.
- Please, don't walk into my house unannounced, ring the doorbell or knock and please wait until my family or myself opens the door for you. This is my home 1<sup>st</sup> and my business 2<sup>nd</sup>
- Please wait in the entry way or the living room area at pick-up, as some children may still be sleeping at your pick-up time.

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**Arrival and Departures:**

Parents or a Guardian are **required** to accompany their child(ren) upon arrival and/or departure and sign them into/out of care each day. The sign-up sheet will be located in the front entrance. Children should arrive at their contracted time unless other arrangements have been made with the child care provider.

**Parking:**

Space for parking is limited and so to facilitate the pick-up and drop-off process the child care home driveway will be available for use during business hours. Parking in the spot next to the home and labeled with the home address is also available between the hours of 6:30 a.m. and 6:00 p.m. When dropping off or picking up, please be considerate and not stay in the drive for too long. At no time is parking in or blocking neighboring driveways allowed. Please drive carefully as neighboring children or out at play.

**Releasing Your Child:**

Children will only be released from care to those individuals listed on your Registration Form with a valid picture ID. If someone other than a designated person will be picking up your child, I must receive advance notice or your child(ren) **WILL NOT** be released. Notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help me to identify the person. I will require this person to show a valid picture ID and sign the alternate designated pick-up/drop-off form.

**Custody Rights:**

Parents are required to inform the child care provider of any on-going custody issues relating to your child(ren).

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**Cleanliness/Hygiene:**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. All equipment will be wiped clean daily, inspected for defects and sanitized with a bleach solution at the end of each week. Children will never be allowed to share utensils, blankets, sleep mats and other personal affects.

**Pet on Premises:**

We have (1) one in-door pet, a Chinese Pug named Lola.

Lola-

- Weighs approximately 17 lbs and is about 8 inches tall.
- Completely house and potty trained
- Mild tempered and great with children
- Up to date with all required vaccinations and in over all good health
- Professionally groomed on a regularly bases
- Spayed

*As a safety precaution for your child(ren) as well as Lola, she will always be stationed away from the area of play/rest during operating hours with the exception of her scheduled feeding(s) and potty breaks.*

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**Child Illness:**

Because children get sick unexpectedly PARENTS are well advised to have a backup child care provider in these circumstances. For the health of ALL children in care I have the right to refuse a sick child into care and to determine when a child is too ill to remain in care.

Under no circumstances will a child be accepted into care and/or allowed to remain in care should the following accrue.

- Fever of 100°f or higher (child needs to be fever free for 24 hours without the aid of medication).
- Vomiting, diarrhea not contained in a diaper.
- Sore throat, continuous coughing, runny nose other than clear discharge.
- Draining eyes or ears.
- Unexplained rashes, lice, etc.
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza.
- Rapid or Strenuous breathing.

Children will be accepted back into care once symptoms have subsided for a period of 24 hours without the aid of medications and/or a doctor's note.

**PARENTS ARE REQUIRED TO NOTIFY THE CHILDCARE PROVIDER IMMEDIATELY IF THEIR CHILD BECOMES INFECTED WITH A CONTAGIOUS DISEASE, SO THAT ALL PARENTS CAN BE NOTIFIED.**

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**Administering Medication:**

Child care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed the Permission to Administer Form. All medications must be in the original, labeled container with your child's name and proper instructions for administering. Prescription medications must have the administering Doctor's name and telephone number listed. A separate form must be filled out for each medication your child requires.

The provider will maintain record of all medications given, time/dosage and any allergic reactions.

PARENTS must allow time at drop-off to go over the medication instructions with the child care provider, otherwise it will not be given.

Please note any over the counter medications the child care provider does not feel comfortable administering, will not be given to your child. This includes but is not limited to.

- Medications not recommend for the age of child.
- Medications with no expiration date.

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**Medical Emergencies:**

In the event of an emergency, parents or the designated emergency contact person will be contacted immediately unless injury/illness proves to be life-threatening at which time the first priority call will be 911, the local hospital, doctor, poison control, etc.

Minor injuries such as scratches/cuts will receive appropriate first aid treatment. Parents will be notified of these injuries immediately upon their arrival and will be required to sign an Accident/Injury Report.

**Fire Emergencies:**

Here at **Extended Family Home Child Care** we teach the importance of fire safety and practice monthly fire drills. Drills are arranged from different areas of the home and set at various times. This will allow the children to become comfortable with the alarm sounds & signals in return preparing them in the event of a true emergency. The following fire safety techniques are taught to the children monthly.

- Stop, drop and roll
- Evacuation Exits
- Crawling on bellies to exits
- Designated safety area(s)
- Name and location of CHILD CARE PROVIDER

In the event we must evacuate the home our relocation designated area(s) are, Robinson Elementary (Cafeteria), 4321 Westfield Village Drive Katy, TX 77449 (281) 855-1240. During non-school hours/days Kids R Kids 19814 Keith Harrow Boulevard - Katy, TX 77449, (281) 859-7300



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**Inclement Weather:**

In the event of severe storm warnings and/or tornado warnings, we will proceed into an interior room (down stairs office).

If we receive inclement weather **before** operating hours please call ahead to confirm that we are able to care for your child(ren).

This includes but is not solely limited to.

- Tornados
- Hurricanes
- Severe thunder storms
- Ice storms
- Wind storms
- Area Fires

In addition to our monthly fire drills children are taught how to react in the event of inclement weather situations. We will practice the importance of staying calm how and when to call 911 for help, preparing an emergency kit and the location of first aid supplies.

In the event we must evacuate the home our relocation designated area(s) are, Robinson Elementary (Cafeteria), 4321 Westfield Village Drive Katy, TX 77449 (281) 855-1240. During non-school hours/days Kids R Kids 19814 Keith Harrow Boulevard - Katy, TX 77449, (281) 859-7300

## Extended Family Home Child Care Emergency Preparedness Plan

### Fire Emergency Procedures

- 1) Sound Alarm-Yell Code Red
- 2) Evacuate Children and Staff
- 3) Call 911
- 4) Extinguish (Small Fire Only)
- 5) Re-enter-(When approved by Fire Dept. only)

### Hurricane & Tornado Procedures

- 1) Close all windows & doors
- 2) Move children and staff to interior room (down stairs office)
- 3) Pull daily attendance sheet from the front entrance
- 4) Pull emergency evacuation bag (book bag)
- 5) Have flashlights ready

### Medical Emergency Procedures

- 1) Call 911
- 2) Administer CPR/First Aid
- 3) Notify Parents
- 4) Wait for Medical Assistance

## Extended Family Home Child Care Emergency Preparedness Plan

- 1) In the event of an emergency the first order of responsibility is to remove the children from the home. To ensure an accurate account of the children in care at the time of the emergency, the child care provider will pull the daily attendance sheet from the front entrance along with the emergency evacuation bag.
- 2) Children will walk out in a single file line using a ring walking rope; infants will be transported in a double wide stroll or portable crib.
- 3) Staff and children will exit the home and re-group at the initial safety check zone (street light post located 50ft west of the day home). Once all are accounted for, a member of the staff will place a call to the appropriate local authorities i.e. (fire, law enforcement, medical services).
- 4) If deemed necessary staff and children will be transported to the alternate shelter location. Please see attach relocation diagram.  
*Relocation designated area(s) are, Robinson Elementary (Cafeteria), 4321 Westfield Village Drive Katy, TX 77449 (281) 855-1240. During non-school hours/days Kids R Kids 19814 Keith Harrow Boulevard - Katy, TX 77449, (281) 859-7300*
- 5) In order to keep accurate attendance of all children and staff upon arrival at the alternate shelter, stickers with Extended Family Home Child Care Contact information will be used. Stickers will be placed on the upper back of the children's shoulder blade.
- 6) Once stationed at the alternate shelter a member of the staff will begin calling parents to inform them of the situation.
- 7) An emergency evacuation bag will be used to transport the following items, First aid kit, Emergency contact telephone numbers (such as fire, law enforcement, emergency medical services, health department, parents and TDFPS) also included will be copies of the Authorization for emergency medical care for each child in care. The emergency evacuation bag will be stationed at the front entrance daily and maintained monthly.

Extended Family Home Child Care  
Emergency Preparedness Plan

Local Emergency Contact Information

**Extended Family Home Child Care**

Michelle, Director/Owner

337-912-9170

Justin, Assistant

281-733-5021

Katy, TX 77449

**Fire Department**

19780 Keith Harrow BLVD

Katy, TX 77449

281-550-6663

**Police Station**

5456 Franz Rd

Katy, TX 77493

281-391-4848

**Medical Services**

Memorial Hermann Katy

23900 Katy Freeway

Katy, TX 77494

281- 644-7000

**TDFPS**

2221 W Loop 610 S

Houston, TX 77027

713- 940-3009

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*Where your family becomes an extension of mine.*

~\*~ Parent Handbook of Policies & Procedures ~\*~

**Child Abuse/Neglect:**

It is the law and also my responsibility as a childcare provider to report any and all abuse or neglect on a child. I cannot turn my head on a child that has been abused or neglected. Therefore, I will notify Texas Department of Family & Protective Services when it appears that a child in my care is being physically, sexually, or emotionally abused, neglected, or exploited.

If you suspect child abuse you can contact TXDFPS at 1-800-252-5400 and/or 713-940-3009.

**Licensing:**

Texas Department of Family & Protective Services sets the minimum standards that ALL childcare providers must comply with. Copies of inspection reports from all regulating departments are posted in the front entrance, for your review at anytime.

You may also review a detailed inspection report on their website  
[www.dfp.state.tx.us](http://www.dfp.state.tx.us)

*A copy of the Minimum Standards Book will be on site for your review at any time.*

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**Money Matters for YOU and the Provider:**

Many Parents often wonder what am 'I paying for? What does my weekly tuition cover? First you must understand and respect that Home Child Care Provider's are self employed individuals NOT contract workers. We are required to pay taxes an average of (15%) from all income received. Personal and Business insurance (10%) additional utility cost an average of (8%) per-month. Your tuition also covers daycare groceries and cleaning supplies (14%) new toys, furniture, outdoor play equipment. Repairs to our home caused by running the daycare (5% – 20%). Continuing education, quality learning material, web hosting, software, assistance/substitutes and so much more. If you really do the math, you'll see that we're making much less than minimum wage each month.

Yes, I chose to become a Home Child Care Provider because of my love of children and to be present for my family. But please keep in mind; I do not get a break in my 12 hour shifts. I eat on the fly sit only to comfort a little one. I do not receive yearly bonuses or a benefit package. I split my time between your child and mine. So at the end of a long day I love to here a Thank You!

**When you “forget” to pay your Daycare Provider:**

I will not be able to pay my own bills. Bills include food for **your** child, heat for **your** child, water for **your** child, electricity for **your** child. Along with all my other obligations (caring for your child) I will now have to remind you to meet your financial obligation. Having to beg, nag and plead for YOUR paycheck is not an enjoyable job for anyone.

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**Tuition Payments:**

Tuition is due in **advance** for the upcoming week on Friday's by 6:30 p.m. and is considered past due at 6:31p.m. **Payment is due whether or not your child is in attendances on Friday.** A late fee of \$20.00 per-day up to (2) two days will be assessed, if your tuition has not been brought current by the beginning of the (3<sup>rd</sup>) third day (Monday), **YOUR CHILD WILL NOT BE ACCEPTED INTO CARE.** If all fees are not brought current by the following Friday, **YOUR CARE WILL BE TERMINATED**

**Subsidy Tuition Payments:**

*Families participating in subsidies programs have two payment options available.*

If you are receiving subsidy assistance your **entire** parent fee is due by 6:30 p.m. on the first day of each month and is considered late by 6:31p.m. of that same day. **Payment is due whether or not your child is in attendances on Friday.** A late fee of \$20.00 per-day up to (2) two days will be assessed. If your tuition has not been brought current by the beginning of the (3<sup>rd</sup>) third day, **YOUR CHILD WILL NOT BE ACCEPTED INTO CARE AND YOU WILL BE REPORTED TO THE SUBSIDY PROGRAM.** If all fees are not brought current by the following Monday, **YOUR CARE WILL BE TERMINATED.**

*Note: You may elect to pay your parent fee weekly, at which point you will follow the same guidelines as non-subsidies families.*

Please be respectful to the fact that I count on your **on-time** weekly payments in order to meet my family and the daycare operating obligations.

**Please make checks/money orders payable to provider.**

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**Overtime Rates:**

\$5.00 fee per-child for every fifteen minutes, or portion thereof, that you're late without my prior approval. **Please include all late fees along with your next scheduled tuition payment.**

**Late Payment Fees:**

A late fee of \$20.00 per-day up to (2) two days from your tuition due date will be assessed. If your tuition has not been brought current by the beginning of the (3<sup>rd</sup>) third day (Monday) **YOUR CHILD WILL NOT BE ACCEPTED INTO CARE.** If all fees are not brought current by the following Monday, **YOUR CARE WILL BE TERMINATED**

**Subsidy Tuition with Monthly Payment Option**

A late fee of \$20.00 per-day up to (2) two days will be assessed. If your tuition has not been brought current by the beginning of the (3<sup>rd</sup>) third day, **YOUR CHILD WILL NOT BE ACCEPTED INTO CARE AND YOU WILL BE REPORTED TO THE SUBSIDY PROGRAM.**

**Please make checks/money orders payable to provider.**

**Year- end statements will be prepared by January 31<sup>st</sup>**



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**NSF Charges:**

A \$35.00 fee will be charged on any NSF and/or Stop payment checks. Thereafter payments will only be accepted in the form of Cash, Money Order or Certified Check. **Late Fees will apply since your payment will be considered late if your check did not clear the bank.**

**Provider and Parent Vacations:**

Payment is due prior to your vacation unless other arrangements have been made with the child care provider.

**Scheduled Closures:**

Payments are due the day prior to a scheduled closed day, if not paid late fees will be assessed.

**Rate Changes:**

A two week notice will be given prior to any rate increase.

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**Open Door Policy:**

While your child is in my care, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for a visit. I would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. Please keep in mind there may be times when it is not possible for me to run to the phone (diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and I will call you as soon as I am able.

**Communication:**

Communication is very important to me. When I accept a new family into our home I like to be sure that we can share openly any concerns or questions that may arise. I feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. I grow to love each child I keep very much and I am always glad to have a chance to be a part of their lives. I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may call me between 7:00 a.m. – 9:00 p.m. Parents of infants/toddlers/preschooler's will receive a daily note. Some typical things that you may find on this note would be daily activities, feedings/meals, diaper changes, naps/quiet time, and things to remember or to bring. All parents should check our board in the front entrance for important information daily.

Policy Handbook Contract:

The following contract pertains to the policies set forth in the Parent Policy Handbook governed by Extended Family Home Child Care. It is the Parent's responsibility to read the Policy Handbook completely before signing.

**The policies in this Handbook will be enforced to protect all parties you the Parent, Other Families and the Child Care Provider.**

Please sign and return this page along with your completed Registration Packet to Extended Family Home Child Care.

I/we have read and received a copy of Extended Family Home Child Care Parent Handbook of Policies & Procedures. I/we agree to abide by all policies set forth in this handbook.

\_\_\_\_\_  
Child's Name      DOB

\_\_\_\_\_  
Child's Name      DOB

\_\_\_\_\_  
Child's Name      DOB

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Child's Name      DOB

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Signer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Owner Signature

\_\_\_\_\_  
Date

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