

Andrea's Home Child Care

Provider Experience

- ☺ Registered with Canada Revenue
- ☺ EpiPen training, familiar with allergies/Asthma
- ☺ Certified Infant/Child CPR and first aid
- ☺ Excellent references

Child Care Philosophy

Family child care in a “home like” setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children with “siblings” of all ages, to play, socialize, and learn from. My goal in providing quality child care for your child is to provide...

- ☺ A safe environment
- ☺ A nurturing environment
- ☺ A learning environment... learning is not necessarily the ABC's and 123's, but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.
- ☺ A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, with out making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.
- ☺ And to foster unconditional love... this kind of love is very important to me because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

Communication is key to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well being.

I invite you to share with me in writing, by telephone, or schedule an appointment to talk about you concerns on any area that you feel I am neglecting and I will do my best to improve in that area.

Typical Activities

- Group Play: Singing, dancing, play acting, games, reading, listening to cd's (story and music), circle time
- Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video Cd's
- Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children.
- Dramatic play: Dress up, role playing, puppetry, etc.
- Outdoor play: (weather Permitting) Once Subdivision/park is completed (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)
- Special Days: Include Birthdays/holiday parties, getting ready for holidays, and holiday.

Typical Daily Routines

- ☺ Arrival and Greeting
 - ☺ Breakfast and clean up
 - ☺ Bathroom and/or diaper change and hand washing
 - ☺ Infants usually nap in the morning as well as the afternoon
 - ☺ Circle time (including calendar, songs, finger plays, story time etc.)
 - ☺ Arts and Crafts or other learning activity
 - ☺ Bathroom and/or diaper change and hand washing
 - ☺ Outdoor play (weather permitting) or other large muscle activity
 - ☺ Hand washing
 - ☺ Lunch and clean up
 - ☺ Nap time
 - ☺ Bathroom and/or diaper change and hand washing
 - ☺ Snack and clean up
 - ☺ Free play
 - ☺ Calm down time and TV/DVD – Children's programs (approximately a half an hour before pick up time)
 - ☺ Parents arrive to pick up children
- (Your child is released to my care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time)

Note Bathroom and /or diaper change times vary to meet the child's needs. This is a general schedule

Policies and Procedures

If illness or other emergencies should arise during child care hours every attempt will be made to have a substitute provider care for your child so that I can remain open for child care. If substitute care is not available you will receive a phone call to pick up your child. Whenever possible medical and personal appointments will be made after child care hours however, if I must use child care hours to secure appointments every attempt will be made to have a substitute provider care. If a substitute is not available, I will have to close my child care home.

Discipline

I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices. *No physical discipline is ever used in my care.*

Gross Misconduct:

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

Child's Health:

When a child has a temperature, vomiting, or diarrhea, I ask that you keep him/her at home.

Please call or text me, prior to 7:00 am, if your child is going to be away sick. If a child develops an illness during the day, parents will be contacted and asked to pick up their child within a reasonable amount of time agreed by both parties

Your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

Injuries: I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I can not reach you, I will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date).

Days/Hours of Operation:

Child care is available Monday through Friday with the exception of closings as referred to in this handbook.

Actual days and hours are determined by the parent/guardian's individual needs.

Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine – **please** call me if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal as well as day care room), shoes on etc. Of course another reason is to know my “quit” time so I can complete other evening commitments.

Fee Payment Guidelines:

Child care fees are paid in advance on a weekly basis – the Monday before the week begins. Payment obligation is based on the hours agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences.

A personal check, cash or email transfer will be accepted for payment.

Hours

MONDAY to FRIDAY - 7:00AM to 5:45Pm

Holidays

Provider Holidays / Sick days

- * Daycare is closed on all statutory Holidays, with pay.
- * I will be taking 2 to 3 week vacation per year, I will provide at least one month notice of the dates. Parents should make arrangements for alternate care during my vacation times. Fees not require during my holidays.
- * There may be an occasion when I am too ill to provide childcare and am unable to find an alternate at such short notice. The Parent should always have an alternate in place for emergencies such as these.

If the provider is ill the parent(s) will be notified immediately that care for the child(ren) will not be available due to the illness so that the parent(s) can find alternative care for the child(ren).

Full fees required for a maximum of 5 sick/personal days per calendar year. The provider will not be paid for any days that exceed the 5 allotted sick days. The parent is responsible for finding back-up care.

Late Drop Off and Pick Up:

Please call me if you will be late dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I'm sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stress full to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cell phone, please call me and perhaps we can work out a contingency plan.

Nutrition:

Children are fed nutritionally on a daily basis – breakfast, lunch and a snack as required through enrollment with the family.

Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian, all other foods and beverages are provided by me.

Potty Training:

Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Pull ups must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step.

Supplies:

Parent/guardian will provide diapers, diaper wipes), powder, any ointment, and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

I will supply sleeping mats, portable cribs/playpens, blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

Termination:

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child's enrollment in child care regardless as to whether your child is present (with the exception of

the trial period). If two weeks notice is not given, you are still financially obligated for the two weeks of child care fees; two weeks full payment still applies when notice is given.

Trial Period:

There is a trial period of 4 weeks from the date child care begins. If the child care arrangements is not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice – any moneys already paid are non refundable.

I look forward to welcoming you and your child into our Childcare!

Signature of Parent/Guardian: _____ Date: _____

Signature of Daycare Provider: _____ Date: _____