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Step Up to Quality Rated Program
Licensed Preschool Teacher
Hours M-F 7:00am – 5:30pm

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 is age appropriate and play based. Research supports that children learn best through play. It also supports the home as being the most natural learning environment.

Childhood should be an adventure and leave a child with fond memories as adults. Childhood is not a race to the end, but the beginning of a lifetime of developing into responsible adults.

Children are creative and intelligent and I will strive to nurture these qualities in the children who attend Grow With Me Home Childcare. Intelligence is not a single concept but there are several ways of demonstrating one's intelligence. Children are given the opportunity to learn in all the developmental areas through every day play situations. 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.

Not many people can really say that they love their work but I cannot imagine myself doing anything else. This is my passion and I strive to do my best. Your children become an extension of my family and I embrace them. Your children bring me such joy and so many fond memories that I look forward to each day that I am given with them. My goal is to partner with you as parents at Grow With Me Home Childcare.

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
- 3 Star Step Up To Quality Rated Program
- Ohio Healthy Program
- Family Childcare Provider of the Year 2006
- National Caregiver of the Year 2007
- Program Featured on National Television

Grow With Me Home Childcare is a Step Up To Quality Rated program. To be Step Up to Quality Rated, demonstrates to families that Grow With Me Home Childcare is committed to exceed the minimum licensing requirements. In 2006, I was awarded Family Childcare Provider of the Year by the Ohio Association for the Education of Young children (OAEYC). In 2007, I was awarded National Childcare Provider of the year and was flown to Washington DC where I received the award from Senators Sherrod Brown and George Voinovich. My daycare was featured on the national television show *A Place of our Own los Niños en su casa*. This program was carried on the *PBS /WVIZ* television station providing parents and childcare providers' information on how children develop. 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>

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 – 5:30 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 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 For Step UP To Quality JFS 01511
- Routine Trip Permission for walks through the neighborhood 01225
- Child Enrollment Form into the USDA Food Program
- Voucher Documents if applicable
- 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 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 individual educational goals for 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.

Licensing

Grow With Me Home Childcare is licensed by the state of Ohio. The Ohio Department of Jobs and Family Services have licensing rules that govern the operations of all childcare homes and childcare centers. These rules are followed routinely. If Grow With Me Home Childcare does not follow these rules, Grow With Me Home Childcare **WILL** be written “**OUT OF COMPLIANCE**”. The Ohio Department of Job and Family Services 1-866-635-3748
The Bureau of Child Care and Development <http://jfs.ohio.gov/cdc/childcare.stm>.

Step Up To Quality SUTQ

Grow With Me Home Childcare is Step Up To Quality (SUTQ) rated program. Step Up To Quality is a five-star quality rating and improvement system administered by the Ohio Department of Education and the Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed licensing health and safety regulations. The program standards are based on national research identifying standards which lead to improved outcomes for children.

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.Conscious Discipline.com](http://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 these 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.

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**

Infant/Toddler/Preschool Children

At no time will a child be left unattended. The only exception would be bathroom breaks for either the children or me. Before this occurs, I will make sure the children are engaged in an activity while I take care of my bathroom needs. While the children are taking care of their needs, the door is left partially open to ensure their safety. If a child becomes ill, the child may be isolated in the area of the room within hearing and sight of me.

School Age Children

School age children are able to be in the approved indoor/outdoor area without me as long as they are within hearing and sight of me.

Arriving (from other programs) Delays or Cancellations

Parents must submit a letter if a child comes from another program or after school activity. The letter **MUST** contain the following:

- Child's name
- Location of activity
- Arrangements for going to and from the activity
- Start and end time of activity
- Time period for when the permission is given
- Parents signature and date

In addition if your child's program is delayed or cancelled, the parent/guardian must inform me **IMMEDIATELY**.

Meals and Snacks - Ohio Healthy Program

Grow With Me Home Childcare provides well-balanced, proportionate meals and snacks and encourages children to serve themselves in a “family style” manner. In addition the Child and Adult Food Program (CACFP) is followed. The meal plan incorporates healthy meals and snacks for children. These healthy meals consist of fluid milk, fruits, vegetables, meat or meat alternatives and grains or bread. A weekly menu is posted on the parent board along with recommended portion sizes for each age group. Every year in December you will be asked to re-enroll into the CACFP.

Grow With Me Home Childcare is an Ohio Healthy Program (OHP). I have earned an OHP designation and am committed to healthy eating and physical activity for all children. Child care providers have an important role in teaching kids about healthy eating and physical activity. OHP provides practical ways to make wellness a natural part of the day.

Grow With Me Home Childcare encourages and supports breastfeeding. Breastfeeding mothers shall be provided a private and sanitary place to breastfeed their babies or express milk. The area has an electrical outlet, comfortable chair and nearby access to running water. The location is in the master bedroom of the home.

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. All bottles or sippy cups brought into the program must be labeled with:

- Child’s name
- Date
- Amount in the bottle or cup

Breakfast is served between 7:00am and 8:00am

Lunch is served at 11:00am

Snack is served at 2:30pm, and again at 4:15 pm, for school age children arriving to the program.

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. A serious incident report JFS 01156 will be filled out and signed by myself and the parent. **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. An incident report JFS 01299 will be completed by me. All incidents reports must be signed by me and the parent and kept in the child's file.

Management of Illnesses

For the health and safety of all children **SICK CHILDREN MUST REMAIN 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
- 1. 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 children any child who is ill will be isolated and sent home for the following:

1. Temperature 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 sign or symptom of illness

Before returning to childcare, your child must be symptom free for 24 hours if they are having any of these symptoms.

Exposure to Communicable Disease

Please notify me if your child is exposed to a communicable disease (see the Ohio Department of Health Chart for Communicable Disease). 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 and visible expiration date.
5. The label must specify the dosage for the child's age and weight.
6. The full name of the child must be printed on the container

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.

School age children **WILL NOT** be permitted to carry medications while in my home. Parents must complete JFS Form 01217 for school age children who carry medication to and from school. A Child Medical / Physical Care Plan JFS Form 01236 must also be completed if the child has a specific health condition requiring ongoing medication. When arriving to my home medication must be given to me so that it can be placed out of reach of younger children. 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 only by a rescue vehicle. Otherwise I do not transport children.
SEE MEDICAL EMERGENCIES

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 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 access and conditions of the non-residential parent. 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. If a mother is breastfeeding and needs to feed or pump breastmilk the onsite location is in the master bedroom.

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 paces.

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

School Age

School age children arrive after school and are assisted with homework. After completing homework, school age children have the freedom to choose activities that are age appropriate. During summer months, school age children decide upon project based activities and they are developed over the summer months. In the past, the children have created a pizzeria where they have made and sold pizzas to parents and extended family members. The proceeds went to a raised garden bed that went to improve our outdoor classroom.

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, blanket and small pillow for rest time. These items are washed weekly by me. Please make sure pillows have pillow cases for sanitary purposes.

2-5:30 pm Snack Time- Free choice playtime. This includes some outdoor time. Assist school age children with homework.

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. 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. Assessment tool used is *Teaching Strategies GOLD*.

The Ohio Department of Education (ODE) and Job and Family Services (ODJFS) have developed Ohio's new Early Learning Assessment (ELA). The ELA is the formative assessment component of Ohio's comprehensive early childhood assessment system called Ready for Kindergarten.

Beginning Fall, 2017, all 3-5 star-rated programs will be required to complete the ELA's 10-Required Learning Progressions for all preschool-age children. Grow With Me Home Childcare will report child level data to ODJFS as soon as I am able.

Screenings

Once a year *Ages and Stages Questionnaire 3*, is completed by the parent. 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 Type-B 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.

Transitions for Parents Who Leave the Program:

All families who leave the program will receive an exit interview. This interview may occur either through written, verbal or in-person correspondence. Parents must provide a two week notice in writing, if their child is withdrawing from the program. The child's file will become inactive once the child is no longer attending.

Release of Records to a New Setting:

Grow With Me Home Childcare will release records to a new setting with a signed consent form upon request of the parent or guardian.

Sample Transition Activities:

Infant to Toddler

- Transition child from high chair to child sized table and chair
- Transition child from bottle to cup
- Transition from finger foods, to using utensils
- Make adjustments to napping schedule

Toddler to Preschool

- Transition from a cup with a lid, to an open cup
- Continue to transition to proper use of utensils

Preschool to Kindergarten

- Suggest to the parents to visit a kindergarten classroom with their child
- Help the child learn about bus safety
- Allow the child to bring a brown bag lunch similar to an elementary school lunch
- Decrease or eliminate the length of rest or nap time.

Swimming Policy

Although I have a pool it will not be in use during daycare hours. This is a rule of the Department of Job and Family Services. The pool is inaccessible to children with a gate that is locked at all times during business hours.

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 January each family will be given a survey to complete for input into the improvement of the program.

In the month of April, and during *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.

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. 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.

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

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/ co-payments
- 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, damage of property or could cause me to be non- compliant with state licensing regulations.

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 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 \$30.00 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. Clients that receive county assistance must have their entire co-pay balance paid by the withdrawal date. The Department of Job and Family Services will be notified of any client who has not complied with this requirement.

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 May 2, 2019