

# Parent Information and Policies

Welcome to your new daycare. The following will provide you with information on what to expect from me, what I can expect from you and your child, and how we can work together to make this a comfortable, fun and safe learning environment for your child.

## About Me

I am a graduate of McCollum High School here in San Antonio. I have earned some college hours in general education at Palo Alto College. I have been married since 1995 and have three children. I am a Christian and have strong values and morals. I have always had a real love for children. I have worked with children for many years. I believe that for children, learning comes through play. If the child has a genuine interest and a desire to know, they will learn. The creativity comes in sparking that interest and feeding that desire to know. I treat every child as if he or she is my own; loving and nurturing them while helping them grow and develop the skills needed physically, socially, emotionally and intellectually.

I am registered with the Texas Department of Family and Protective Services to provide daycare in my home. (You can check licensing requirements by calling the licensing office or by visiting their website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).) I continuously update my education through clock hours received at trainings on a wide variety of subjects related to early childhood education, development, nutrition, health & safety, and business.

## Standards and Admissions

All standards put forth by the State of Texas will be complied with. I will be providing care for up to 6 children daily as well as up to 6 more school-age children. Children who are 0 to 17 months qualify as infants. 18 months and older qualify as preschool children. School-age children are from 5 to 12 years old. All required information must be completed and returned prior to start date.

## Health Information

Each child is required by state regulations to have on file: a record of up-to-date immunizations as well as a statement from a medical professional for participation in daycare. I must have on file a signed form authorizing emergency care. Emergency numbers for reaching parents or guardian and another authorized person must also be on file.

No child who arrives at the daycare noticeably ill, with a rash or with fever will be admitted for the day. Please do not try to mask symptoms (i.e. by giving Tylenol for a fever) before drop off as the symptoms will generally return and you will be asked to pick your child up. Should your child become ill during the day, you will be notified immediately. I will try to keep your child separated from the other children until a parent or authorized person comes to pick them up. Your child in this circumstance needs their parent, so please get to your child as soon as possible. If you so choose, I will administer medication with written permission for each instance. In the event that a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The ill child will not be allowed to return to daycare until the period of contagion has passed.

I have a list of common communicable diseases in daycare. If you'd like a copy, please don't hesitate to ask. Children with a contagious illness will not be allowed in daycare until properly cared for. He or she may be readmitted with a written note from a physician or after the period of contagion has passed.

In case of medical emergency, first aid will be administered. The parent or authorized adult will be notified as quickly as possible after addressing the needs of the child. If emergency medical attention is required immediately, I will call the local ambulance service (911) that will transport the child to the hospital.

Please inform me of any medical disorders such as allergies (including food allergies), asthma, diabetes, medications, seizures, etc. so that I may be prepared to handle the situation.

## Drop-off and Pick-up Policies

Routines are very important for children. I ask that you do not bring your child in after 9:30 am unless you have an appointment. When a child sleeps-in and then comes to daycare, their routine is disrupted. Maybe they will not be hungry come lunch time and not willing to lie down at nap time, which disturbs the rest of the children. They will be hungry when there is no meal/snack and sleep in the afternoon when it's time for activities, etc. Although we, as adults, can go-with-the-flow, children at this age are generally not flexible enough to adjust that much.

Please make drop-off times smooth for all involved. It is normal for children at some point in time to have separation anxiety. Usually, the longer you stay, the more/longer your child will be upset. A great rule of thumb is a kiss and hug, "I love you" and "I will pick you up this afternoon." This helps your child to remember that you are not leaving them "forever."

Please inform me immediately of any changes in authorized people to pick your child up from daycare. This is very important. If someone is authorized and shows up, I have to let the child go. If someone that comes is not authorized, I cannot let the child go. Phone calls do not count; I have to have it in writing.

Keep ill children at home. Please don't mask illness symptoms with medicines (i.e. Tylenol for fever). If your child is sick, please keep him/her at home; don't expose the rest of us by bringing him/her and having to be refused. You wouldn't want your child to be exposed to a sick child so please understand that the policy is meant to protect myself and the children in care. For more info, see Health information above.

## Meals and Snacks

This daycare will provide breakfast, lunch and an afternoon snack to all children eating solid food. Breakfast is served at 7:30 am. If your child arrives after 8:00 am, please feed him/her at home. Please do not bring snacks unless you bring enough nutritious snacks to share with everyone (advanced notice is appreciated). Food dispensed during the day will include servings from each of the four food groups as defined by the USDA. We do have set mealtimes and try not to deviate from those times.

You may bring special treats for birthdays as long as you let me know in advance, as we will be celebrating all children's birthdays here. Please, no gum allowed. Please refer to infant program details for notes on infant meals.

## Pets

Pets are a part of the family; therefore, there may be household pets on the property at any given time. Every effort will be made to keep children safe around those pets. All vaccinations are kept up-to-date and on file for review. Stray animals will not be allowed on the property.

## Personal Toys

The daycare will provide a wide range of age-appropriate toys to play with. Please do not bring any toys from home as it causes jealousy and fighting among the children. If your child would like to bring a favorite book or movie in to share, that is welcome, just know that I am not responsible for any damages/loss that may occur.

## Naps

Children under the age of five will take a nap in the afternoon after lunch. Older children will have quiet rest time during naptime. If you are here during naptime, please respect the other children that are trying to get to sleep/sleeping. Low voices and noise levels are appreciated.

## Discipline

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his or her behavior and serves as an example to the children to act in such a way as to receive this praise.

Asking a child to stop and think about their behavior enables the child to work at self-control.

Depending on the situation, a warning is usually given and the child reminded of acceptable behavior. The next step would be a timeout. This timeout is not a punishment, but rather a time that they may calm down, remember what behavior is acceptable, and decide when they are ready to rejoin the group with the appropriate behavior.

If timeouts are not effective, some sort of consequence will be imposed. This may range from a favorite toy being taken away for a short period of time to being excluded from a favorite activity. Naturally, parents will be advised.

If you are using a certain method of discipline at home, please let me know so that we can be consistent. Corporal punishment, however, is not considered to be an accepted method of dealing with a young child's behavior. Children will not be hit, slapped, or spanked in any manner while attending this daycare.

## Fees and Trial Period

All fees will be paid in **cash** weekly, bi-monthly, or monthly as per agreement on contract. You will receive a receipt for each payment as well as your year-end statement for tax purposes. I do not accept checks. **Please pay no later than Monday each week.** When we have our vacation weeks, fees need to be paid no later than the Friday prior. You will be given a receipt for each payment. In order to ensure proper adjustment, all children will enter care under a three (3) week trial period. For Part-time care, the daily rate will be charged for the first three (3) days. Anything more than three (3) days will be considered full time and the full weekly fee will be due.

## Parent Communication and Involvement

You will, of course, be given a verbal daily report of how your child's day was. I don't feel that it is always healthy to discuss children's problems in front of them, so either a note will be sent home or I will call you. Be sure to review our communication board frequently. Posted on this board will be weekly activities and reminders as well as other information.

I encourage my parents to get involved in their child's experiences.

I have an open-door policy. Parents are encouraged to visit the daycare, unannounced at anytime. However, if I am not available to speak with you when you visit or call, please understand that the children come first during times of operation.

I appreciate any suggestions that you may have. Please feel free to share them.

You will be notified in writing of any policy changes. I reserve the right to update contracts as necessary. At least a three (3) week notice will be given for any contract updates.

## Supplies, clothing and other stuff

I generally do not ask for any school supplies from you. I feel that it is easier for me to supply what we will need. Occasionally, however, I may ask you to send something in for a special project.

Your child will need to bring 2 seasonally appropriate changes of clothing (incl. 2 sets of underwear) from home, JUST IN CASE.

Please make sure they fit! (Toilet training requires extra clothes.) I always say, don't send them to daycare in their Sunday-best clothes, this includes shoes. We play, run, paint, roll, eat, etc. In other words, your child may get messy. The best thing would be to leave your child's clothing here, in case you forget your backpack/bag one day.

You provide bottles and pacifiers as well as diapers, wipes and training pants in adequate supply (see fees). I have "sippy" cups and regular cups, so you do not need to bring in other dishes. We are color-coded and/or labeled to differentiate who's-cup-is-who's.

## Miscellaneous

Please inform me of your child's favorite games, things to do, etc. Also, inform me if your child has any allergies, special routines for naptime, fears (scared of the dark, shut doors, etc.) or anything else about your child's likes and dislikes (such as foods) that you feel would be helpful to me. I'd like to do whatever is possible to make your child's time here more comfortable and fun. The more I know about your child, the better I can help him or her adapt to their new daycare.

I do take pictures of the kids. I have a "scrapbook" and sometimes a bulletin board that I use along with my parent handbook to show some of our daily activities. Your child's picture may also be on his/her cubby. If you wish your child's photo not to be posted, please let me know. I never post pictures on the internet.

## Refer to separate pages for:

Infant program details, Disaster/Emergency Plans, Daily Schedule, Holiday List, Copy of Contract, and Communicable disease Chart