



PARENT HANDBOOK POLICIES & PROCEDURES

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LAST REVISED OCTOBER 16, 2023

DROP OFF / PICK UP

Corner Kids Adventures is open Monday - Friday 8:30am - 4:30pm. The safety of children is the primary concern, therefore to track all drop-offs and pickups of children, parents/guardians are required to sign children in and out on the Daily Connect app.

Emma will only release the child to parents/guardians/authorized pick up contacts listed on your contract or other adults with written consent describing the dates, times, and contact information for the adult. If Emma has not met the person before she will ask to see a photo ID to confirm the person's identity and note it in the Daily Connect app.

If you are planning on dropping off your child later or running late in the morning, please let Emma know as soon as possible with an estimated time of arrival so that we can plan accordingly for our schedule and to ensure the safety of your child. Emma will send check in messages at 8:45am if she hasn't heard from your family and the child was supposed to be in care that day.

If you are running late for pick up, due to traffic or other situation, please contact Emma as soon as possible with your estimated time of arrival so that she can plan accordingly. Overtime charges will start at 10 minutes after your contracted pick up time. If there is a consistent pattern from the contracted schedule we will discuss a new plan for your family.

If the parent/guardian would like to extended hours on a particular day (ie. drop off the child earlier or pick up later than within the times specified above), Parents must request extended hours by 7:00pm the day before. If approved, overtime will be charged.

The parents will notify Emma as soon as possible if the child will be absent for the day for any reason to ensure the safety of your child.

OPEN DOOR POLICY

Parents are welcome to stop by at any point that the child is in the Emma's care unannounced. Please note that there will be live updates in the app if we are not in the house and our house doors are always locked for safety during care.

SUPPLIES TO BE BROUGHT DAILY

- Outdoor Shoes
- Weather Appropriate clothing
- Food: morning snack, lunch, afternoon snack (with any specific instructions in the daily connect app about preparing the food for the child to eat - how to cut, warm, or otherwise serve)
- Any beverage other than water (optional)

SUPPLIES TO BE LEFT AT CARE

- Water Bottle
- Rest time comfort items (optional)
- Non perishable snacks (optional, would need to bring daily if not storing at care)
- Diapers & Wipes
- Extra set of clothes
- Wet bag or plastic bag to return soiled clothing home
- Indoor shoes/slippers (optional)

any supplies left at care will be returned when care contract is terminated

SUPPLIES PROVIDED BY CARE

- Water for drinking
- Crib or cot for nap time
- Sound machine for rest time environment
- Car Seat for outings
- Highchair/booster seat & bibs/aprons for eating meals
- Changing Mats
- Gloves for changing diapers

HOURS AND RATES

Full Time Care. Monday - Friday 8:30am - 4:30pm. The weekly rate is \$400 regardless of if parent(s)/guardian(s) decide to use care when open.

Part Time Care. Schedule and rate will be determined based on need/availability and rate will be due regardless of care used.

Flex Care. Monthly membership of \$30 + rate per day used. Morning Flex Care 8:30am - 12:00pm \$45. Full Day Flex Care 8:30am - 4:30pm \$100. No refunds will apply once reserving a day. Cancel your membership at any time and you won't be charge for the following month. See contract for more details

Late Pick Up Fee. For each 10-minute increment beyond the scheduled pick-up time, a fee of \$5 will be charged.

Extended Hours Overtime. Any approved extended hours will be charged at \$17 per hour.

Registration Fee: A one-time non-refundable registration fee is due at contract signing to hold spot, see contract for amount and details.

Payment is due before care is provided. See contract for more details.

CLOSINGS

Care will not be provided, but payment is due, on the following federal holidays for full & part time care, Flex Care will not be provided on these dates:

- New Year's Day January 1
- Martin Luther King's Birthday 3rd Monday in January
- President's Day 3rd Monday in February
- Memorial Day last Monday in May
- Juneteenth National Independence Day June 19
- Independence Day July 4
- Labor Day 1st Monday in September
- Indigenous Peoples Day 2nd Monday in October
- Veterans' Day November 11
- Thanksgiving Day 4th Thursday in November
- Christmas Day December 25
- When a holiday falls on Saturday or Sunday, Emma will observed the holiday on the previous Friday or following Monday, respectively

When Emma takes vacation or a personal day, all parties will be notified with a minimum of four weeks notice, additionally a general schedule for the year will be provided and updated as needed. Emma will have 15 paid personal days throughout the year and any additional days will be credited on next invoice with amount in contract.

Please see the Daily Connect app documents section or calendar for the most up to date information.

TERMINATION OF CARE

Written notice is required when ending care contracts. I ask for four weeks of notice and/or the equivalent payment for that period for full time & part time care. This helps me tremendously as unlike large childcare centers, I care for a small amount of children. Typically I have to say no to all incoming requests for childcare. If I have advance notice of discontinuation of needed childcare services then it is possible for me to make future arrangements with new family's inquiring about care for their child. This helps to keep the open spot fluctuation to a minimum, and helps me be able to focus more on being the best childcare provider I can be, instead of worrying about filling a spot.

Emma reserves the right to terminate the contract of care if the parent/guardian is over 2 weeks late with scheduled payments, not observing the policies as outlined in this handbook, or experiencing physical, verbal or emotional abuse by the family. Parents/guardians may terminate the contract if the provider is participating in illegal activity, inflicting physical or emotional abuse or neglect or behavior that directly puts the child's or family's safety at risk.

Upon termination of contract, Emma will return all the child's property stored at the house on the last day of care.

You can find a copy of the form used to give written notice in the Daily Connect app under documents.

ILLNESS

For the health and safety of your child and all of the children in care, please do not bring your child when they are sick. Please notify Emma as soon as possible when child is sick and will be absent for the day.

If the child develops any sickness while in care, all parties will be notified via the Daily Connect app, a text message, and/or phone call and parents are required to pick up their child.

A child with any of the following illnesses must be completely free of any symptoms before returning to care. Signs of illness include but are not limited to the following: unusual lethargy, irritability, persistent crying for no apparent reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend care. If the child is taking antibiotics for an illness, the child may return to care after the initial 24 hours of beginning antibiotics as long as he or she has no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule.

Minor colds can be discussed on a case by case basis but should be notified by all parties before care will be provided. The child should feel well enough to participate in our daily schedule.

If Emma is unable to provide care because of illness or emergency, she will notify the parents as soon as possible. Emma has five paid sick days to use throughout the year and will credit amount in contract per additional day on the next invoice.

EMOTIONAL PROCESSING

We work on processing emotions together, this looks like naming emotions and helping gain tools to find calm and resolve actions taken place from big emotions. If you'd like to learn more about this please check out [Seed and Sew](#), especially the book *Tiny Humans, Big Emotions* by Alyssa Blask Campbell & Laura Stauble.

Within our child care, we respect each other's boundaries through normalizing consent, we look for root causes and emotions by getting curious about reactions, we use anatomically correct language for body parts, we offer choices of getting to the same goal, we believe in having fun and resting well.

CLOTHING

Our philosophy is that kids should be able to explore and play without worrying about their clothing. Send your child in clothing that is comfortable and allows them to be adventurous. We also love playing outside so bring weather appropriate clothing each day - this could include having a change of clothes, a swimsuit/water shoes for water play, a sweatshirt or jacket, and/or hat. An extra set of clothes and a wet bag for soiled clothing to be placed in, should be left at care and stored in their cubby.

Shoes - we try not to wear shoes in the house. Children should take their shoes off when entering and put them into their cubby. You're welcome to leave a set of indoor shoes or slippers to change into if you'd prefer your child not to be barefoot.

FOOD

Parents should provide a morning snack, lunch, and an afternoon snack with any beverages other than water that the child will be consuming throughout the day.

Please clearly label with food or write in the Daily Connect app how and which food should be consumed for each meal/snack. All food should be cut into appropriate pieces or have instructions for how to serve, otherwise it will be served as is. Bento style lunch boxes might be a great option for your child. You are welcome to bring non-perishable snacks in bulk to leave at care.

Food Schedule: Morning Snack around 9:20am, this snack is often on the "go" - having a snack to munch on while on the way to the playground or while taking a break from play. Lunch around 11:30am. Afternoon Snack around 2:30pm.

MEDICATION

Any medication that will be kept or taken at care will need a Medication Authorization form filled out by the child's physician. Please schedule a time for us to talk through what this will look like before bringing in the form and medication.

DIAPER/TOLIETING

It is the parent's responsibility to provide diapers, wipes, and diaper cream (if needed) for your child. Emma will send a notification in the Daily Connect app when any are getting low. Diapers are changed every two hours or more often if required. Diapers containing bowel movements are changed immediately. Each child has a designated mat for changes which are cleaned regularly. Gloves are worn by Emma and hand washing is performed after each diaper change.

We are more than happy to encourage toilet learning as long as the child is ready. We recommend that the initial start of the learning should to be done at home. Parents will be required to supply pull-ups and wipes, and extra underwear and bottoms. We have learning toilets and toilet seats available. Communication between parents and Emma is imperative for a successful transition from diapers to regular toilet usage.

SLEEP

We believe in the importance of well-rested children. Our consistent nap and rest routines ensure your child gets the rest they need for a full day of exploration and learning.

We will provide a cot or crib and linens, though if the child has specific sleep items they prefer please bring a set to keep at care. Infants under the age of 1 will not be allowed to sleep with any soft objects, toys, or loose bedding.

HYGIENE

Wet or soiled clothing will be changed immediately. Face and hands will be thoroughly washed before and after meals. Hands shall be washed after toileting. We follow best hygiene practices with cleaning spaces and toys regularly.

OUTINGS

Outings may include: the park, zoo, aquarium, library, etc. Outings will be shared beforehand in the weekly schedule and will have live updates in the Daily Connect app.

Emma will take your child on outings that are included in the schedule and with live updates, if at any point you would like to revoke permission for a particular outing please contact Emma as soon as possible.

When traveling by car, Emma will always make sure that the child is properly restrained in an age/weight/height appropriate car seat, and will not text or talk on the phone while driving. Please share any weight/height changes with Emma so this can be properly done.

Our neighborhood playground is at Azaela Ridge Park, near the intersection of Gumdrop Trail and Wild Oak Court.

PHOTOGRAPHY

Emma aims to ensure that there is a strong link between childcare and home, and one of the best ways of ensuring that parents/guardians are kept up to date with their child's activities is through the use of shared photographs through the Daily Connect app. We are aware of the need for sensitivity when taking and sharing photographs and observe the following:

- Photographs will only be taken if the child is comfortable to be photographed.
- Photographs are used to highlight positive achievements and happy events.
- Photographs that are posted within the app are asked to stay private (i.e. not on social media) if they include a child other than your own without written consent from that child's parent.
- Photographs may sometimes be taken to document an injury or illness if needed for records.

Emma may use photographs of your child for promotion of child care, through newsletters or social media. Children's name will not be associated with their photo. You can find Corner Kids Adventures on Instagram and Facebook @cornerkidsadventures

COMMUNICATION

Emma will provide a weekly newsletter by Sunday evening in the Daily Connect app and as an email. This will include an overview of activities, scheduled outings, changes to typical schedule, etc. Our schedules have some general plans and outlines and are approached from flexibility to include free play and in the moment changes to suit the needs of the children.

Communication is primarily done through the Daily Connect app. This will include live updates on meals, toileting, sleep, activities, schedules, photos, behavior notes, etc. Please download the app to your phone so that you can see updates. Please note that there does seem to be a few minute delay in when something gets posted and when a notification gets received. An email will be automatically be sent each day with all the details from the day. An invitation to the app will be provided during the enrollment process.

If needed to communicate quickly or outside of the Daily Connect app, please do so through text or a phone call to Emma's cell phone at 802-557-8202.

PETS

We have two dogs, Penny & Louie, who are in our house during care but not in the same area as the children. They are kept up to date on vaccines, rabies, and medications as recommended by their veterinarian.

CONFIDENTIALITY/ PRIVACY

All parties agree to keep confidential, during and after contract, all information they learn in the normal course of their contract regarding child, parents, provider, etc unless all parties receive written and signed consent. This includes but is not limited to information regarding health, finances, employment, personal relationships, and extended family. The parents may disclose information during a reference that is essential to providing an honest, fair evaluation of the provider as a caregiver. Emma's Tax ID can be used for tax reporting or FSA payments only. A failure to abide by this confidentiality agreement may result in immediate termination of your contract without notice.

CERTIFICATIONS/TRAINING/LICENSES

Emma will keep all certification/trainings/licensing up to date and in accordance with the South Carolina State Policies. This includes 10 hours of training a year, background checks, and inspections from SCDSS.

Emma's First Aid/CPR/AED certification was most recently completed on June 25, 2022 and is valid for 2 years.

Family Child Care Home Registration#: 25878

Go to <https://www.scchildcare.org> to find the South Carolina Department of Social Services Regulations and Suggested Standards for Family Child Care Homes.

LIABILITY INSURANCE

Emma does not currently carry additional liability insurance for your children. You will sign a document stating that you understand this in your enrollment packet.

VISITORS

Typically, Emma will be the only adult in house during care hours. Alex, Emma's husband, will be in the house when not at work as an airline employee. Per DSS regulations he is also been background checked.

When a spot is available, a child may come for a few hours as a trial to see if they are a good fit for our space. Emma will share with current families when this will take place. Prospective families will have already filled out an application and are in the final stages of contract signing.

If there is a planned visitor of any kind (extended family, friend, maintenance, etc.) parents will be notified before care takes place that day and can choose to still use care or to use a credited day. Please note this will not happen often as we try to schedule things on days off or outside of care hours when possible.

DSS requires a yearly unannounced inspection. Emma will share that they visited on the Daily Connect app when that takes place. All other unplanned visitors will not be welcome into the house during care hours.

INCIDENTS & EMERGENCIES

Off-site locations in cases of emergency:

Corner House - 1609 Beech Hill Road, Summerville, SC 29485

Ashley River Park - 200 Renken Rd, Summerville, SC 29485

Hospital: Summerville Medical Center. 295 Midland Pkwy. 843-832-5000

Minor Incidents: If your child experiences a minor injury of any kind (for example, a scrapped knee, a fall, a cut, bump into another child, etc), Emma will provide appropriate First Aid response and write a written incident report in the Daily Connect app.

Major Incident/Emergency: Emma will follow First Aid response by checking the scene for safety, calling 911 and calling the parents. This may include but is not limited to: loss of consciousness, semi consciousness, breathing difficulties, severe bleeding, unequal pupils, seizure, neck or back injury, continuous clear drainage from nose/ears after a blow to the head, severe headache, stiff neck or neck pain when head is moved, hives that appear quickly, very sick child who seems to get worse quickly, repeated forceful vomiting, vomiting blood, severe abdominal pain that causes a child to double over, abdominal pain after a blow to the abdomen, possible broken bones, & shock.

Fire: We have smoke/carbon monoxide detectors and a security system in our home that will call emergency personnel if needed. Emma will immediately evacuate the house with all of the children, move to safe location and call emergency personnel.

Loss of Power: Emma will determine if it is safe to remain in the house and let the parents know through the Daily Connect app as soon as possible. Parents will be requested to pick up their child if necessary.

Hurricane: In the event of a potential hurricane, Emma will communicate with parents before care is provided to determine if it is safe to do so, we will typically follow Dorchester School District Two closures. When an evacuation order or suggestion is in place, care will not be provided.

Tornado: In the event of a tornado/tornado warning, Emma will gather all children and emergency supplies in the middle most of house (laundry room is our safest room), follow tornado procedures, and notify parents via the Daily Connect app when possible. Once passed, as soon as possible, Emma will notify parents and determine appropriate evacuation or return to normal care.

Evacuation: If there is an event in which we need to evacuate the house, we will go to one of the off-site locations. A sign will be placed on the front door window if there is enough time allows and notifications will be sent to parents.

Transportation: If deemed safe, Emma would transport children in her car, otherwise emergency vehicles would be used.

REVISION POLICY

All parties will be notified if/when policies are revised with clear descriptions on what was changed and new acknowledgment forms will be sent.

If you notice a discrepancy in this document or have any questions please let Emma know.