

# Hinds Family Child Care

## *Parent Handbook*

### *Philosophy*

**Hinds Family Child Care** provides are high quality childcare in an educational and nurturing setting akin to the child's home. We provide a stimulating learning environment that offers opportunities to interact with their peers in a developmentally appropriate atmosphere, which is hospitable to children of all abilities and needs. Our program is a balance of child initiated and teacher directed activities reflecting the interests of all children in a personalized caring setting.

We, at Hinds Family Child Care embrace all children and address each child's needs. We also assist families and agencies of children with IEP and IFSP's to achieve specific objectives.

### *Enrollment Policy*

All forms are reviewed and need to be updated annually. Any changes to the information contained in our records should be reported to the daycare provider immediately.

### *Hours of Operation*

Hours of operation are from 6:30am-5:00pm Monday through Friday. Saturday and Sunday 6:00am-6:00pm We offer full time and before and after school care. Full time is considered from 30-50 hours (**10hours maximum per day**) per week. Drop off and may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first served basis. Please remember that schedule changes of this nature create some disruption to our normal routine. We would appreciate as much notice as possible, so that we can plan for meals, sleeping arrangements, and any changes in activities. We maintain an open-door policy for parents during daycare hours. This

means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

### **Rate for each age group**

Infants/Young Toddler (6weeks to 2years old) **\$220.00** per week

Older Toddler/Preschooler (3 to 5 years old) **\$189.00**per week

School Aged Children (6 to 12 years old) per week **\$155.00.**

Before/After Care **\$120.00** per week. Late pick up is **\$2.00** a minute

**Saturday and Sunday Rates \$100 a day**

### **Tuition.**

Specific rates will be outlined in the **Rate Agreement** and is payable by cash /Apple Pay/ Zelle . **The specified rate is due on Friday or Monday in advance each week if Monday falls on a Holiday or while you'er on vacation you are still responsible to make your weekly payments**

Late payments will result in a **\$10.00** per day charge. Fail to pay outstanding balance will be subject to childcare service termination.

### **Arrival and Departures**

Our procedure is to release the child only to his/her parents, or someone that the parents designate on the **Authorized Pick up and Emergency Contact Form**. If someone other is to pick up the child, please notify us ahead of time in writing. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is not on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that identification such as driver license, non-driver or passport is required at pickup time. **“No exception to this rule**

### **Sign in/Out**

Parents are required to sign in/out child in the log book each day they

attend. The log book information is used as a legal document to keep track of attendance, hours, and responsible parties who are dropping off/picking up child.

### **Child's Absences and/or Vacations**

If your child will not be attending daycare due to illness or other reasons please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many meals/snacks to prepare for that day.

***No discounts will be given for your child's absences due to illness vacations or other reasons. You are still required to pay day care fee.***

### **Holidays/Vacations**

Daycare will not be provided on the following holidays. Holidays that fall on a weekend will be observed either Friday or Monday as the Federal and State government\*.

- New Year's Day\*
- Martin Luther King
- Presidents Day
- Easter Monday
- Memorial Day
- Independence Day\*
- Labor Day
- Columbus Day
- Veteran Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day\* and the day after
- May 26 DayCare is close at 12pm for Family Conference Goals and Behavior
- December 28 DayCare is close at 12pm For Family conference Goals and Behavior
- 2 week of Vacation Daycare will be Close

***Day Care Provider does take (2) one-week vacation per year. Parents will be given at least 30days notice in advance.***

**Note:** *Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.*

### **Inclement Weather**

**Snow Days:** If schools are cancelled due to weather conditions, Hinds Family Daycare will take into consideration when making the decision to close. First and foremost is **safety**, the ability to remove snow or ice at the daycare location, or other conditions that could pose a danger to the children, staff, or facility. If HindsDaycare is closed, the parent will be notified by phone call, text or email.

### **Clothing/Attire**

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. You will be expected to supply an art smock to protect clothes from paint or other art materials, and bibs to keep food stains to a minimum. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

### **Personal Belongings**

Children can also bring their favorite sleepy toy for nap time only. Infants are not allowed to have toy/stuffed animals. Personal items must be marked with the child 's name. We are not responsible for any loss or breakage of personal items.

### **Supplies**

Parents are responsible for supplying the following items:

**Infants:** Bottles, Pampers, Powder, Bibs, Change of Clothes, Formula/breast milk, Baby Food, Diaper Cream, Bulb Syringe, Wipes, Pacifier and Blanket.

**Toddlers/Preschool:** Diapers/Pull Ups/ Training Pants, Wipes, Diaper Cream, Change of Clothes, Tooth brush/Tooth Paste and Sunscreen, Blanket, Pillow and Apron.

**Note:** We check your child's cubby weekly to make sure they still have all their necessary items. Parents will be notified in advance

Blanket, and pillow should be taken home every Friday and washed and returned to daycare the following Monday.

### **Preschool Schedule**

Preschoolers enjoy a daily schedule that allows for flexibility. The schedule provides consistency and structure, which allows children to anticipate upcoming events. Circle time, Book/ Activity, Calendar, Weather, Alphabets/number/Shapes, Show and Tell one day out of the week Snack Time Hand on Activities Outdoor play time Music & Movement.

### **Infants and Toddlers Schedule**

Infants and toddlers will follow the preschool schedule but will be allowed to nap, eat, and play on demand.

### **Meals/Snacks**

All nutrition meals will be provided to children age two years and older at no cost to parents. Meals will consist of breakfast, lunch and two snacks daily. Children who arrive after meal times should be fed by their parent before arriving to the daycare. Weekly menus will be posted on the bulletin board, and will be updated seasonally. Copies of the menu are provided to parents upon request. We will reasonably honor a parent's religious or philosophical objections to a menu. Children with allergies must notify provider prior to enrollment. Provider must have, prior to start date a; completed Medication Administration form and an action plan form completed by the prescribing physician.

In such cases, a seasonable substitution or elimination will be made. If a child has many allergies that he/she cannot eat from our menu, we may require the parents to provide their children's meals.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything.

Breakfast, lunch and PM snack are served family Style. All meals are included in tuition. Non-flavored 1% organic milk is served at breakfast and lunch with water served at PM snack.

Parents must provide baby food and formula for children under the age of two years old.

### **Cleanliness/Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after restroom . We use paper towels for drying hands. Parents may provide a toothbrush/with case and toothpaste. If so, teeth will be brushed after lunch. All employees are required to wash their hands frequently.

Infants sleep in pack and plays and toddlers uses a cart to sleep. The daycare provides clean sheets for each sleeping item. Parents are responsible for bring blanket for their child.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

### **Fire Drills**

We are required by state law to do one fire drill per month and bi-annual disaster drill. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees.

### **Potty Training**

If you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go quickly. The child must be kept in pull-ups or 5-ply training pants. Putting a child in diapers part time, and training pants part time can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty more so than at home. Therefore, we may continue to use pull-ups or training pants until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement.

No or little improvements after two weeks of potty training will be halted and re-assessed after 30 days. This is necessary for the cleanliness and health of the childcare and other children.

Parents need to supply training pants with plastic pants or pull-ups, plus. During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing and overalls. These are difficult for children to remove in a hurry.

### **Nap/Quiet Time**

There will be a designated nap/rest time each day (**12:45pm to 2:15pm**). All children must nap, rest, read or play quietly during this period. Rest time gives children a much-needed break during the day.

### **Special Needs**

We will make reasonable modifications to our policies and procedures to accommodate children with special needs. Based on disability, we will modify items or change location of activities in the program to accommodate all children. Modifications will also be made to curriculum using adaptations. Modifications include but not limited to; raising or lowering equipment, movable supplies, or added audio/visual

aids.Hinds Family Child Care request parents to share a copy of their child's IFSP/IEP legally documents at the time of enrollment.

### **Parental Involvement**

There will be times that you may get involved in your child's daycare experience. You are welcome and encouraged to participate in any or all the examples listed below:

- Outdoor play
- Story time
- Helping your child at home with the concepts we are studying
- Helping your child prepare for "Show and Tell"
- Helping to provide healthy treats, crafts or other items for classroom.

### **Center Rules**

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. There will be no mean words, running, hitting, pushing, biting, kicking, spitting, pinching, standing or climbing on chairs or tables. Children may not walk around the center with food, cups or bottles. There will be no use of obscene, derogatory or disrespectful language.

### **Activities & Curriculum**

Our main goal is to improve social skills, and encourage creative expression in a safe and nurturing environment. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading, arts and crafts, music/singing, dancing, puzzles, and educational TV/videos are just some of the activities we will be doing. ABC Mouse will also be included in our daily learning skills.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs, foreign language tapes and others. Television will be



used as a tool to help children unwind and relax. We usually watch no more than one hour of educational television per day on inclement weather days. Viewing will be limited to PBS and child-friendly, educational-style videos, such as Barney. We carefully screen everything the children watch, and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, etc. We know that young children are extremely impressionable.

### **Reporting Requirements**

As an in-home childcare provider, we are mandated reporters to the Department of Human Services. Always be sure to let us know when you drop your child off if he/she has any cuts or bruises.

### **Indoor/Outdoor Play**

There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. Parents please dress your child accordingly for play. Parent should also provide apron for your child.

Daycare provider is not responsible for replacing stained or soiled clothing.

**Indoor play:** We provide a variety of age-appropriate toys for indoor play. Toys may be rotated so that the children do not become bored. During free time, each child may select one or two items at a time to play with. They will be shown how to put those items away before selecting something else.

**Outdoor play:** State laws require outdoor play twice a day weather permitting. Please make sure that your child is appropriately dressed for outdoor play time. If you Recommend bug spray please provided it. We will not go outside when there is precipitation or the temperature is

below **33 degrees** (including wind chill), or above **90 degrees** (including heat index).

### **Positive Behavior Practices**

We maintain a positive discipline policy, which focuses on prevention, redirection, love and consistency and the developing and clearly stating rules of the program and expectation of children. Our daily schedule provides opportunities for consistency and structure, which aids in most behavior issues, provides guidelines and encourages positive behaviors. Also, this helps the children know the program's routines and what is expected daily.

Clear rules and expectations are reinforced through our daily routine and posted at eye level of children. Rules are reviewed when a new student enrolls, Monday morning and after an infraction. After an infraction, we go over calming strategies and re-read tucker turtle. Tucker turtle talks about going into his shell to calm down and think of a solution. This story is accompanied to a soft toy turtle; which children tuck into its shell.

Choices will be offered with the result being the desired behavior, No running! For children over 2yrs, the child that continues to run will be asked how we move inside. Children under 2yrs, walking, will be made into a game called "follow me." Provider will walk in a silly manor, modeling the desired behavior for the child.

Redirection from unwanted behavior to appropriate behavior based on program rules and kindness.

Reflection, coping and calming techniques think of a better solution than the unwanted behavior. Example; Bunny ear breathing, (raise your hands above your head and take three long breaths and have the child think of a better way to handle the situation.) or turtle techniques (where children will pretend to go inside their shell to take time to calm and think.

Problem solving strategies will be introduced in open-ended question. Once child is calm, we will go over what good choice could we make next time.

Time out will be used as a last resort. When discipline problem arises that does not respond to the above-mentioned techniques, will require a conference with the parents to determine a resolution. Severe discipline problems may require outside assistance.

## ***Illness***

### **Symptoms requiring removal of child from day care:**

**Fever:** Fever is defined as having a temperature of 100°F or higher. child needs to be fever free, without the aid of Tylenol® or any other fever reducing substance for a minimum of **24 hours** before returning to daycare.

- Fever AND Hand and mouth disease , rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within 4 hours.
- Vomiting: 2 or more times in a 24-hour period or have vomited that night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworms.
- Child is irritable, continuously crying, or requires more attention than we can provide that jeopardizes the health, safety or well-being of the other children

## **Medications**

Parents will provide all medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed

for us to administer **ANY** medication. Medication received from the parent must accompany a medical administration form and action plan completed by the prescribing physician. The medication must be in the original container, prescribed to the child with dosage, time, route and storage instructions. If removal of care is necessary, child may not return without a doctor's note.

**NOTE:** All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written. The parents must give the first dose.

### **Medical Emergencies**

We are first aid and CPR trained. However, we make every effort to keep your children safe through supervision and childproofing. Minor injuries receive appropriate first aid care. If serious injury or illness occurs, medical help will be contacted. Parents will be contacted as soon as possible by phone. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

### **Termination**

**We reserve the right to terminate a child for the following reasons;**

- Routinely late picking up child.
- Our inability to meet the child's needs.
- Lack of compliance with handbook regulations Severe behavior.
- problems or issues that put other children in care at risk failure to pay.
- In the event a family needs to terminate care, two weeks' notice is required.

## **Revisions to Handbook and Contract**

We reserve the right to make changes in our policies. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

There will be three reminders for the upcoming Conference we will send out a Text or email mail we will also send home information with your child two weeks prior the date. Sign up sheet will be post on the information board.

I hereby received a copy of the Parent Handbook dated\_\_\_\_\_

I acknowledge that it is my responsibility to read and understand the information it contains. Please feel free to contact us with any questions or concerns. Email address: [hindschildcare@gmail.com](mailto:hindschildcare@gmail.com) Phone: (202)440-0979

**Due to COVID 19 DayCare close at 5:00pm**

**please pick up on time I have to start sanitize everything exactly at 5:00pm**

**THANK YOU**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monday & Friday Time Daily Schedule	Activity
6:00am-7:30am	Arrival, Free play, prep for breakfast
7:30am-7:45am	Clean up and hand washing / toileting
7:45am-8:15am	Breakfast
8:15am-8:30am	Cleanup, hand washing/toileting and brush teeth,
8:30am-8:45am	School age children to the bus stop
8:45am-9:30am	Art, craft, manipulative (beads, blocks, play dough, puzzles /Math small group activities one on one time with the provider all age group
9:30am-9:45am	Clean up.
9:45am-10:45am	Group activities (dancing, music, puppets, stories
10:45am-11:00am	hand washing/toileting for snack
11:00am-12:00pm	Outdoor play (indoor in inclement weather) large muscles
12:00pm-12:15pm	Change from outdoor clothing if appropriate, hand washing /Toileting
12:15pm-12:45pm	Lunch
12:45pm-1:00pm	Cleanup, quiet play
1:00pm-2:00pm	Rest and naptime
2:00pm-2:15pm	Wake up,hand washing/ toileting
2:15pm-3:15pm	Free play
3:15pm-3:30pm	Hand washing/ toileting ,for snack
3:30pm-3:45pm	Snack
3:45pm-4:30pm	Outdoor play, Arrival of school age children
4:30pm-5:00pm	Hand wash and toileting/ Group Activities
5:00pm-6:00pm	Free play in quiet areas (blocks, puzzles, beads, play dough departure

<b>Saturday &amp; Sunday Time Daily Schedule</b>	<b>Activity</b>
<b>6:00am-6:45am</b>	Arrival, Free play, prep for breakfast
<b>6:45am-7:00am</b>	Clean up and hand washing / toileting
<b>7:00am-8:45am</b>	Breakfast
<b>8:45am-9:00am</b>	Cleanup, hand washing/toileting and brush teeth,
<b>9:00am-9:30am</b>	Circle time
<b>9:30am-10:50am</b>	Art, craft, manipulative (beads, blocks, play dough, puzzles /Math small group activities one on one time with the provider all age group
<b>10:50am-11:15am</b>	Cleanup, hand washing/toilet
<b>11:15am-11:50am</b>	Lunch
<b>11:50am-12:10pm</b>	Wake up, hand washing/ toileting
<b>12:10pm-12:30pm</b>	Outdoor play (indoor in inclement weather) large muscles
<b>12:30pm-12:55pm</b>	hand washing/toileting
<b>12:55pm-2:00pm</b>	Rest and naptime
<b>2:00pm-2:15pm</b>	wake up, hand washing/ toileting
<b>2:15pm-2:50pm</b>	Group activities (dancing, music, puppets, stories
<b>2:50pm-3:15pm</b>	hand washing/ toileting
<b>3:15pm-4:00pm</b>	Outdoor play (indoor in inclement weather) large muscles
<b>4:00pm-4:45pm</b>	Hand washing/ toileting ,for snack
<b>4:45pm-5:15pm</b>	Snack
<b>5:15pm-6:00pm</b>	Free play in quiet areas (blocks, puzzles, beads, play dough departure