

Parent Policy Handbook



Touching The Future

I don't wear power suits, make speeches, or drive
a fancy sports car.

I've never talked on a car phone, made a big sale,
or been elected to the Senate.

I don't "do lunch", have a big impressive office
or carry a beeper.

I spend my days wiping away tears, giving hugs,
and serving chicken nuggets.

A good day is when I go through a whole day without a temper tantrum,
bite mark or a toilet training accident.

My "office" is a room full of brightly colored toys and laughing children.

You may not think that what I do is very important
and you may even whisper behind my back

"What a waste of a good mind."

But I know better.

I make a difference because I'm changing the world one child at a time.

Everyday I'm getting the once in a lifetime chance to touch the future.

I'm proud to say "I'm a child care provider".

~ by Marti Doyle

Provider

Address

Phone #

Email

Website

1. HOURS

Child care will be provided for your child:

Days: _____ Times: _____

To ensure the safety of your child, only you or someone you know and let me know about may pick up your child. Please be on time picking up your child each day. Phone me if you will be late for any reason.

2. BEHAVIORAL GOALS

I believe the most effective ways of encouraging positive behaviors are through; Praise, Respect, Re-Direction, and Positive Re-Enforcement. I don't play "REF"; I try to get children involved in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know I am always available to listen and help, not to judge. My goal is to coach the children so they can negotiate, compromise, brainstorm and work it out together. I do not believe in "adult initiated" time outs or any physical discipline as I feel it is punitive and takes away from a valuable teaching experience. I will only place a child in time out if I feel that they are a threat to the safety and well being of themselves or others. When this becomes necessary I make sure everyone is all right, then I stay with the child.

3. HEALTH

a) Sick Children

I am required by the health department to have children stay at home if they are sick. If you are not sure your child is well enough to attend child care call and talk with me. If your child gets sick while I am watching them, you or someone you know will need to pick up your child. I am responsible for the health of many children so I must follow health department regulations when it comes to sickness. More information is on the bulletin board.

b) Medication

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed. I am not able to give a child medication unless I have signed permission from the parent. Ask for a form to sign if you need one.

c) Medical Emergencies

I make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If I am unable contact you, I will call someone you have given me permission to call.

4. TOYS

I provide a wide variety of playthings. I ask that no toys be brought to daycare from home. Often times children have a hard time sharing the toys they bring from home. However, a special blanket OR stuffed animal/doll to be used during Nap Time is welcomed.

5. SUPPLIES

Parents are responsible for supplying: Bottles, Formula, Baby Food, Diapers & Wipes, A full change of clothing and any other supplies your child may need.

6. MEALS & SNACKS

I will provide nutritious meals and snacks that follow the Food Guidelines. Children arriving after 8:30 A.M. must eat breakfast at home before arriving. The menu plan is posted on the parent bulletin board.

7. OPEN DOOR POLICY

While your child is in my care, you can always be assured that the door is open to you. Open Door does not mean that we keep our doors unlocked. If the phone goes unanswered please do not become alarmed, I am busy with the children. Please leave me a message and I will call you as soon as I am able.

8. PROVIDER HOLIDAYS

We are closed on all Statutory Holidays. If you require child care during my yearly vacation time I will provide an alternate or a substitute.

9. COMMUNICATION

Communication is very important to me. I feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. Parents will receive a daily note about their child's day. Some typical things that you may find on this note would be daily activities, feedings/meals, diaper changes and naps/quiet time.

Care will be provided for the following child(ren) _____

Parent signature _____ Date _____

Child care providers signature _____ Date _____