



Teaching 21st Century Thinkers

# S.T.E.M Jr. DAYCARE

Science\*Technology\*Engineering\*Math

## Policy handbook

Welcome to my daycare. Since this will be your child's home away from home, I try to provide a safe, caring, homelike atmosphere for your children while at the same time providing for their physical, intellectual, emotional and social development. My goal as an educator is to prepare your child for school-age course work by introducing them to Science, Technology, Engineering and Math through a kid friendly and academically appropriate curriculum. S.T.E.M Jr. Daycare offers a kindergarten preparation curriculum and school-age assistance in Math and Science. Please read the policies of my daycare carefully.

Family Child Care License: 073407681

**Nondiscrimination:** I will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

**House Rules:** The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house, bad language, etc.

**Discipline:** I will strive to offer praise for good behavior. Should negative behavior happen, I will deal with it in one of three ways.

Redirection: Toddlers will simply be told "no" and redirected to another activity area.

Talking: Once a child reaches the age of two they can be talked to. They will be told in easy to understand terms why the behavior should not continue. Typically, this is highly effective.

Time-out: Should the behavior continue, the child will be placed in a time out chair. I use the one minute per age of the child rule.

Should a behavior continue after a few time outs, I will talk to the parent(s). Usually a workable solution can almost always be found.

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Initials



## Teaching 21st Century Thinkers

### **Drop off/Pick up children**

Please arrive on time. If you will be late for drop off/pick up, let me know as soon as possible, so I may adjust my schedule.

All children over the age of 12 months are expected to arrive fully dressed and ready for the day. DO NOT bring your child in pajamas. Also, please ensure that your child has an extra set of clothes.

At drop off time, make sure that you say good-bye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured....by the time you are out the driveway, the tears have stopped. This also helps to make the child feels secure in that while you may leave them when you have to, you are always coming back.

At the moment you walk in to pick up, you are in charge of your child(ren). Sometimes children will “test” to see who is really in charge. A child who has been well behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak volumes to your child.

When you drop off or pick up, do not linger. Ten minutes is typically more than sufficient. During daycare hours, I have a job to do. If you need to talk to me, I am available after hours.

### **Fees:**

I am paid weekly. Fees are expected in advance, payable on the first day of care in any given week. Should you have a two week/ monthly pay period, it is your option to pay me in advance for the two or four weeks, or pay me weekly. \* Advance monthly payments includes a discount

My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early /late meaning....any time before/after your regular scheduled hours. An early/late fee of \$ 5.00 for every 15 minutes will apply. These fees are expected to be paid immediately. \* Please speak with me about special circumstances.

Failure to pay past due fees may result in termination of your child(ren)’s care until paid in full.

I do accept checks. Should I receive an NSF returned to me, you will be charged a fee of \$25.00, and will cover any costs my bank imposes upon me. A second NSF will result in all payments made in cash.

Fees are expected to be paid whether or not your child attends daycare.

I require a two week written notice if you are terminating childcare. If none is given, two weeks additional payment must be made, whether or not child is present. If I find I can no longer provide care for your children, I will give you at least a two week notice.



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### **Vacations/Holidays**

I am closed on the following holidays, and you will be required to pay for them, providing the holiday falls on a regular day of care (according to your contract)

New Year's Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day

I take one-two weeks' vacation every year. There is no charge while I am on vacation. You will be given at least a two-week notice. Should your family go on vacation, I expect ½ your regular rate for the first week of vacation in a given year, to hold your child(s) spot. Your year begins on the date your childcare contract is signed. Extra weeks in the same year will require full payments.

### **Safety:**

Your child's safety is paramount. All dangerous material in the kitchen and bathroom has been removed from lower cabinets and shelves. Cabinets that could pose a problem are locked with child proof equipment. All unused electrical outlets have child proof safety covers. Smoke detectors are located in every bedroom and hall way. Emergency numbers are posted on the board. I have two first aid kits and emergency back pack available. Earthquake/emergency drills are practiced monthly and logged. I am certified in Infant/Child CPR and First Aid, and Pediatrics Preventive Health.

### **Clothing:**

Do not send your child to daycare in "dress clothes". Play clothes only. Although I try my best to keep the children clean, even in the best circumstances....accidents happen.

Make sure your child has a complete change of clothing here at all times, including underwear and socks. Please provide a different change of clothes should the one here be used or if the seasons changes. Provide a summer type jacket to be left here. Please do not buy a new jacket for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally in the warmer months a child will come without a coat, due to the warmer temperature in the morning. Should the day turn chillier, he/she will be able to play outside in comfort with the spare jacket.

Do not bring your child in open toe sandals or flip flops. Comfortable shoes that cover the toes are ideal for running, jumping and playing all day. Other types of shoes may lead to falling or hurting their feet. Please make sure that your child(ren) have the appropriate clothing for the weather conditions. This includes a jacket, hat, socks, mittens, gloves for the cooler months and short sleeves, shorts or cool clothing for the hotter months.

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(Initial/date)



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### **Mandating Reporting:**

As a licensed child care provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or policies as required by California State Law.

### **Quiet Time:**

Every day between 1:00-3:00, we have quiet time. All younger children will lay down to rest. Older children will be given quiet time activities (coloring supplies, puzzles, movies, etc). Also during this time I will be available to assist the older children with homework. I ask that you keep visit and phone calls during this time to a minimum. \* During daycare hours you are more than welcome to visit

Items from home: Your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring anything else into the daycare setting. No toys or candy!!

### **Meals and Snacks:**

Breakfast is served at 7:00am. If you are arriving after 7:00am please make sure that your child(ren) have eaten breakfast prior to arriving.

There will be a snack served at 10:00am, Lunch 12:00pm, and another snack at the end of quiet time.

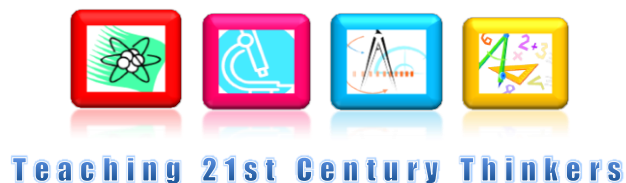
\*Parents are required to bring lunch for the child(ren). If any additional food or drinks are brought from home, they must be clearly labeled with the child's name. **It is important to let me know of any food allergies.**

### **Transportation:**

On occasions we may go on field trips in the car. Also, I may need to transport a child in a medical emergency. All children will be restrained in car/booster seats or seat belts (according to state law and child care rules) and will not be transported without written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

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(initials/date)



**Sick Policy:**

I will notify you immediately should your child develop any of the following symptoms:

Underarm temperature of 100 degrees Fahrenheit or over, or oral temperature of 101 degrees Fahrenheit or over (no rectal temp will be taken).

Vomiting or diarrhea

Any rash other than mild diaper –heat related rash

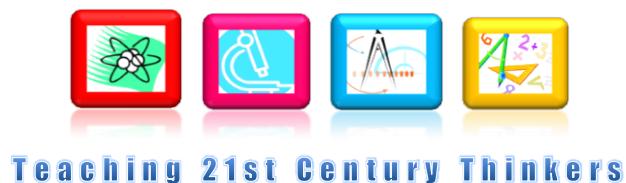
Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child appear to be uncomfortable, regardless of whether other symptoms have appeared.

I am not willing to accept a child with any of the above listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

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**(initials/ date)**



**Immunizations:**

All children in my daycare must have the appropriate immunizations for their age or written notarized documentation on the immunization form opposing immunization

**Reportable Diseases to the state of California:** form attached

**Common Contagious Diseases:** Not reportable

|                                   |                                           |
|-----------------------------------|-------------------------------------------|
| Bronchitis Acute                  | Hand Foot and Mouth disease               |
| Chickenpox                        | Head lice                                 |
| Conjunctivitis (pink eye)         | Herpes                                    |
| Croup                             | Impetigo                                  |
| Cytomegalovirus (CMV) infection   | Methicillin                               |
| Diarrhea infection                | Molluscum Contagiosum                     |
| Enteroviral (non-polio) infection | Mononucleosis                             |
| Fifth disease                     | Pinworm infection                         |
| Pneumococcal Infection            | Staph skin infection                      |
| Pneumonia                         | Streptococcal infection                   |
| Respiratory Infection             | Vancomycin-Resistant Enterococcus         |
| Respiratory Syncytial virus       | Viral Gastroenteritis caused by Norovirus |
| Ringworms                         | Yeast infection                           |
| Roseola                           | Warts                                     |
| Rotaviral infection               |                                           |
| Scabies                           |                                           |

**Medications:**

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental written permission according to manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.

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(Initials, date)



## Teaching 21st Century Thinkers

### **Sleeping:**

Each child will be provided with a safe comfortable sleeping space with separate bedding, Infants will sleep in a bassinet or crib. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics and SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.

### **Emergencies/Back-up**

If, for any reason, I need to leave for an emergency, I may need your child to be picked up immediately or at the location of the emergency. In the event that I am ill or on vacation, and cannot provide care, you will need to have your own back-up arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child. Times that I may have to attend my children doctor's appointments or other appointments I may be closed for a period of time.

### **Supervision**

I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening. For school-age children, I am required to be available for assistance and care. Written permission is needed from you if your school age child is to be off my property. This includes walking to/from the bus stop or school.

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**Initials, date**



**Authorized Persons:**

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on the emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

**Parents in Daycare:**

You have the right to stop in anytime during your child's regular daycare hours. You do not need a reason. You are welcome to pop in any time.

**Smoking:**

Smoking is not allowed in my home anytime.

**Daycare Forms:**

All forms must be completed prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

**Insurance**

I am required to inform you that I have no general liability coverage.

The undersigned have read and agree to abide with the Day Care Policies.

\_\_\_\_\_  
(Parent Signature) (date)

\_\_\_\_\_  
(Parent Signature) (date )