



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. Parents/guardians who are late picking up will be charged \$5 every 15 minutes - after the agreed upon pick-up time.

Admissions

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 can be viewed and printed on my website: growwithmehomechildcare.com. 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 medical forms must be updated annually.
- Family Information Form JFS 01511
- Signed Handbook Statement

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 curriculum, assessment, and program evaluation.
3. To form secure attachments with all children enrolled so that learning may occur.
4. To partner with parents as we develop an individual child plan and educational goals.
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 parent 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, name of child, and signature of person administering the medication (me or the approved substitute). Once the medication log is filled, the log will become part of the child's file.

Medications that are carried into the home by a school age child will be returned to the parent upon departure.

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 them 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.

If a child is scheduled to arrive from another program or activity and does not arrive I will call the parent to have them investigate the situation.

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. New enrolling children will be assigned a cubby with their name on it.

Educational Program

Infants/ Toddlers

I have participated in the First Steps Ohio's Infant and Toddlers Initiative 2004-2005. What this means is that there are six developmental domains that are critical to an infant/toddler's development. Yes, infants and toddlers have a curriculum which is the daily care and nurturing given to each child. They are on their own schedules and sleep and eat on demand. They are treated as individuals and with respect. No infant is ever kept more than 20 minutes in a swing or chair. They are offered new and stimulating toys, talked to often and read to daily to develop language and emotional bonding. Diapers are checked and changed every 2 hours or sooner if needed.

Preschool

Because children learn best through play, Grow With Me Home Childcare is a play based family childcare where preschool is offered. The environment of Grow with Me Home Child Care provides a safe and educational place where children can develop at their own pace. Curriculum goals address learning in all developmental areas: physical, social, emotional, language, cognitive, and aesthetic. The Ohio Early Learning and Developmental Standards are followed using a daily lesson plan addressing these developmental areas.

The curriculum that is used is ***Creative Curriculum for Family Child Care Birth-5 years***. This curriculum is designed to be project based. It is my goal to partner with parents so that each child is ready to start kindergarten

Daily Schedule

Infants: Infants sleep and eat on demand

Toddlers / Preschool:

7:30 –9: 00 Breakfast / Free Choice Time / Bathroom Break

9:00 -11:00 Preschool and Outdoor Activities

11:00-11:30 Bathroom Break / Handwashing / Lunch and Clean Up

11:30 -12:00 *Daniel Tiger's Neighborhood* (television program with an emphasis on social and emotional development).

12:00-2:00 Quiet time - All children are required to rest. Infants nap in cribs or pack and plays. Preschool children are assigned a nap mat. Please send comfort items if needed. All nap items are washed weekly by me.

2-5:00 pm Snack Time- Free choice playtime.

Religious Instruction:

As a group we start our day in prayer and with a short bible story. The children pray before each meal as well.

Assessments

Assessments are done twice a year for ages 3 - 5 years. Once in the fall and again in the spring. They are done during normal playtime. Assessment results are used for the planning of activities and to meet each child's educational needs. I will share results with the parents each time they are completed. Together we can use the results to set educational goals. The assessment tool used is *Teaching Strategies GOLD*.

Screenings

Ages and Stages Questionnaire 3 is completed by the parent for children birth - 2 years. The screening is done within 60 days of enrollment. Infants are screened more often due to the fact that so much development takes place during the first two years of life. This screening takes around 5 minutes. I will set up a kiosk and together we can complete the screening.

Transitions

Grow With Me Home Childcare is a childcare home that serves mixed age groups; therefore children do not transition into new groups or classrooms. Parents of children eighteen months and younger receive a daily infant report. Transitions from crib to cot, liquid to solid foods, potty training, and transitions to kindergarten will be discussed and decided upon by both parents and myself as to when these transitions will take place.

Transition from Grow With me Home Childcare to Kindergarten:

All preschool children's parents are informed of kindergarten sign-up and safety town in their community. I will discuss the transition from child care to the Kindergarten classroom with the preschool children. Discussion would include riding the bus or walking to school, safety (Ex. Stranger Danger, bus safety), eating lunch at a cafeteria or packing a lunch. Parents are encouraged to visit the school with their child prior to attending school. I will read books pertaining to kindergarten during the spring and summer.

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.

Parent Involvement/Engagement and Education

I offer many opportunities for parents to be involved. In fact, part of my lesson planning includes some type of parent/child care connection. Parents will be informed of what topic we are exploring. Many topics develop into unit studies based on the children's interest.

In the month of April, and during the *Week of the Young Child*, we have a celebration and open house for parents to see the children's work. This is our annual art show and curriculum night. During this event I will share with you educational pieces based on best practice and research in the field of early care and education.

In the summer we offer a pizza sale. This sale is open to family and friends to raise money to sustain and improve the outdoor classroom.

Substitute Care

Substitutes responsible for the supervision of the children are trained in First Aid, CPR, Communicable Disease and Child Abuse Recognition and Prevention. You will be notified in advance if a substitute will be used to care for the children. Substitutes have been trained in the policies and procedures of the daycare.

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 figured by dividing the weekly rate that you pay by the number of days you are enrolled.

Vacation for provider:

I will take two weeks of unpaid vacation time. My 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.

Vacation for parents:

I allow for one week of vacation time for parents, plus the two weeks when I am on vacation in which you **will not pay**. Full weeks **only** will be considered for vacation leave with at least two weeks' notice.

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. You may choose to bring your child on an agreed upon day to cover the cost and to keep your child familiar with the childcare routine.

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 program.
- Any action deemed inappropriate which can cause harm to others or damage of property.

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 school age.

Four days of care \$155.00 **Five days of care** \$190.00

Anything under 20 hours is \$8.00 per hour per child.

Daily Rate one child \$60.00 **Daily Rate two children** \$105.00

After School Rate \$65.00 per week

Discount for two siblings enrolled. Four days is \$265.00 Five days is \$305.00

Discount for three siblings enrolled. Four days is \$375.00 Five days is \$450.00

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. This helps cover curriculum, assessments and art supplies for your child throughout the school year.

Fee Increases: Fees are increased at the rate of 3% per year on June 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 this page.

Signature _____

Date _____

Email Address _____

Revised July 31, 2019