

# WINIFRED'S GARDEN



A PRESCHOOL + CHILD CARE HOME SERVICE OFFERED BY  
JENNIFER VINYARD-HOUX

410 FRISCO STREET / PO BOX 1492 FRISCO CO 80443

970 668 0828 (WINIS) / 970 485 0283 (JENNIE'S CELL)

[WinifredsGardenAPreschool-ChildCareHome@mail.com](mailto:WinifredsGardenAPreschool-ChildCareHome@mail.com)

[www.WinifredsAChildCareHome.com](http://www.WinifredsAChildCareHome.com)

## WINIFRED'S GARDEN PARENT HANDBOOK

### INTRODUCTION

Winifred's Garden is a licensed preschool and childcare home established by Jennifer Vinyard-Houx.

Currently Winifred's is open on Monday, Tuesday, Wednesday and Thursdays on a reservation only basis between 8:30am and 4:30pm.

During the school year, Winifred's loosely follows the public-school schedule and is closed on major holidays such as Thanksgiving, Christmas and New Year's Day.

Winifred's is open during the summer months.

Please plan on the possibility of Jennie taking a vacation with her family for two weeks during the summer.

Rates for Winifred's services are \$8.50 per hour.

An eight-hour minimum per day is required and all four days per week are required, except in a few exceptional circumstances. This is due to the very limited number of children I now take in my childcare home.

Extra Time, Drop-in and After-school rates are \$10.50 per hour.

Winifred's is a business and Jennie is a childcare professional. Jennie has a Bachelor of Science degree from Oklahoma State University in Early Childhood Education. The primary objectives of the Early Childhood Education program are public school kindergarten certification and nursery or preschool education. Elementary certification is available through the program. The program also prepares the individual for careers in day care, nursery, or other child development programs not requiring teacher certification. The individual is well prepared for marriage, parenthood, and community service. Jennie has been certified in Colorado in preschool, kindergarten, and elementary school teaching. She meets the qualifications for director of child-care centers as established by the Department of Social Services in Colorado. Jennie has taught children ages infant through third grade in a variety of childcare situations for the past fifty one years. Her resume and references are available for your examination. She is a member of the National Association for the Education of Young Children and its Colorado affiliate (COAEYC). In the fall of 1982, she founded WSAEYC (the Western Slopes Association for the Education of Young Children) and served as secretary and treasurer of the organization for several years. She attended graduate school at both the University of Colorado at Boulder studying anthropology and at California State University studying the humanities. In April of 1991 and 2007, she received the Summit County Child Care Provider of the Year Appreciation Award. Jennie was a participant in the development of the Summit County Family Resource Center and served as a board member for the organization. She also served on the board of the Summit County Preschool. In January of 1994 Jennie became a Master Provider through the Windflower organization. In 2005 she was awarded the Colorado Department of Human Services and the Colorado Early Childhood Professional Credential Office Level IV Early Childhood Professional Credential. She now is at a Level VI Certification. In the Fall of 2007 and Spring of 2008, Jennie completed the Expanding Quality in Infant Toddler Care Class and the training for teaching and coaching the class. She worked with the local EQ team as a coach for childcare providers for several years.

Jennie is the parent of two children and was married to (now divorced from) Michael R. Houx for twenty-nine years.

Mike is an architect and was, until he retired, a partner in the firm of Baker + Hogan + Houx Architecture and Planning of Breckenridge.

Jennie and her children welcome you to our home!

## PHILOSOPHY

Jennie's highest priority is to provide quality care in a secure, loving atmosphere that is developmentally appropriate for infants, toddlers, preschoolers, kindergarteners and school age children. She believes that caring for infants and toddlers requires special skills over caring for older children, an infant's needs are immediate. Jennie is trained to identify not only when a baby is hungry, wet, or tired, but also when s/he needs cuddling, a breath of fresh air, a quiet space, or relief from boredom. Jennie believes that an infant needs individualized care. Therefore, she not only welcomes but requires suggestions and special requests from parents. She understands that you are entrusting the most precious person in the world to her.

## ADMISSION

Winifred's accepts toddlers, and preschoolers, ages twelve months through five years old. An interview and tour of my home must be completed prior to your child being accepted into care.

Each child must have a current CII's health certificate signed by a physician, must be up to date on all immunizations, and must have the annual flu vaccine by October 15<sup>th</sup> of each year. A COVID-19 vaccination is preferred for your child and all family members. Parents must fill out Winifred's admission record including emergency information and a medication form. An authorization form for emergency medical care and for transportation must be completed and a contract about Winifred's fiscal policies must be completed and signed.

## ENTRANCE PROCEDURES FOR LONG-TERM CLIENTS

When a parent is making arrangements for his or her child to attend Winifred's on a long-term basis, several forms must be filled out before the time of entrance, including working out a minimum attendance schedule. Before childcare begins three health forms must be returned to Winifred's to become part of your child's records. These health records will also need to be updated within 30 days of the health provider's next recommended checkup date.

*All immunizations must be up to date at the time of admission for your child to attend Winifred's and the annual flu vaccine must be taken by October 15th of each year. The Covid 19 vaccine is preferred so as to better protect all families attending my child care. My own children are fully immunized. Winifred's does not accept children who are not fully immunized with the basic required immunizations.* Immunization records must be submitted on an official Colorado Immunization Information System form and signed by you and your health care provider. Plan on making a doctor's appointment ahead of time to complete these procedures.

There will be a two-week trial period during which Jennie and the parent will have the option to terminate childcare for any reason. After the two-week period, or any time within that period, the parent and Jennie will have an informal conference to finalize long-term agreements and to discuss any issue concerning the child's well-being.

## ENTRANCE PROCEDURES FOR SHORT-TERM CLIENTS

Winifred's no longer accepts short-term or drop-in clients.

## RATES AND FISCAL POLICIES FOR WINIFRED'S

Rates are \$8.50 per hour and there is a minimum requirement of eight hours per day and four days per week.

Extra Time, Drop-in and After-school rates are \$10.50 per hour.

If you do not have a previously agreed upon minimum schedule, *or if you are requesting extra time beyond your minimum schedule*, then Drop-in rates apply.

*What is your minimum schedule?* This is the schedule and minimum fees you will be required to keep and pay for except when *Winifred's* is closed for holidays, vacations, or illness. *Your minimum schedule should include all your time from arrival to pick-up times.* The time you must be at work is *not* the same as your drop off time and the time you leave work is *not* the same as your pick-up time. Please allow adequate time from drop-off time to get to your job on time in your schedule and the same goes for when you finish work to when you arrive at *Winifred's* for pick-up. *Your minimum schedule also reflects the four days per week requirement.* Rates agreed upon are dependent upon the four days per week minimum attendance requirement. If you would like to drop a day or two and continue to stay enrolled in the rest of your days, then your daily rate for the days you wish to keep will be increased to completely cover the dropped days. When a full-time child is available to replace the days you drop, you may lose all your days if not enrolled in and attending the required four days per week.

You may make reservations on a Drop-in basis (\$10.50 per hour) for more time as needed. No refunds for unused time will be given. If there is an opening available, one day may be exchanged for another only during the same week, but the higher Drop-in rate will apply. The only time a fee will be reimbursed is if your child is requested by me to immediately leave the program. In this case, any payment for future days will be returned within 10 days.

A two-week deposit is required for your minimum schedule. This deposit will be 100% refunded when your child is withdrawn from *Winifred's* with the proper two week (14 days) WRITTEN notice. The deposit will be 100% forfeited when no notice or late notice is given. There is also a \$50 non-refundable registration fee. Full rates will be charged for holidays or vacation time taken when *Winifred's* is not closed. There is no credit for absences due to illness.

Meal Rates: Breakfast, \$1.00/day; Lunch, \$2.00/day; Dinner, \$2.00/day; Snacks, \$.75/snack (usually two per day)

Meal rates apply if your child is not enrolled in the Kid's Nutrition Food Program or if your child is in care for more than the three snacks or meals covered each day by the Kid's Nutrition Food Program. All regularly enrolled children must also be enrolled in the Food Program. Short term drop-in children may bring their own food, but the meals brought must conform to the Food Program snack and meal requirements.

#### Other Charges:

There will be charges for supplies which parents forget to bring. Wet wipes will be \$0.50 per day and diapers will be \$0.50 each.

We do not take field trips, so there are no special fees for this.

If the opportunity presents itself for a special in-home activity (such as a Computer for Young Children class), you will be charged an additional fee for the class if it is required.

**Sign-In and Sign-Out Times:**

Please sign in with the time that is on my clock when you walk in the door.

Please sign out with the time that is on my clock when you walk in the door.

Since the beginning of the COVID-19 pandemic, Jennie has signed the attendance record for the parents.

**Early Arrival and Late Departure Fees and Policies:**

If you wish to arrive early, you should first call Jennie by at least the evening before to see if this is possible.

Drop-in rates will be charged for the extra time.

If you wish to stay past your reservation time, then

you should also call first to see if this is possible. If you do not call or it is not possible to extend your hours and you are late then late

fees will be charged. *Late fees are per child and \$1 per each minute that you are late!!!*

The first couple of minutes are at my discretion. This is necessary in order

to try to prevent there being too many children at Winifred's at any

one time and so that Jennie can plan appointments and daily routines

for herself and for her family. Late fees are due when you pick up your

child as are any other unpaid fees. Consistent lateness or unpaid fees

will be cause to ask you to withdraw your child from Winifred's.

If your child has not been picked up within 20 minutes after Wini's closes and I have not heard from you, I will begin to contact the emergency contacts on your enrollment form. If no one can be located within 30 minutes of closure, I will contact local authorities and/or Social Services to pick up your child.

In the event you are unable to pick your child up on time, I will serve your child dinner. You will be charged extra for dinner in addition to your late fees.

Your child may have to come with me to my evening events, such as my dance classes.

If you and your emergency contacts cannot be reached by 5:00 pm local authorities will be called.

*This home will be open during inclement weather unless the public school district closes for the day and Jennie decides that it is also appropriate for Winifred's to be closed.*

*If the home closes payment is still expected for the day or days closed.*

*In the event that the weather turns bad during the day please come as soon as it is safely possible. Your child will be well cared for until you are able to arrive.*

To insure your child's space reservations must be made in advance.

Payment for your reservation is due at the time the

reservation is made and no refund for unused time will be given.

For regularly enrolled children, tuition is due in full in advance either monthly or every two weeks.

*There is a \$10 / day late payment fee.*

Without a reservation or prearranged minimum schedule,

space will be available on a first come first served basis and

payment is due when the child is brought to Winifred's.

Each check, or cash payment, received by Winifred's will be receipted at the time of payment.

Each account (child or set of children) will receive an accurate

accounting of monies paid for childcare at Winifred's by March

31, for the previous year's child-care hours (2004 fees paid will

be accounted for by March 31, 2005). This is a courtesy. If you need it

earlier than the end of March and I am able to easily provide it, I will.

However, it is ultimately your responsibility to keep track of the childcare

bills and receipts that I provide with each payment for tax purposes.

## SECURITY PROCEDURES

Each time your child attends Winifred's, you must complete and sign the daily sign-in/sign-out sheet. *You must sign legibly with your full name and the time.* Since the beginning of the COVID-19 pandemic, Jennie has signed the attendance record for the parents so as to minimize the spread of germs.

Winifred's will only release your children to the adults for whom your written authorization has been given and is maintained yearly in your child's admission record. In an emergency, your child may be released to an adult for whom you have given verbal authorization. If Jennie or her substitute does not know the adult, identification will be required to assure that the adult is authorized to pick up your child. A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. I will need to have a copy of any court orders. If an unauthorized person tries to pick up your child and you cannot be contacted for confirmation, 911 will be called.

If you or any other person arrives to pick up your child and appear to be under the influence of drugs or alcohol, I will encourage you to let me call someone to come get you. If you leave with your child, I will call 911 and report you.

## SUBSTITUTES

If Jennie is ill, has a family emergency or special event, every effort will be made to find a suitable substitute. Rarely, a substitute may be unavailable and Winifred's will have to be closed for the day. In this event, I will let you know by 7am that Wini's must be closed. It is the parent's responsibility to provide backup care on these rare occasions. In the event of an emergency, I will notify you and you will need to find care on your own.

## REPORTING CHILD ABUSE

Jennie is required by Colorado State Law to report any suspected child abuse to the proper authorities. Parents may also report any suspected child abuse to the Statewide Child Abuse and Neglect Hotline at 1-800-CO-4-KIDS or to the Eagle County Licensing Specialist at 720 660 7136. Complaints about a family childcare home can also be made to the Licensing Specialist. The Colorado Department of Early Childhood is at [CDEC.colorado.gov](http://CDEC.colorado.gov), 1 800 799 5876, or 710 South Ash Street, Denver CO 80246 where a copy of the Colorado Rules & Regulations may be obtained.

## DISCIPLINE

Jennie does not feel that it is her place to physically discipline children of this age range. When a child is being hurtful to another, she simply removes her/him from the situation, offering a gentle "That hurts Joey," and redirecting the child's energy. Older children are given choices that clearly explain the consequences of their actions. Time outs are not used, but the child may have a quiet time away from activity so that I can explain to him or her why their behavior was unacceptable. Children may be encouraged to leave an activity or group that is contributing to the behavior that is not wanted. I try and catch children doing something "right" and celebrate their good choices.

## ILLNESS POLICIES

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with Winifred's health forms signed by a physician. *Winifred's also requires that the child have all standard immunizations, a tuberculin clearance and the annual flu shot by October 15<sup>th</sup> of each year. A COVID-19 vaccine is preferred for your child and all family members to be enrolled in Winifred's Garden.* A daily health inspection is given upon each child's arrival at our home. The person bringing the child must wait until the inspection is over before leaving the premises.

Your child will be sent home if s/he appears to have symptoms of illness during the day. In such cases, s/he is immediately isolated from the other children and a parent is contacted to take her/him home. Your child must be picked up within 45 minutes.

If your child is injured and requires medical attention, you will be notified immediately. Small bumps and bruises are an everyday event for most children at some point in their lives. If you would like to be notified each time please let me know and you will be notified. Otherwise, you will be notified at the end of the day. Other emergencies will be handled on a case-by-case basis.

Keep your child home if:

- s/he has a fever or has had one during the previous 48 hours;
  - s/he has had diarrhea within the last 24 hours;
  - s/he has a cold that is less than four days old;
  - s/he has a heavy nasal discharge,
  - s/he has untreated (bacterial) or untreatable (viral) pink eye;
  - s/he has been put on antibiotics and it has been less than 24 hours since the first dose
  - s/he has a constant cough;
  - s/he has symptoms of a possible communicable disease.
  - s/he has symptoms of COVID-19 or has a positive COVID test
- Please notify Winifred's at once if the child does have a communicable disease.

S/he may come back if:

- her/his cold is over, but: s/he is left with a minor & clear nasal drip;
  - s/he has been exposed to a communicable disease, but Jennie has been notified so that the incubation period can be discussed and it has been determined on what dates the child should stay home.
- In the case of COVID-19, a negative COVID test result will be required and quarantine may also be needed.

## THERE IS NO CREDIT FOR ABSENCES DUE TO ILLNESS.

## MEDICATION POLICIES

If your child needs to take any kind of medication, you must have a signed form from your physician which indicates the type of medication, the amount to be given, and the times and dates to be given. The medication must be in its original bottle with the original prescription label on it. Your physician must also sign a form for things such as sunscreen, diaper cream, Tylenol, etc. Jennie or her substitute will sign and fill out a medication administration form when the medicine is given. All medications will be stored inaccessible to children.

## EMERGENCY PROCEDURES

In Case of accidental injury Jennie will make an immediate attempt to contact a parent. If she cannot reach you, or other persons listed on your signed consent form, she will call the child's physician. If necessary, she will also call an ambulance or the paramedics. You will be expected to assume responsibility for any resulting expenses. It is to your child's benefit that you keep Winifred's up to date on phone numbers, emergency numbers and other pertinent information.

In the event of a natural disaster such as a flood, snowstorm or fire or any other kind of disaster, we will stay at Winifred's unless required to evacuate. If we are required to evacuate, we will go in Jennie's car or by bus to the transportation station in Frisco behind Safeway. Jennie will take her emergency information for each child and attempt to notify parents by cell phone. Plan on meeting us at the transportation station if you cannot be contacted. If any changes occur, Jennie will also notify the police as to where she is with the children. For emergencies that require that we take shelter in the home, I have emergency supplies such as food, water and flashlights available.

**Emergency Procedures for Children with Disabilities, Access & Functional Needs:**  
All the above evacuation procedures also apply to children with various kinds of special needs. Additionally, after consultation with the parent, how to evacuate a child with special needs will be determined on a case-by-case basis according to the needs of the individual child in care. If a child needs a wheelchair, special car seat or other types of special equipment, the parent must bring it to childcare every day that the child attends to have it available for emergency situations. As with all the children, the parent will be contacted and informed of our location as stated above so that they can quickly pick up their child.

For more general information on emergency procedures, The State Emergency Operations Plan (SEOP) is available for no cost from the Colorado Division of Homeland Security & Emergency Management at <https://www.colorado.gov/pacific/dhsem/state-eop>.

### Lost Child Procedure:

In the event that a child is lost or separated from the group, an immediate search will begin, the parent will be contacted, and 911 will be called.

### Other Emergency Situations:

Winifred's Garden participates in regularly scheduled fire drills, tornado drills, emergency, lockdown and active shooter drills. Monthly smoke alarm testing is done.

## GOODS AND SERVICES PROVIDED BY WINIFRED'S

**Food:** Jennie will provide meals and snacks on a pre-arranged basis only. In addition to the noon meal, she will provide nutritious snacks mid-morning and mid-afternoon. If your child arrives early in the morning, breakfast will be provided. These snacks and nutritious meals will be provided at the rates set forth in the RATES section of this handbook unless your child is enrolled in the Kid's Nutrition Food Program. Bring your child's own food (meals, drinks and snacks) unless otherwise arranged. If your child has a food allergy, let me know so that access to that food can be limited. Wini's does not accept children who have a severe allergy to peanuts or other nuts as a variety of nuts and nut butters are present in my home.

**Activities:** Developmentally appropriate and fun activities designed to meet the physical, social, emotional and intellectual needs of each child will be provided. Please feel free once in awhile to bring special toys for your child with the understanding that it is not something so special that you cannot replace it and that we will put it away after a short time so that we can have fun playing with all the fun toys and doing the special activities available at school. All craft supplies will be supplied by Winifred's. Please dress your child for "messy" play and provide a smock or a T-shirt which can be used as a smock.

At Winifred's your child may participate in activities which use some of the following forms of media:  
television and video viewing, music, and computer and video games for young children.

Examples of use of these media might include the following:

- When a child is upset in the morning due to separation anxiety, he or she may cuddle with a blanket on the sofa and watch Sesame Street or a similar show for a few minutes.
- Sometimes we may view television for a few minutes before lunchtime to allow me to finish setting up lunch.
- We may watch a video such as "Little Brown Bear" or the "Little People" videos before naptime to allow the children to transition from an active to a quiet time and to allow me time to set up naptime cribs.
- We may view videos or dance to music or play children's videos or computer games related to a theme we are learning about during regular play time.

Media activities are of a length appropriate for young children – usually around 10 to 15 minutes at a time.

Infants and toddlers are not allowed to watch videos. They may listen to music. None of these activities would contain violence, profanity, nudity, sexual or other inappropriate content.

All children are provided with an alternative activity when they lose interest in the media activity.

A media use permission form must be signed upon enrollment.

All children are allowed to form their own sleeping patterns. When babies (infants & toddlers) appear tired and sleepy, they are placed in their own crib (pack & play) which meets National Safety Standards for sleep. All infant safe sleep procedures are followed including proper sleepwear (a onesie or sleep sack with no cords on any of the clothes; no necklaces, etc.); placing the child on a firm mattress covered in a closely fitted sheet; having no other objects or blankets in or around the crib; offering the infant a plain pacifier with nothing attached to it. Upon awakening, the baby is taken from the crib and held or offered involvement in play activity. Preschool age children will have a rest in a pack & play or on a nap mat with a sheet and blanket. All linens are kept clean and dry with only individual use. If preschool age children (and older) do not fall asleep after 30 minutes they will be offered an age appropriate quiet activity. Rest time is *required* for all children and usually lasts around 1 ½ hours. Nap time times vary due to the variety of ages in care in my childcare home. Younger children usually nap earlier in the afternoon and preschoolers usually rest from around 1:15 to 2:45 pm. Children are never confined in their cribs beyond regular rest time.

All children are allowed to form their own eating patterns. Infants will be held during bottle feeding. Please inform Jennie of any allergies or dietary restrictions. For infants that have only been breastfed it will be an easier transition for your baby if you begin introducing a bottle at least four weeks before care begins. If your infant will not take a bottle in the childcare situation, s/he will be unable to attend childcare. When you feel your baby is ready to begin the transition to a cup or sippy, please talk with me so that we can work together on this process.

When your child is in diapers you will need to provide diapers, diaper wipes, diaper rash ointment/cream and extra clothing. *At home* it is a good time to begin toilet training your child when he or she shows interest in using the toilet and begins to ask you questions about using the toilet. They can go potty whenever you do or you can take them to the potty on a regular schedule. Toilet training in a group situation at school is a much different situation than at home. *At school*, when your child is at least 2 ½ years old, is able to both clearly express with words that he or she feels the need to go potty and is able to respond appropriately when asked if he or she needs to potty, is able to dress and undress unassisted when in simple pants and pull-ups, and we both feel the child is ready, toilet training can begin at school. Your child will need to wear pull ups at school until they are *at least* 3 ½ years old and consistently dry in them all day. After that point is reached, you will then need to provide underpants and plenty of extra clothes. Also, a pull up or diaper for use at nap time will still be required. Beyond consistency and encouragement, I do not have a specific method of toilet training that I use. I have found that little girls usually have developed all the skills needed for toilet training *in a group setting* at 2 ½ years of age and little boys at about 3 years old.

All children will play outside daily, weather permitting, either on my porch or in the whole yard depending on the depth of the snow in my yard. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside.

Parents must provide sunscreen for their child. Written authorization for the application is needed. *During summer months and nice weather please apply sunscreen to your child before you arrive.* I will reapply according to our activity and manufacturer's recommendations. Please provide a sunhat and sunglasses for your child. The sunhat is especially important for your infant. Infants will have outdoor playtime but will be in the shade whenever possible.

We do not go on either scheduled or unscheduled field trips at Wini's. In the event of an emergency outing, I will notify each parent through their primary contact number. If you need to contact me, you will be able to do so through my cell phone number (970 485 0283). Currently, I own an Audi wagon that seats four children and I have a couple of car seats. In the event of an emergency such as a required evacuation, we would travel in the car, seat belted as safely as possible.

**Facilities:** The house and grounds have passed licensing requirements for a home childcare facility. Some of these requirements include the following: fire extinguisher; cribs and mats with sheets, blankets and pillow; chemicals out of reach in child-proof cupboards; child-proof electrical outlets; a "sick room" for children waiting for parents when they have become sick during care hours or have had an accident that requires a parent to come and get them. Jennie is made aware of toy and equipment recalls through Early Childhood Options and the Department of Social Services. She removes recalled equipment and keeps all equipment in good working order.

Your children are protected from secondhand smoke when present at Winifred's. Smoking is not allowed on the premises while the children are present.

Winifred's is a home. The playrooms and our living room will be the main rooms of action. Naps may be in the playrooms, the living room or in one of the upstairs rooms. Our back porch and fenced yard will serve as an outdoor play area.

Children in my care are taught to respect the personal property of others. This includes my personal property and the personal property of other children. I do not allow climbing on furniture or jumping on the sofas. Children are told that toys are for playing with and objects such as lamps and electronics are not toys and should be left alone. Toys are also treated with respect. They are not to be stood upon or thrown. We learn that books can be hurt and that they should be taken care of. Pages should be turned gently. Most books I provide for the children on a regular basis are cardboard page or cloth books. Objects that I am concerned about, I protect by keeping them out of the children's reach, but if a child breaks an object such as a lamp from throwing a toy or climbing or other rough behavior, intentionally or not, the child's parents will be responsible for reimbursing me for the cost of the lamp. Teach your child limits at home as I will here and this issue should not be a problem.

Generally, the children should keep their personal toys and objects at home. I do allow them to be brought to childcare, but cannot be responsible for their loss or damage. I do try to keep track of them and protect them if I think they might be damaged by the other children. If you allow your child to bring an object, please be aware that it could be lost or damaged. Please do not send your child with something so valuable that it cannot be replaced.

**Wini's & ADA:** I accept children based on the Americans with Disabilities Act and my ability to provide good care for the child. I would not be able to provide transportation to and from therapy sessions, but therapists are welcome to work with the child in my home. Please also see the Emergency Procedures section of this Parent Handbook for more information related to children with disabilities/differing abilities and those with access and functional needs.

**Pets:** Jennie, Jayna and Natalie have dogs, four rabbits and two cockatiels. Jennie's dog, Farah, is a friendly Pomeranian who will be kept away from the children in her own room. Poncho, Alatar and Teddy are also Pomeranian's who will be kept away from the children when visiting. The rabbits (Willow and her babies) live upstairs and may visit the children. They also have a large "summer" hutch and run in the backyard. The cockatiels also live upstairs, but sometimes visit the children in their small downstairs bird cage. The children enjoy seeing, but not touching, the cockatiels.

## WHAT YOU NEED TO PROVIDE FOR YOUR CHILD

Please do or provide the following each day:

- \* Make arrangements for meals.
- \* Dress your child in comfortable clothes which you are not worried about ruining.
- \* Provide information concerning your child that will help the caregiver give the best possible care.
- \* Day or night, bring the following -  
Backpack or diaper bag,  
Extra set of clothes (including underwear and socks),  
Smock or a T-shirt for projects and crafts,  
Jacket or sweater,  
"Blankie" or favorite toy,  
Enough diapers, wet wipes, bottles, and premixed formula for an infant's stay  
Sunscreen,  
Pacifier,  
Plastic bag for wet clothes or cloth diapers,  
Car seat when trips are planned.
- \* Add the following for night care – (no longer offered at Winifred's)  
PJ's  
Toothbrush,  
Comb or brush.
- \* Add for winter -  
Outside clothes (snow pants, hat, mittens, boots, coat),  
Outside snow toys which your child is comfortable using.
- \* Add for summer —  
Special outside summer toys,  
Trikes and other wheel toys,  
Hat,  
Swimsuit.

**PLEASE LABEL ALL ITEMS BROUGHT TO WINIFRED'S!!!!**

## REASONS FOR DISMISSAL

Reasons for dismissal are as follows:

- Continued aggressive or disruptive action (such as constant crying) by your child, or
- Non-payment or lateness in payment of tuition, or
- Lateness in picking up your child,
- Lack of provision of required health and other forms.
- Failure to follow other rules and regulations outlined in the parent handbook or your contract with Winifred's. You understand that Winifred's policies may be updated at any time as circumstances prove necessary and that the new policies will be immediately effective upon notification.

Please do not enroll your child if s/he has colic, or for any other reason cries excessively.

If Jennie feels that your child is having unusual adjustment problems or is otherwise unhappy at our home, she will hold a special parent conference to discuss what course of action should be taken for your child's further development. An Early Childhood Mental Health Consultant may be invited to help resolve whatever issues the child is experiencing.

## WITHDRAWAL PROCEDURES

If you are a regularly enrolled parent and child, then two weeks (14 days) written notice must be given, or two weeks tuition paid when you withdraw from Winifred's. A deposit for this purpose (which will be refunded on your last day if proper procedure has been followed) will be required upon enrollment at Winifred's.

## COMMUNICATION AND VISITS FROM PARENTS

Jennie would like to encourage you to visit our home often, especially during your child's initial adjustment period. Please feel free to consult with Jennie over any concerns you may have about your child at your home or at our home. Jennie will relate concerns and accomplishments with you as it relates to your child's well-being. She seeks your active involvement as parents in the progress of Winifred's. She encourages you to take advantage of opportunity for daily contact with herself. Jennie wants your contribution of ideas to enable her to have an even higher quality program.