



4621 Viewcrest Ct. Lorain, Ohio 44053
Licensed Preschool Teacher
E-mail growwithme1996@gmail.com

440-258-2474
Certified Nature Explore Outdoor Classroom
Hours M-F 7:00am – 5:00pm
Growwithmehomechildcare.com.

Parent Handbook





Dear Parents/ Guardians,

Welcome to Grow With Me Home Childcare. Thank you for allowing me to care for your children. I value your children and believe my partnership with you will not only benefit your family, but also our community. I look forward to working with you to create a successful educational environment. Our collaboration together is critical in the development of each child. I remain committed to providing the highest quality in early care and education.

The educational program at Grow With Me Home Childcare is age appropriate and play based. We are a *Nature Explore* program with both an indoor and outdoor classroom. Research supports that children learn best through play. It also supports the home as being the most natural learning environment. Children are given the opportunity to learn in all the developmental areas. These areas include: social, emotional, creative, intellectual, physical and moral development. Each child is viewed as an individual with gifts and talents unique to him/her.

Finally, I encourage all families to **GET INVOLVED** and **STAY INVOLVED!** Review this handbook thoroughly, and discover the keys to making this partnership a success.

Sincerely,
Tammy Beeman

Credentials

- Licensed Preschool Teacher
- Child Development Associate (CDA).
- Nature Explore Certified Outdoor Classroom
- Family Childcare Provider of the Year 2006
- National Caregiver of the Year 2007
- Program Featured on National Television Show *A Place of our Own los Niños en su casa*.

Handbook Overview

This contains information regarding the educational program of Grow With Me Home Childcare. I understand we all have busy lives; however, it is the responsibility of the parent/guardian to read and understand its contents. Many questions that you may have are outlined in this handbook.

Hours of Operation

Grow With Me Home Childcare is open Monday through Friday from 7:00 am – 5:00 pm. Pick-up times are established during the enrollment process.

Admissions

The Grow With Me Home Child Care admission process is built to guide parents and children through Grow With Me Home Childcare daily operations. In the process, I will walk parents through my home and review the enrollment documents. These documents include, but are not limited to:

- Child Enrollment And Health Information For Childcare JFS 01234
- Child Medical Statement For Childcare JFS 01305
- Medical Forms **MUST BE SIGNED BY A LICENSED PHYSICIAN OR NURSE PRACTITIONER AND SUBMITTED WITHIN 30 DAYS FROM ADMISSION.** If parents do not have this document, the child CANNOT remain at Grow With Me Home Childcare.
- Children's medical forms must be updated annually.

This is also an opportunity for me to meet the children – introducing them to their new learning environment. **ALL** childcare documents must be completed prior to the child's enrollment. If there are any questions regarding childcare documents, please ask me.

Lastly, if there are any changes that occur with parents/guardians information, please inform me immediately. Remember, this is the **PARENTS/GUARDIANS RESPONSIBILITY!**

Mission and Vision

Mission

The Mission of Grow With Me Home Childcare is to provide a play based indoor/outdoor learning environment where children can grow as individuals.

Vision

The vision of Grow With Me Home Childcare is to prepare children for academic excellence and foster a love for learning.

Program Goals

1. To provide a high quality early care and education that produces long term/lasting benefits.
2. To provide a comprehensive system of researched based learning. This is based on child led play activities and experiences.
3. To form secure attachments with all children enrolled so that learning may occur.
4. To partner with parents in the education of their children.
5. To teach problem solving skills to children for social responsibility and acceptability for all people regardless of gender, religion, race or culture.

Guidance and Management

Children who have conflicts are encouraged to verbalize their anger and concerns. Even toddlers without verbal skills need to hear you describing the problems, solutions and rational consequences. Listed below are the approaches used in behavior management at Grow With Me Home Childcare. For a child who is exhibiting inappropriate behavior, I will use the strategy of *Conscious Discipline*. This is a program that uses positive skills to help children manage their behaviors. To learn more about this program visit www.ConsciousDiscipline.com.

Strategies for Managing Behaviors

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, by using the "safe place". This is an area of the classroom used to regain self-control. Upon the child's return to the activity, I shall review the reason for the separation and discuss the expected behavior with the child.

Secondly, all children and parents/guardians must understand that there are defined expectations for a child's behavior that **MUST** be met. Listed below are the expectations of each parent and child:

1. Children must be respectful to other children.

2. Children must listen and follow directions.
3. Children must keep their hands and feet to themselves.

Thirdly, if a child refuses to follow the rules these steps will be taken:

1. I will communicate the problem verbally with the parent.
2. I will document the behaviors and review with the parent.
3. Together, with the parent, a plan for behavior management will be developed and the parent must sign the plan.

If the child cannot adapt to the behavioral structure plan, the child will be removed from the program.

Conflict Resolution

The foundation for good parent-teacher relationships is frequent and open communication. Both the parents and I share the responsibility for creating such a foundation. If conflict does arise these are strategies we will use to resolve them. Discuss the problem with each other as they arise (usually at pick u-up times).

- Discuss the problem with each other as they arise(usually at pick up time).
- If unresolved, schedule a formal meeting.
- Develop a plan of action to resolve the issue.

If you have concerns about anything with your child or the program here please feel free to discuss them with me. I welcome your input and will work with you to come to a mutual agreement. We are able to discuss concerns as they arise during pick up /drop off times or by appointment.

Supervision of Children

A major responsibility of mine is to ensure the health and safety of each child enrolled. I am alert to the safety needs of the children; anticipate potential hazards, and take necessary precautions to prevent any liabilities. Children will not be exposed to any inappropriate media or language. UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO ANYONE NOT APPROVED BY THE PARENT.

Meals and Snacks

Grow With Me Home Childcare provides well-balanced, proportionate meals and snacks and encourages children to serve themselves in a “family style” manner.

If food supplements are administered to a child, or if a food group must be eliminated for allergies (modified diet) a written physician’s instructions must be included in the child’s file along with JFS Form 01236. When special diets are required for cultural or religious reasons, written, dated and signed instructions must be obtained by the parent and kept in the child’s file.

Infant formula is supplied by the parent. All infant food is supplied by me unless otherwise indicated by the parent.

Breakfast is served at 8:00am, Lunch is served at 11:00a, Snack is served at 2:45pm

Procedures for Emergencies and Accidents

General Emergencies

Monthly fire, tornado or lock down drills are conducted and logged. These practices are reviewed routinely. In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our safe location listed on the escape plan that is posted both downstairs and upstairs. Parents/Guardians will be contacted immediately (to pick up their children) if we have to evacuate because of weather conditions, power outages, loss of heat or no water.

Serious Injuries

911 will be called and the emergency vehicle will transport the child. Children will be transported to the nearest emergency facility and the parent will be called immediately. **IF A PARENT REFUSES TO GRANT CONSENT FOR TRANSPORTATION IN THE EVENT OF AN EMERGENCY, I WILL NOT ENROLL YOUR CHILD INTO THE PROGRAM.**

Minor Injuries

Minor injuries, on the other hand, will be treated with a cold compress or soap and water until the parent arrives.

Management of Illnesses

For the health and safety of all children **SICK CHILDREN MUST REMAIN AT HOME. DO NOT SEND YOUR CHILD IF HE/SHE IS CONTAGIOUS.** If your child becomes ill and is potentially contagious I will do the following:

- Place the child in an area of the room away from the other children
- Contact the parent
- Once the parent is contacted **THE CHILD MUST BE PICKED UP WITHIN ONE HOUR FROM THE TIME OF THE CALL.**

If the child is released for an infectious condition, the child **CANNOT** return until he/she has medical clearance from a licensed physician.

Medical Conditions

For the health and safety of all children, any child who is ill will be isolated and sent home for the following reasons:

1. Temperature of 100 degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.

2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching, thick and purulent (pus) discharge.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time when accompanied by any other signs or symptoms of illness.

Before returning to childcare, children must be symptom free for 24 hours if they are having any of the above symptoms. Please notify me if your child is exposed to a communicable disease (see the Ohio Department of Health Chart for Communicable Diseases). If a child has been exposed to a communicable disease all parents will be notified by a written letter or by necessary and appropriate means (e.g., calling home, work phone, emergency contacts, etc.).

Administration of Medication

Grow With Me Home Childcare will follow these specifications when administering medication

1. Review the written instructions from the licensed physician
2. Review the written instructions from the parent on JFS Form 01217
3. Make certain that the prescription label contains the child's full name, current date & expiration date, exact dosage, and means of administration.
4. Medication must be in its original container with the label intact.
5. The label must specify the dosage for the child's age and weight.

After each dosage, the medication log will be filled in with the time, date, dosage and name of the child. Once the medication log is filled, the log will become part of the child's file.

Medical Forms

All parents/ guardians (with children up to the age of 5) are required by Ohio law to have a signed medical form JFS 01305 from a licensed physician or certified nurse practitioner within the first 30 days of childcare. A copy of the immunization will suffice for the first 30 days. All parents/guardians are required to have a medical form completed every 12 months. Infant shot records should be updated at every well child visit. All children must be immunized before attending Grow With Me Home Childcare. These are the only exceptions to the rule:

- **A STATEMENT FROM A PHYSICIAN, PA, APRN, OR CPN, THAT AN IMMUNIZATION AGAINST THE DISEASE IS MEDICALLY CONTRAINDICATED FOR THE CHILD.**
- **A STATEMENT FROM A PHYSICIAN, PA, APRN, OR CPN, THAT AN IMMUNIZATION AGAINST THE DISEASE IS NOT MEDICALLY APPROPRIATE FOR THE CHILD'S AGE.**
- **A STATEMENT FROM THE CHILD'S PARENT THAT HE OR SHE HAS DECLINED TO HAVE THE CHILD IMMUNIZED AGAINST THE DISEASE FOR REASONS OF CONSCIENCE, INCLUDING RELIGIOUS CONVICTIONS.**

Transportation Policy

Transportation in Emergencies is only by a rescue vehicle.

Outdoor Play Policy

Grow With Me Home Childcare will have outdoor playtime daily. Please dress your child appropriately for the weather. Send mittens and hats and if possible a snow suit and boots. We do take advantage of the snow and play outdoors as much as we can. In case of rain or frigid temperatures below 20 degrees, extreme heat over 90 degrees or poor air quality, large motor activities will be done indoors. This will include stretching and music and movement activities. Tennis shoes are the best option for running and playing. Shoes that are NOT appropriate for outside play area:

- Clogs
- Crocs
- Flip Flops
- Open toe sandals

In 2012, I was certified in Nature Explore Outdoor Classroom. This is a certification that connects children with nature. To learn more about Nature Explore and view my outdoor classroom visit <http://www.natureexplore.org/certified/GrowWithMeHomeChildcare.cfm>.

Child Abuse Reporting Statement

I am a mandated reporter of any suspicion of child abuse or neglect. If there is any suspicious behavior of child abuse I will report it. The Lorain County Children Services phone number is: 440-329-5340.

Parent / Guardian Unlimited Access Statement

Any custodial parent or guardian of an enrolled child is permitted access to Grow With Me Home Childcare during the hours of operation for the following purposes:

- Contacting children
- Evaluation of childcare services

- Evaluation of child care facilities

Moreover, a parent of a child enrolled who is not the child's residential parent is also permitted unlimited access and will be afforded the same rights as the residential parent – unless there is a court documentation limiting their access. Upon entering, the parent /guardian shall notify me of their presence.

In the case of legal issues, the registered parent must indicate who has legal custody and who will pick up the child on the enrollment form. Further, Grow With Me Home Childcare abides by all legally binding court orders. Notarized court orders are required for your child's permanent file regarding custody suits.

Arrivals and Departures

It is important that you pick up your child at the time that you contracted with me. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list. If there is a custody agreement I must release the child according to the agreement. Please make sure I have the paperwork on file before the first day of attendance.

If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up the child. Anyone unfamiliar to me will be required to show proof of identification. Please make the alternate pick up person aware of the requirements.

Orientations

All families will receive a tour of Grow With Me Home Childcare and will be given a handbook and necessary paperwork. Families are encouraged to bring their child to visit the program prior to enrolling.

Closing Due To Weather Conditions

If severe weather occurs and there is a level "3" Road advisory, Grow With Me Home Childcare will be closed. Otherwise I will remain open.

Vacation and Holidays

Grow With Me Home Childcare will be **closed** for the following holidays:

(If a holiday falls on a weekend, I will close on the Friday before or the Monday after, depending on the calendar)

New Year's Day Good Friday Memorial Day July 4th Labor Day
Thanksgiving Day the day after Thanksgiving Christmas Eve Christmas day

In addition to these PAID holidays, I will also take three paid personal days during the year. When possible, advance notice will be given. The holiday pay rate is the daily rate.

Vacation for provider:

I will take two weeks of paid vacation time. My paid vacation weeks are the week after Christmas and one week in the summer (typically the first or second week in July). Plenty of

advance notice will be given. There will not be any substitute care provided during my vacation. You will need to have alternate care during these two weeks.

Extended absences:

In case of extenuating circumstances, i.e. maternity leave or extended leave from your job, I will require the daily rate per week for the entire time of your absence to hold your child's spot in the daycare.

Termination Policy/Disenrollment

Grow With Me Home Childcare reserves the right to suspend or terminate services including, **BUT NOT LIMITED TO**, the following

- Failure to pay tuition.
- Disruptive or inappropriate behavior by the child and/or parent/ guardian.
- Consistent late arrival/departure from the program.
- Any action deemed inappropriate which can cause harm to others or damage of property.

Tuition Rates Your child's tuition is due in full every week prior to services rendered even if your child is absent. When enrolling, the number of days agreed upon are the number of days that you pay for.

For infants (6 weeks) through preschool

Five days of care \$250.00

Daily Rate one child \$50.00

Registration fee: There is an initial non-refundable registration fee of \$50.00 per family due upon enrollment. This fee ensures your child's spot in the program. A re-enrollment fee of \$25.00 per child is collected annually on September 1st.

Fee Increases: Fees are increased at the rate of 10% per year on **January 1st**.

Returned checks: A charge of \$35.00 will be assessed for any returned checks plus you will be required to pay in cash thereafter.

Late payment fee:

There will be a \$5.00 per day late fee assessed to all accounts not paid per the billing agreement. If nonpayment persists, for an extended period of 5 days, childcare will be terminated. Please realize that this is a difficult decision for me to make. I value you as clients and also grow to love your children. You and your children become an extension of my family. I will make every effort to work with you, but please realize I have responsibilities and financial obligations as well.

Withdrawing your child:

Any child withdrawing from the program must provide me with a two week written notification and all fees must be paid prior to the withdrawal date.

Handbook Statement

Your signature indicates that you have read and understand the policies set forth in this handbook. If you have any questions regarding the policies please discuss them with me before returning.

Signature _____

Date _____

Email Address _____

Revised January 1, 2021