

KINDER-PREP

FAMILY DAYCARE

PARENT HANDBOOK

JESSICA HERNANDEZ

774-262-4771

I want to thank you for choosing “**KINDER-PREP FAMILY DAYCARE**” for your family. Enclosed is a copy of the “**PARENT HANDBOOK**” please take the time to read over it carefully. I reserve the right to make changes to the policy, as I deem necessary. You will be notified in writing of any changes that occur within a two-week notice. I look forward to working with you and your family. If there are any questions or concerns at any time please feel free to address them to me. We are partners in caring for your child; your happiness is just as important to me as your child’s happiness.

ABOUT ME

My name is Jessica Hernandez, my husbands name is Rafael. I have worked in child care since 1999, striving to provide quality care to the children in my room. I am always looking for ways to enhance their learning and to provide a happy and fun experience. I am trained in adult/child/infant CPR and standard first aid. I participate in early childhood trainings, and I have taken courses in early childhood (Growth and Development, Young Children w/ Special Needs, Infant/Toddler Curriculum and Development.) I understand the importance of early language development and found that teaching the children baby sign language has been beneficial in increasing the development of their language.

For more information, or to check on current openings, please call me at **774-262-4771** between the hours of 5:30-8 p.m. You may also reach me by email at: jess@kinderprepd daycare.com

MY PHILOSOPHY

As a teacher my personal philosophy is an important part towards guiding children along the right path. My main focus is that the children in my care are provided with a safe and caring environment, where they feel respected and their needs and wants are important.

Children learn best by exploring things around them and exposing them to a variety of “hands on” experiences, and being able to figure out things through “trial and error”. In order to meet the children’s needs and give equal aspects to all areas of development; I will provide materials to help each child reach their potential. My idea of a perfect teacher is one who inspires and motivates the children. I understand that there is more than one way to teach children, since all children learn in their own way and at their own pace.

Some of the qualities I bring into my classroom as a teacher are that I love working with children and I treat them as if they were my own. I really enjoy getting involved with the

children and I base my curriculum on the interests of the children. Play is a very important part of children's development; through play children understand the world around them, build friendships, self-esteem, independence, and problem-solving skills.

Some of the activities I provide for the children to engage in are art, sensory play, social games, building materials, and music/ dancing. The children have story time and finger

play songs to develop their language. I give the children opportunities to express themselves in independent and group play. I make sure to spend one on one time with each child throughout the day and for them to know that I value their opinion by listening to them and giving reasonable choices to them.

Registration Requirements

All forms must be completed and returned to me before your child can attend daycare. **NO EXCEPTIONS!** Please inform me of any changes as they come up. Below is a list of the forms that I need completed and returned to me before or on your child's first day.

Enrollment Packet
Permission to Administer Medicine Policy
EEC Forms – Filled in and Signed
Photo Release Forms
First Week Payment
List of current shots and lead test

DAYS AND HOURS OF CARE

Daycare is open Monday – Friday, from 7:30 am (earlier drop offs may be arranged for additional fee) to 5:30 pm. If your child is still here past closing time, you will get a late fee which is to be paid within 24 hours. Late fees are as followed, there will be a charge of \$1.00 per minute past closing.

FEES

Weekly rates are based on the age of the child, whether your child attends or not, including closed holidays and early drop off is an additional fee. I require payments to be made on Friday, either at drop off or at pick up to cover care for the week ahead. If payment is not received, your child will not be able to attend daycare till it's paid in full and after 2 weeks of non payment your child will be off enrollment. There will be a registration fee of the total of one weeks payment (this will cover your first payment) this is to hold a spot for your child. Payments can be in either cash or checks (checks are to be made out to Jessica Hernandez) any returned checks will require a \$35 fee to cover the bank's charge.

Ages Served

The ages of the children that will be in my care are from infants to school age. The max number of children I can have at one time is eight.

WHAT TO BRING

- * 2 extra complete changes of clothing
- * Diapers & wipes
- * For infant's daily prepared formula or breast milk in labeled, plastic bottles, all baby food is to be labeled

MEALS

I will serve a well balanced meal and snacks that meet the guidelines of the federal government food program, and a menu will be provided to you if you want one. Breakfast will be served between 8:30 –9:00 am; if you want your child to have breakfast please have them here during that time. Lunch will be served between 11:30 -12:30 pm and an afternoon snack will be served after nap.(after snack your child will brush their teeth, I will provide the tooth brushes and tooth paste) Infants will be on their own individual schedule to meet their meal needs. Parents of infants please provide your child with their own food and formula.

VACATIONS

The daycare will be closed for two weeks every year. I will inform all parents at least two months in advance. During the weeks I will be on vacation the rate will be half of your fee, and payment is due that Friday before vacation. If you decide to take more vacation weeks you will be obligated to pay in full, this is to hold your child's slot open in your absence. All vacations payments are due before the start of vacation.

CLOSED PAID HOLIDAYS

Here is a list of the holiday I will be closed (9 total.) Should the holiday fall on a weekend, the daycare will be closed that following Monday.

**NEW YEARS DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
THE FRIDAY AND MONDAY AFTER THANKSGIVING
CHRISTMAS EVE- CHRISTMAS DAY**

SICK /PERSONAL HEALTH DAYS

I will make every attempt to be available each day. If an occasion occurs when I am either sick or an emergency has occurred and I am unable to provide care, parents will be notified as soon as possible.

SMOKE FREE

My house is smoke free; please no smoking anywhere on the premises.

MEDICATION

If your child needs prescription medication administered at daycare, the medication must be in the original container and labeled with your child's name, doctor, name of the medication, the dosage and time to be taken. There is also a form you have to fill out and sign giving me permission to administer it to your child. The first dose of any medication must be administered by the parent at home in case of an allergic reaction. For non-prescription medication (such as ibuprofen, or acetaminophen) there is a form to fill out, and I need a note from their doctor. If your child needs a non-prescription on a regular basis I will need the form renewed on a weekly basis, for unexpected need of non-prescription medication the form will be reviewed annually. I will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently. If your child has any topical ointments and sprays (diaper cream, sunscreen, and bug spray) there is a form I need filled out and signed before it will be administered to the child. If your child needs ointment for an open wound, rashes or broken skin I will need a written permission from the doctor.

PROPER ATTIRE

Child's play can be quite messy. Your child will be painting daily, playing outside in grass and the sand box, doing water play and a variety of other activities. Please do not send your child in their good clothes; I will not be responsible for any clothes or shoes that get messy (smocks will be provided during art and water play.) Girls with dresses please provide some sort of shorts under them, this is to keep their under wear covered when they are jumping, doing summer salts, riding on bikes etc. Children and parents please remove your shoes when entering the daycare; this is to keep the floors clean for any crawling infants. Please have socks on your child's feet (including summer months,) and all shoes are to have backs to them (no flip flops) they cause children to fall and get hurt while running outside. Please provide the appropriate attire as the weather changes.

DIAPERING

The diapering area is waterproof. Non latex gloves are used when changing diapers. The diaper table is wiped down with disinfectant before and after changing. The children's hands as well as providers are washed after each diaper changing. The diapers are checked every 2 hours and changed as needed. If your child needs ointment or powder a written permission slip is required before being able to apply it.

TOILET TRAINING

When a child is physically and emotionally ready and has been having some success at home training, I will continue to reinforce training at the daycare. Signs that they are ready are (1) Language skills, being able to say "potty" or something to indicate it, (2) wanting their diaper to be dry or clean, (3) self help skills, being able to dress and undress themselves, (4) remaining dry for longer periods of time throughout the day. Forcing a child to toilet train before they are ready can cause them to be scared of the toilet, bed wetting and frequent accidents. During this time have several back up clothes for accidents, and clothes that are easier for them to remove (no overalls, onesies, belts.)

SUNBLOCK

I will provide water babies sunblock SPF 50, if you wish to use another kind please bring one in. There is a permission form to be signed before I can apply it to your child.

TOYS AND PERSONAL ITEMS

I understand that it can difficult for a child to be away from home and their parents, and having something familiar with them is comforting. Things from home may be brought to daycare. Please keep in mind that there will be different ages in the room, so please **no small toys, no toys that could be used as a weapon, and no play guns of any kind.** If the toy brought in causes problems it will be put in their cubby to take home and depending on the cause of the problem may or may not be able to return it to daycare. I will not be responsible for any lost or broken toys brought from home.

WEATHER

We are all aware how the weather can be unpredictable, during winter months especially, and this can impact pick up times. These are unavoidable, but please pay close attention to the weather

OUTDOOR TIME

Our outdoor time will include using the playground equipment in the back yard, there will be different activities provided as well. At no time will any of the children be left outside unsupervised. During the summer months we will spend a lot of time outside (weather permitted.) During the winters months the children will go outside, length of time depends on the weather.

NAPTIME

All children are to lie down for a rest period in the afternoon, even older children can benefit from a short period of “ quiet time,” children who do not sleep will be given a quiet activity on their cot. I provide nap cots and child size blankets, if your child has a special blanket from home that is fine (**no pillows.**) Infants nap in a crib.

SAFE SLEEP

All infants are placed on their backs to sleep, unless a child’s doctor orders otherwise (such an order must be given to me in writing). I check on the children every 15 minutes during nap time. If your child is less then six months old, I will directly supervise them during nap time for the first six weeks there are in care.

EMERGENCY PROCEDURES

In case of an **EMERGENCY**, either I, the Worcester Police Department or Paramedic Unit will administer necessary first aid. If your child needs to be transported to the hospital designated on your emergency card, you will be responsible for the cost of the ambulance. You will be notified immediately. In the event I am unable to attend to the children due to an emergency the persons who will fill in for me will be either my husband Rafael Hernandez or Amanda Graves and you will be called immediately to inform you of what has happened. In the event that we have to evacuate, we will either remain across the street or at a neighbor’s house until its safe to return. If we need to evacuate the neighborhood I will call for emergency personal to take us to Barnes and Noble at Lincoln plaza (541 D Lincoln st.) I will call parents when we reach are destination.

PARENT/CAREGIVER COMMUNICATION

I feel that communication is very important. I welcome any questions, feed back or discussions of any sort. Any sensitive concerns/ issues will be discussed in private outside the daycare hours, either by phone or conference. Conference will be schedule every three or six months depending on the child, however if you feel you would like one sooner then what is scheduled you may request one at any time.

OPEN DOOR POLICY

Please feel free to drop in and check on your child, any time however, keep in mind a child adjusting to a new surrounding will want to leave with you, if you pop in for a visit. There will come times when I am unable to answer the phone, (diaper changing, bottle feeds etc) please don't become alarmed, leave me a message and I will call back as soon as I can. The best times to be able to talk to me will be at nap time, this way I am not distracted from the children if you were to call during an activity time.

HEALTH & SAFETY / ILLNESS & SICK CARE

The health and well being of all the children here are very important to me. It is for the protection of the children as well as my self to reduce the spread of germs, especially where the smaller children love to put things in their mouths. Please read my health and care policy carefully. Please wash your hands as well as your child's when entering the daycare. I require all parents to observe for any signs of illness before coming to school. If your child shows any signs of illness at daycare where I feel they need to be seen by a doctor you will be called and will I require a note from their doctor upon returning to school. If your child becomes ill at daycare I will call immediately, if I cannot reach a parent I will call the emergency contact person on their emergency card. The child will need to be picked up within the hour.

FEVER

If your child has a temperature of 101 or higher they need to stay home. They cannot return to daycare until they are fever free for 24 hours without the aid from a fever reducing medicine (Tylenol, Motrin etc.)

VOMITING

If your child vomits while at daycare, you will be called **immediately** to come and pick up your child. They must remain home until the vomiting has stopped for 24 hours. If they vomited before daycare please keep them home.

DIARRHEA

When a child has a loose stool, they do not have to stay home. However, if they have a runny/ watery stool that cannot remain in their diaper, or cannot reach the toilet in time, they will have to go home and return to school only when it has stopped.

BEING ABSENT

If your child is going to be absent from daycare could you please give me a courtesy call. If someone else is going to pick up your child, please let me know in advance, I will not let a child leave without the parent's permission, and make sure they are on the pick up list and to bring in their picture I.D. with them, no I.D. on them and they will be unable to pick up your child.

PARENT NOTIFICATION

I am required by EEC regulations to notify you of certain information about my family child care home. These notifications include, but are not limited to:

1. an injury to your child
2. allegations of abuse or neglect regarding your child
3. if another educator will be caring for your child
4. administering first-aid to your child
5. whenever a communicable disease has been identified in the program
6. children being taking off the child care premises
7. the existence of firearms in my home
8. any changes in my household composition
9. any pets being introduced into my home
10. whenever special problems or significant developments arise

MANDATED REPORTING

I am a mandated reporter and must report to the Department of Children and Families whenever I have reasonable cause to believe a child in my care is suffering from abuse (physical, emotional or neglect).

DISCIPLINE

I believe that you use discipline to teach children, through love, consistency and firmness. Children will be explained the rules frequently so they become familiar with them. Please keep in mind that children will have disagreements, children whose communication skills are still developing have a hard time expressing themselves. Sometimes children will hit, throw things bite etc. I will be teaching them the appropriate behavior. The methods of discipline I will be using are as followed,

Intervention and discussion

Encourage children to solve problems themselves

Re-direction to another play area

Loss of privileges

Time out (1 minute per age of child)

If there are any chronic behavioral issues that need attention, I will let you know so together we can find a solution. You might be called to pick up your child if their behavior is preventing me from properly caring for the other children.

TERMINATION

I do require that you give me a two-week notice (in writing) if you intend to withdraw your child from daycare.

HOUSE RULES

1. Do nice touches to each other (no hitting, pushing, biting etc)
2. Clean up after yourself
3. Running is for outside only
4. No throwing or intentionally breaking things (for older children)
5. No leaving the house or yard without a parent/ guardian or teacher
6. No candy or gum
7. Adults pick up the babies or toddlers
8. Use nice words to each other (no name calling or teasing)

SUPERVISION

Supervision is very critical to keeping children safe. I and any assistance in my program will appropriately supervise children at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for the children including age, developmental needs, behavioral characteristics, the nature of activities and space we will be using. If you have any questions about how I supervise the children, please feel free to ask.

LEAD PAINT

I am not sure if my house contains any lead paint. To prevent any lead poisoning I will maintain that my house has no flaking, peeling or cracked paint. I will give all parents information on lead poisoning prevention, and need documentation from a doctor on your child's current lead test.

