



Reina Hosier
All About the Kids! Child Care
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Policy Handbook

My goal for All About the Kids! Child Care is to provide your child with a safe, fun, loving environment where they feel free to be themselves, build friendships, and learn the skills they need to be ready for school. I also strive to build a lasting relationship with you and your children, as we are partners in raising your little one during these important early years. This agreement is a guideline for my childcare, but no substitute for open communication between you, the parent, and myself.

HOURS:

- ✓ Monday – Friday, 7:00 am to 5:30 pm
- ✓ After hour care is occasionally available for an additional charge with 24 hours notice.
- ✓ If I am unable to provide after hour care, other arrangements must be made. If you are going to be late, please call as soon as possible to let me make any adjustments to my schedule that may be necessary.
- ✓ A late fee will be charged for any pickups after 5:30 pm. The late fee will be determined at the time of pickup at the provider's discretion.

MEALS:

- ✓ Three nutritious meals will be provided. I participate in the county's food program that provides guidelines on nutritional balance for each meal.
- ✓ I provide breakfast at 8:00, a morning snack at 10:00, lunch at 12:00, and an afternoon snack between 3:00 and 3:30 pm.
- ✓ If you arrive after a meal has been served, please be sure your child has eaten.
- ✓ Flexible feeding schedules are provided for infants.
- ✓ Please inform me of any food allergies or food preferences you have for your child.

PAYMENT:

- ✓ Payment is required on the first contracted day of the week your child is to receive care. If this day is a holiday, a vacation, or a planned day off for the parent or provider, payment is due the previous day.
- ✓ If payment is delinquent for one week, the child cannot return to care until payment in full has been made.
- ✓ Note: Payment is for the spot your child holds, not for the time they are in childcare.
- ✓ Returned checks will be subject to a \$25.00 returned check fee.
- ✓ Childcare fees may increase at the provider's discretion given two weeks notice.
- ✓ Checks should be made payable to RH Enterprises.

ASSISTANTS AND SUBSTITUTES:

- ✓ I reserve the right to use assistants or substitutes as necessary to provide reliable care for your child.
- ✓ Anyone caring for your child in my home has been cleared by the state licensing board and has my utmost confidence.
- ✓ When it is necessary for me to be away for a short time (1 – 4 hours), backup care will be provided by one of my substitutes or assistants.

SICK CHILDREN:

- ✓ Please do not bring your child to childcare if they have had any of the following in the last 24 hours: fever, vomiting, and diarrhea.
- ✓ Please check all rashes with a doctor prior to bringing your child to childcare.
- ✓ Please notify me as soon as possible if your child has been exposed to any contagious diseases or viruses.
- ✓ Your child is too sick to attend childcare if they are unable to participate in child care activities.
- ✓ Please call to let me know if your little one is ill and will not be joining our family that day.

CLOTHING:

- ✓ Please bring your child dressed and ready to participate in the day's activities.
- ✓ Please provide shoes each day for your child.
- ✓ Please provide weather appropriate clothing, as outside activities are encouraged as often as possible.
- ✓ Remember we often do art projects that may soil your child's clothing. Please dress them accordingly.

NAP/QUIET TIME:

- ✓ Each day will include a nap or quiet time. All children will be required to remain in their designated nap space for the duration of this period.
- ✓ Children under 2 years of age nap in portable cribs. As a child is deemed ready I may transition them to sleeping mats.
- ✓ All bedding and sleeping arrangements are provided by me.
- ✓ Parents are encouraged to bring any special blanket or toy that will ease the child into a peaceful and refreshing quiet time.

POTTY TRAINING:

- ✓ I will help in any way to potty train your little one.
- ✓ Pull ups or training pants are to be provided by the parent.
- ✓ Your child must be successful at home in underwear before they can be worn in child care.

BEHAVIOR:

- ✓ Problem behaviors are corrected through firm but loving care. Consistent guidelines at home are appreciated.
- ✓ Problem behaviors include biting, hitting, pushing, etc. Although some of these are common reactions to frustration in young children, I try to stress that it is not an appropriate response through the use of time outs, separation and/or intervention, and loss of privileges.

TELEVISION:

- ✓ Television usage is limited to one half hour after lunch (to watch Dora the Explorer), and occasionally to a movie at the end of the day.
- ✓ As a special treat, or to ease the transition of a new child into our group, additional usage might be allowed.
- ✓ If, for any reason, you have a concern about the amount of television your child is watching, please feel free to discuss this with me.

VACATIONS:

- ✓ Provider is entitled to two weeks per year at half pay. At least two months notice will be given before vacation is taken. I will make every effort to help you find substitute child care while I am closed.
- ✓ Parents are entitled to two weeks vacation per year at half pay. Please give two weeks advanced notice. Vacations cannot be taken simultaneously.

HOLIDAYS:

- ✓ Provider is entitled to 12 holidays per year with pay. A holiday schedule will be provided at the beginning of each year.

SICK DAYS:

- ✓ Although every care is taken to be here every day for your child, illnesses happen. In the case that I cannot provide adequate care due to illness, or may communicate a harmful illness to your child, provider is allowed six sick days per year with pay.

TERMINATION POLICY:

- ✓ The first two weeks are considered a trial period. It is the time when we all get to know each other and learn to work together. If at any time during this trial period the provider or parents feel that the child care situation is not in the best interest of the child, the child may leave the child care facility without notice.
- ✓ If after the trial period you wish to terminate child care, please give two weeks notice or payment for two weeks.
- ✓ No refunds will be given.

MISCELLANEOUS:

- ✓ Children will be provided with a cubbie to hold their belongings. Please do not bring more than can fit in the cubbie.
- ✓ Toys brought to childcare must be shared or they will be put in the cubbie and returned home.
- ✓ Please do not send "special" toys as they may get lost or broken.
- ✓ The parent must provide any special needs required by the child. This includes, but is not limited to, diapers, wipes, or special dietary needs.

Thank you for the opportunity to care for your little one. I know they mean the world to you and I will do my best to love and care for them.