

Little Hands Home Daycare Handbook

____ (initial) PROGRAM

I, Christy Violante, am a licensed childcare provider (license #162292). I strive to make our days fun, exciting and educational at the same time. I provide quality daycare in a safe, developmentally appropriate environment. I have set up our schedule in a way that not only encourages your child to grow and learn but, most importantly, to have fun and play. Young children, toddlers and babies enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events. I will adhere to my written schedule to the best of my ability, keeping in mind that anything can happen when children are involved. There will be times when I have to make adjustments to the schedule. Each day you will receive progress notes regarding what we've done for the day and any other important information regarding your child (i.e., potty training, eating, napping and so on) but please feel free to ask me about your child's day. During the day your child will have opportunity to participate in: story time, arts & crafts, indoor/outdoor free play, structured play, nap/quiet time, music/movement, and circle time.

____ (initial) HOURS OF OPERATION

This is a childcare business. It is also our home. Normal hours of operation are Monday through Friday from 8 AM to 5 PM.

____ (initial) SMOKING

Nobody in the household smokes and I do not allow smoking anywhere on the premises.

____ (initial) PETS

I have one child-friendly, large breed dog (female Labrador Retriever- named Bella). Bella wanders around the "off limit" areas of the house throughout the day. A small pet gate is placed to keep her out of the daycare areas. She will use the lower level of the yard to gain access to the upper level, which is not permitted for daycare use. Labradors are not hypoallergenic and do shed and I cannot guarantee that dog fur will not transfer into the areas used for daycare.

____ (initial) STATE LICENSING REQUIREMENTS

This Daycare is licensed and complies with all applicable regulations and standards with Office of Child Care. Their standards relate to my home, staff, health, safety procedures, nutrition, care giver to child ratios and record keeping. We believe that these standards are in the best interest of the children. My home is subject to inspection by the state health, fire and licensing officials. License #162292.

____ (initial) SUBSTITUTES

My substitute(s) have all had background checks as part of their approval. While the use of a substitute is rare, a substitute shall be used as an alternative to closing for the day or early. I will make every attempt to give you prior notice when a substitute will be used. Please feel free to speak with me if you have any questions regarding the use of a substitute.

____ (initial) WEEKLY RATE/LAST WEEK'S TUITION

Your weekly rate is due each Friday by 5:00 pm for the following week of care. If your child is attending part time a postdated check may be given and will be held until Friday. Care is paid for in advance. Check, or money order can be made payable to Little Hands Home Daycare or Christy Violante. PayPal, Venmo, Zelle and CashApp payments will also be accepted. Even if your child is not able to attend due to sickness or vacation I am holding the spot so your weekly rate will remain the same; no discounts will be given. The last week's payment which was paid at the time of enrollment will be used towards your child's last week once their two week notice is given.

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(initial) PART TIME AND DROP IN'S

Part time is considered 2-4 set days a week, every week. Part time rate will apply per day per child. If enrolling part time and extra days are needed on a "drop in" basis, the drop in rate will apply. Drop in's are different from part time in that there are no set days but availability is not guaranteed. The Drop in fee is due the day drop in care is provided. Notice of drop in care is to be given the day prior to care being provided that way I can insure there is enough food/art supplies for your child.

(initial) ADDITIONAL FEES

Late Pay: Any payment not paid in full by Friday at 5 pm is considered late. A \$10 fee per day, including weekends will be assessed as of 5:01 pm on Friday and is automatically due when you make your payment. So if payment is not made until Monday, at drop off, you would need to pay your regular tuition in addition to the \$30 late fee before dropping off your child. You may not drop your child off until payment is made. If payment is not made by that following Friday enrollment will be automatically terminated.

Overtime: I reserve the right to impose a fee for any pickup time after 5:00. The fee is \$1.00 for each minute late per child. Payment is to be made by either pickup or the following evening for overtime incurred.

Returned Check: A \$36.00 service fee applies to all checks returned by your bank. Should a second check be returned any time thereafter, your account will be cash, money order or electronic payments only.

Collection Costs: You assume financial responsibility for and agree to make payment in full for any and all charges for childcare services with Christy Violante (owner). You fully understand and agree to all applicable charges/fees that are fully outlined in our Parent/Provider Agreement. The owner reserves the right to pursue delinquent accounts via third party collection agencies or attorneys and that you are responsible for any fees and/or court costs incurred by Christy Violante during this collection process.

(initial) MULTIPLE CHILD DISCOUNT, MILITARY/POLICE DISCOUNT

Two discounts are offered with enrollment at Little Hands Home Daycare. The first is when multiple children from the same family attend on a full-time basis. The second is when either parent of a child enrolled on a full-time basis is currently a member of the police department or military, whether active duty or reserves. For multiple children, the full rate will be charged for the child with the highest tuition base. A 10% discount will then be applied to the other child enrolled. The military or police discount is also 10%. You are only entitled to one form of discount, which cannot be combined with other discounts.

(initial) ANNUAL STATEMENT OF FEES PAID

I will provide you with an annual statement of child care fees you pay me, including my EIN if you require one for tax purposes. I will report all fees I receive from you to the IRS as income.

(initial) UPDATING FORMS

Emergency Forms are updated in January or any time there is a change of address or contact person. For your child's health and safety, we must be able to quickly reach you while your child is in my care. You will also be required to provide me with the names and telephone numbers of at least three (3) other persons that you authorize to pick up your child from school. Please inform these persons that they are required to bring valid, government issued identification to pick up your child. Immunization Records must be updated by every January but preferably every time a vaccination is administered.

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(initial) TERMINATION OF CARE

You, the parent, may terminate this contract with a full two week (10 business days) written notice. Terminating the contract midweek will not result in partial monies due for the week. There will be no prorating. Two full weekly payments will be due (the one week of the nonrefundable last week's tuition will be used towards the last week of care). Care will continue during these two (2) weeks. Should you choose to leave anytime during this two (2) week period, you are responsible for any remaining balance as well as any other fees deemed necessary. The last week's tuition can only be applied towards the final week of care listed in the two week notice.

I, the provider, may terminate this contract with a two (2) week written notice. You will have no more than two (2) weeks to make alternate childcare arrangements. Your weekly payment continues as long as care is being provided. Should you leave prior to the second (2nd) week, you will not be responsible for any weekly payment that care is not provided.

In case a situation arises that affects the health, safety or wellbeing of any or all children in my care, myself and/or my family, service will be terminated immediately. No refund will be given. Every effort will be made to correct a situation before a final decision is made (i.e. redirecting behaviors, providing choices, separating children who are not getting along, or other interventions).

Some examples for immediate termination would be but are not limited to:

- ~ failure to complete required forms
- ~ lack of parental cooperation
- ~ my inability to meet the needs of your child
- ~ lack of compliance with handbook/contract policies
- ~ neglect of your financial responsibilities
- ~ disregard for sick policy
- ~ false information given by the parent in writing or verbally
- ~ abuse of other children, myself, or property by child or parent/guardian
- ~ disruptive or dangerous behavior by child or parent/guardian

This is a partial list and I reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

(initial) OPEN DOOR POLICY*

I maintain an open door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular childcare hours. You are required to let me know of your presence before entering the premises. Knock, and then enter. Open door policy does NOT mean that my door will be kept unlocked. I believe that it is extremely important to keep the doors locked for the safety of the children. I do not want unwanted or unexpected visitors to enter without my permission or knowledge. I also do not want little ones leaving the house unsupervised. Your child's safety is my first priority. I would appreciate you taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur and could result in children becoming emotional if you leave without them.

(initial) ARRIVAL/DEPARTURE*

No drop offs will be permitted after 12:00 PM unless prior approval has been given. If prior approval has been given and it is necessary, you will be required to be as quiet and as brief as possible. Children who arrive during nap time will be expected to remain quiet (doing a quiet activity, reading or laying down) until this time is over so that the other children will be not disrupted from their naps.

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If this is your child's first time in a group setting, keep in mind it is normal for children to have difficulty separating from their parents, often crying and following them to the door. Please make your drop-off brief. The more time you take leaving, the harder it gets for your child. All your child needs is a smile, cheerful good-bye kiss and a reassuring word that you will be back in a little while. In my experience, children are almost always quick to get involved with the children playing as soon as the parents are gone. Pick-up time should be brief as well. This seems to be a testing period with two different authority figures present. All children want to see if the rules still apply. During these times I expect the parents to back up our house rules. If not, I will remind your child that their behavior is not allowed.

This time is not a good time to discuss any serious concerns or issues. The children hear and understand everything. I am not comfortable discussing any child in the presence of other parents or children. Topics that concern day-to-day activities or light-hearted conversation are absolutely fine. After a day with just children, I really enjoy adult conversation!! But please be assured, if you ever have a concerns about your child or the care your child is receiving, please bring them to me immediately, so we can reach a satisfactory solution for everyone. I encourage you to talk to me whenever you have any questions or concerns or whether you just want to discuss your child's interests, progress or any other questions you may have regarding my program.

(initial) **CAR SEATS**

If you are unable to pick up your child in the evening and wish to leave your car seats with me that is fine but please make sure whoever picks up your child knows how to properly install your car seats in their vehicle. Every car and car seat is different and I am not trained on how to install your car seat. Also, please make sure they arrive with plenty of time before closing so they can install the car seats into their vehicle.

(initial) **DAILY ATTENDANCE**

I am required to maintain a daily attendance report. To do this efficiently, an attendance calendar is located on a clipboard at the door. This provides a written record of arrival/departure as well as who is accompanying your child. It is a requirement of the Child Care Administration that the person accompanying your child be the one signing this attendance log daily and that an accurate time is recorded for arrival and departure. If your child is going to be absent, you must notify me; if you child is ill, you must notify me as the nature of the illness, particularly if it is contagious. **No allowances, credits, refunds, or make-up days shall be made.** Tuition must still be paid in full.

(initial) **PARENTS VACATION**

Full payment will be expected for all days and hours your child is normally scheduled to be here. Tuition is due prior to your vacation. A postdated check may be given. Even while you are on vacation, I am still holding your child/children's spot.

(initial) **PAID HOLIDAYS/DAYS OFF**

The following is a schedule of holidays and paid vacations/sick/other days for the calendar year January through December. I do not carry over any unused time from year to year. Please keep in mind when a holiday falls on a Saturday I will be closed the Friday before; if it falls on a Sunday I will be closed the Monday following. (I.e. Christmas Eve falls on Sunday then I will be closed Monday and Tuesday for holiday.)

New Year's Day	Columbus Day
Martin Luther King Jr Day	Veterans Day
President's Day	Thanksgiving break — Wednesday-Friday

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Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Ten (10) vacation days, which may be used for 5 consecutive days or broken up into individual days	*Three (3) sick days
*days called for jury duty maximum one (1) day	*a death in the family maximum four (4) days

*I will make every effort to provide a substitute at least for the 1st day as there is not time to notify parents in advance. However, this is not a guarantee. The calendar year is January through December regardless of the agreement date.

It is up to the parents to have a back-up plan should I be closed for an emergency or sick leave. Please check with your family and friends. While it does not occur often, emergencies do arise.

You will be given, at minimum, at least 1 month's notice of my vacation.

(initial) **EMERGENCY CLOSINGS**

I follow the federal government in regards to closings. If they are closed, I am closed. If they have a 1-2 hour delay I will have a 1-2 delay. No exceptions will be made. If you are still required to work you need to have other arrangements for childcare. If we are open but you chose to keep your child home, please let me know if you are not able to attend so we don't hold up any activities waiting for your child. In the event the weather worsens later in the day and nobody is available to keep our driveway/walkway clear from deepening snow or icing conditions, I may contact parents and close early. When parents cannot be reached, emergency contacts will be called for pick-up. In the event I lose power, I will be closed. Refund/discount/payment credit is not given for inclement weather and power outage closures/delays.

(initial) **WHAT IS EXPECTED OF PARENTS**

1. Provide all diapers, wipes and formula/bottles, baby food.
2. Your child needs to come dressed for the day.
3. Notification when your child is sick. (see Sick Policy)
4. Make other arrangements for your sick child.
5. Provide an extra set of clothes.
6. Child and parent records are kept current at all times, including immunization records.
7. Pick up your child promptly according to our agreement.
8. Keep up with your financial arrangements.
9. Open and honest communication.

(initial) **ITEMS NOT TO BRING TO DAY CARE***

Please do not allow your child to bring gum, candy, food/drinks, money or other small personal toys to daycare, if it's small enough to fit in a toilet paper roll it is a choking hazard for infants and it's too small to bring. It is hard for children to share their personal items with others in a daycare setting and too often small items are lost, misplaced or broken. Please do not bring any personal items that your child or you treasure. If your child brings a toy or book, I am not responsible for keeping track of it or ensuring

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it goes home in the same condition it was brought, it is their responsibility to keep track of their toy and to ensure it is not damaged or lost. Children may bring a lovey for nap time.

(initial) HOUSE RULES

While I do expect a certain amount of wear and tear in our home, I do not want to have my home mistreated. There are certain rules that the children are expected to adhere to and the parents are expected to back up while in our home. Running is not permitted inside at any time. Hitting, pushing, poking, biting, grabbing, kicking, spitting, or pinching other children and/or adults will not be allowed. There is no standing, jumping or climbing on tables or any other furniture. There will be no use of obscene or disrespectful language. Respect will be given to everyone, all property, toys, furniture, etc. at all times. Willful destruction of property (not following the rules when reminded several times is part of “willful”) will be charged to the parents at the cost of replacement with the same or similar item. A pro-rated payment will not be acceptable. These rules are created to protect everyone and to maintain a safe environment for the children.

Children and families are welcome in any area of our home that is used for daycare. No one is permitted in the bedrooms, the kitchen or our family room. The only room approved for play and napping is the daycare room (addition on the back of the house). Children are permitted to walk through the dining room to go to the bathroom but are reminded they are not to play in the dining room or run into any other areas of the house as those other areas are our personal space and off limits.

(initial) BEHAVIOR MANAGEMENT

I stress two main patterns of behavior: respect for others and respect for property. I explain our house rules to the children frequently so that they are familiar with our policy. Please keep in mind that there will be disagreements between children. Young children do not understand how to communicate and they have a hard time expressing their feelings. Often they will hit, throw toys, grab at toys, bite, etc. While I am teaching children how to handle certain situations, please remember that this behavior is normal. I try my best to prevent problems, redirect the child to another toy and discuss the behavior with the child. I encourage apologizing when this has involved another person, child or adult. While “time-out” is sometimes effective, mostly when a child needs a “cooling off” period, I have found that putting an object or toy in a time-out has a better outcome. The children often occupy themselves with a different toy or get involved in a group activity and they forget there was even a problem.

Positive methods of discipline and guidance are used to encourage self-esteem, self-control, and self-direction. Encouragement of good behavior rather than focus only upon unacceptable behavior. If needed, redirection using positive statements will be used or a brief supervised separation from the group which is limited to no more than one minute per year of the child’s age.

Absolutely under no circumstances will corporal punishment or threats of corporal punishment be used. Never will any punishment regarding food, naps or toilet learning be used. Never will pinching, shaking, biting, hitting, humiliating, ridiculing, rejecting, yelling or any harsh abusive language be used as a form of discipline. Food or sleep will never be withheld from the children as a means of punishment. If a behavioral problem arises that does not respond to the able technique then I will make a time appropriate with the parents to discuss this issue. Together we will try to find a solution. If a child is having “one of those days” and there is nothing that I can do, I will call the parents to pick them up should having this behavior prevent me from caring for the other children. Should problems continue then other arrangements for care will be made for the safety of everyone concerned. If this is the case, this will be an immediate termination.

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(initial) CLEANLINESS/HYGIENE*

I do my best to maintain strict cleanliness and personal hygiene standards. The children wash their hands before meals, when they come in from outdoors, after using the bathroom and other times as needed. We use liquid soap and paper towels for drying our hands so the children are not using the same towel. I have disposable dishes and utensils for their use.

(initial) SICK POLICY*

Under no circumstances may a parent bring a sick child to daycare. **If your child shows any signs of illness or is unable to participate in the normal routine and activities of our program, the child should not be here.** If you are not sure whether or not to bring your child, please call me first to discuss it. If I feel uncomfortable making the decision I may require a doctor's note stating their condition and that they are not contagious. Sick children expose other children, my family and me. They require additional care and attention that I am unable to give. Moreover, sick children want and need the care of their parents in the comfort of their own home. If one child is home sick, their sibling will also be required to stay home while the other child is recuperating to avoid further spread of a contagious illness. All too often siblings have already contracted the same illness, whether they display symptoms or not. If other children become ill from the exposure of your child because they came back to day care not being fully recovered then they and their parents are inconvenienced, too. If my family or I become ill due to a sick child then all of the children and their parents will need to arrange alternate care. This is an avoidable incident and your full cooperation is required.

State daycare regulations prohibit family childcare providers from caring for a child who has a fever, rash, diarrhea, nausea, excessive cold, excessive cough, lice, discharge from eyes or ears or other symptoms of acute or contagious illness (see Health Regulations section of this handbook for a complete listing). Under such circumstances the parent will notify the provider of the child's illness and make other arrangements for care. If such symptoms should arise while the child is in my care, the parent will be notified immediately so that arrangements can be made for the child to be picked up by the parent or another authorized person ASAP (within the hour). If a child is sent home for an illness they cannot attend the following day.

Depending on the illness, the child must be symptom free for either 36 hours with no medication or with a note from the doctor stating that the child is no longer contagious in order to return to daycare. **Please remember to get a note while you are at the doctor's office.** This will prevent any problems when your child returns to daycare.

Please realize that should your child come down with a fever consistently around noon, I will assume that you are administering a fever-reducing OTC medicine and will not care for your child until the fever has broken for a full 36 hours and has been seen by your doctor.

(initial) HEALTH REGULATIONS*

If I observe your child developing symptoms of illness during the day I will isolate him or her from the other children and call you to pick up your child. For the health and well-being of your child and others, your child must be kept home if he or she develops any of the following symptoms of contagious disease until the child is symptom free for 36 hours.

A few reasons your child may not attend daycare but are not limited to:

- If your child is unable to participate comfortably in activities or the illness results in a greater need for care than I determine I can provide without compromising my ability to care for other children.

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- A fever that is 100.4 or higher, temperatures are taken axillary (under the arm). **(Your child must be fever-free without the aid of Tylenol, Motrin, etc. for a full 36 hours before returning.)**
- Red, pink watery eyes.
- Rash
- Drainage of the eyes or ears
- Mouth sores
- Excessive cold or cough
- Sore throat/Strep
- Vomiting
- Nits/Lice **(must be completely removed to return to care with a note from the doctor)**
- Diarrhea (it is frequency – not consistency – that defines diarrhea)
- Communicable diseases- chicken pox, mumps, measles, influenza, hand foot & mouth, scabies, impetigo...

(initial) ADMINISTERING MEDICATION

The parent must initial any and all medication forms daily to verify the dose and time given. This also helps to avoid giving your child a double dose of any medication. Prescribed medications must have the child's name, doctor's name and phone number, doctor's instructions, date of prescription and expiration date on the container. When possible, please provide me with a copy of the pharmacy medicine page with each medication. **No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions.**

State regulations prohibit a daycare provider from administering prescription or non-prescription medication (see Health Regulations section) without written parental authorization. Prescription medicine will only be given when it is in the prescription bottle with the child's name, directions for use, etc. Parents **must always** give the first two doses in case of a reaction to the medication. This especially applies to any medicine that the child has never taken prior.

When a child is being given an OTC medication for more than one (1) day, the child needs to stay home and be seen by their doctor before returning to care. This protects all of the children, my family and me from exposure.

I have the unilateral right to refuse or discontinue administration of any product if an adverse reaction results, if the product expires, the child is ill or injured, the product can be administered before or after child care, the consent and waiver form is incomplete or for any other reason, if in my opinion, it is in the best interest of the child.

You may, at any time, review this information on communicable diseases/conditions as issued by the State of Maryland. Please feel free to discuss any concerns that you may have. I cannot stress enough for the protection of all children, my family and me, I will not make any exceptions.

(initial) ACCIDENTS

If an injury occurs, you will be notified of the injury or accident either immediately or at pickup (depending on the severity of the injury). After any injury or medical emergency occurs, you will be asked to sign an Incident Report describing how the incident happened and the action taken.

(initial) FIRST AID

I, and/or my substitute(s), will provide first aid treatment for any minor injuries your child may sustain while in my care. In the event of a serious medical problem, I/we will attempt to contact your or the person(s) you name as your emergency contact(s). If I/we cannot reach any of you, we will use our best judgment in seeking medical aid. You will be responsible for any medical bills incurred on

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behalf of your child at any time, and you agree not to hold me or my substitute(s) responsible for any such bills.

_____ (initial) **OUTDOOR ACTIVITIES**

Weather permitting, we have outdoor play twice daily. I will monitor the weather throughout the day to ensure the safety of all children. I use each child's specific health concerns and the ages of the children in my care as well as the Child Care Weather Watch chart (located on the MSDE Office of Childcare website) as a guide for outdoor play. Please come to me with any questions concerning this issue.

Children who are well enough to attend school must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing. Please see the Clothing section for more info.

_____ (initial) **CLOTHING**

While children are to come dressed for the day, please see that they are dressed for play! Please dress your child in comfortable, washable play clothes that will allow him or her to thoroughly enjoy the classroom, playground and all activities. Please take into consideration current weather conditions, as well as the unexpected changes in the weather that may necessitate a change in apparel. We like to have fun. Having fun involves indoor and outdoor play and (sometimes) messy activities. They get involved with glue, paint, shaving cream, etc. and we try to keep messes to a minimum BUT children have a way of expressing themselves!! Clothing should be comfortable and season appropriate for outdoor play. Please make sure to include mittens, hats, boots and coats for cold weather. If you don't wish to layer them in clothing then bring along a backpack of clothes and accessories. Children are required to have at least one weather appropriate change of clothes to keep in their cubbies, I require at least two sets if potty training. Tennis shoes or other closed-toed shoes must be worn; **flip-flops, sandals, or open toed shoes are not permitted during outdoor play for safety reasons.**

_____ (initial) **TELEVISION AND OTHER PASSIVE MEDIA**

I limit television/passive media because we focus on interactive learning experiences. Per MSDE regulations, for children over 2 years old no more than 30 minutes of passive media will be used a week. No passive media is to be used for children under 2 years old. On a rare occasion for holiday's or special circumstances when media is used, any program will be of educational or theme related purposes and nothing will be rated higher than a G rating. Children are not required to view the program, and other activities are always available.

_____ (initial) **POTTY TRAINING**

I will work in conjunction with parents during potty training. For a child to be ready for potty training he or she must be aware of bowel and bladder fullness, have the language and locomotor skills to signal the need to use the potty and have the gross and fine motor skills to get to the toilet on time, remove clothing and then actually use the toilet. Potty training is recommended for children between ages 2-3 years old. Children will be assisted, as needed, when using the bathroom. Children will flush the toilet and be assisted with washing their hands with soap and water. All efforts by the children will be positively acknowledged and encouraged. If you have a method that has been working for you, please let me know and I will try to adopt it for your child. I will work with you but we need to do it together. I do not use portable toilets. I have a step stool and special seat for a child to sit on. Sometimes children get distracted when playing with other children and have accidents. I try to regularly send them to the potty to avoid this but accidents sometimes happen and that is understandable. If a child comes in underwear during potty training and has more than 2 accidents in a day they will be put back into a pull up/diaper for until they are able to stay dry for an entire day.

_____ (initial) **MEALS***

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Meals are served family style, which may include children assisting in table setting, serving, and clean up. Menus have been set up to meet daily nutritional needs. I encourage children to sample new foods and to taste what is being served; however, we cannot require children to eat or in any way punish them if they choose not to eat all foods served. I provide the morning and afternoon snack as well as breakfast and lunch. No outside food is to be permitted unless prior approval has been given and please be sure to include enough for the group to share and please remember... **nothing with nuts**. Children are not permitted to walk around with food or drinks, if dropping your child off with either food or drink they must sit at the table until they are finished.

If your child requires a special diet due to allergies or medical concerns you will be responsible for providing your own substitute food/meals. For children that are not yet eating table foods, please bring a day's supply of meals, including prepared bottles.

(initial) NAP TIME/ QUIET TIME

Nap times are important for infants, toddlers, and preschoolers. Infants sleep "on-demand", according to their own schedule. For other ages, our daily schedule incorporates a balance of active and quiet play, including a rest period. I do not require children to sleep during nap time but I am required to provide a 2 hour rest period, for which they are to be quiet and respectful to those that are napping. If they choose not to nap they will be given other quiet time activities such as puzzles, books or coloring.

Infants sleep in their own pack 'n play with clean blankets, etc. used only by them between washings. Beginning at 18 months, unless a written consent is signed stating otherwise, the children sleep on mats with sheets that I wash each week. A fitted mat sheet is all I provide for nap time, **you should bring a special blanket and/or pillow for your child to keep here during nap time**. If they wish to sleep with a lovey that is fine. I just ask that you bring their things home to launder regularly

(initial) FIRE DRILLS/EMERGENCY DRILLS

I conduct fire and emergency evacuation drills regularly. Parents and children will not be made aware of the drill dates or times, as this is the most effective way to assess the success of fire and emergency/evacuation plans. In the event of a real fire/emergency situation, you will be notified as soon as possible. In the event of an emergency evacuation, you may be contacted and asked to pick your child up at the emergency evacuation site.

(initial) MANDATED REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT

The law requires I report all suspected cases of abuse or neglect. As a caring and concerned child care provider, I take my responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life, and in varying degrees. When abuse occurs, both children and parent/guardians are the victims and need support, understanding and help. I have been trained to recognize the signs and symptoms of abuse and neglect.

(initial) REVISIONS TO HANDBOOK AND CONTRACT

There may be a yearly revision to this handbook and the accompanying contract. I reserve the right to make changes in policies, as I deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

Items marked with an asterisk () are affected, at this time, by the COVID-19 Addendum. Please refer to the COVID-19 Addendum for those changes.

NAME OF CHILD: _____ Sex _____ Birth date: _____

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Nicknames _____

NAME OF CHILD: _____ Sex _____ Birth date: _____

Nicknames _____

Child's Home Address _____

Mother/Guardian (full name) _____ Birth date: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Home Address same as child? If no, please list _____

Father/Guardian (full name) _____ Birth date: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Home Address same as child? If no, please list _____

Who is/are authorized to pick up your child daily? _____

Is there anyone that is not authorized by the court to pick up your child? Y ___ N ___

If yes, you will need to provide copies of all paperwork

Little Hands Home Daycare Parent/Provider Contract and Rate Agreement

_____ (initial) OUR AGREEMENT

Day	Estimated Drop Off Time	Estimated Pick Up Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Little Hands Home Daycare is open Monday-Friday 8:00AM-5:00PM. Our weekly enrollment options are: part time (2-4 days) to full time (5 days). I agree to enroll my child/children in the above scheduled days.

Your Weekly Rate:

Your weekly rate will be due each Friday by 5:00 pm. Your care is paid in advance. If you are paying after 5:00 on Friday your payment is considered late and is subject to a late fee listed in Additional Fees section of the Handbook.

The terms of this agreement may be updated as necessary. The parent will receive written notice of any and all changes 2 weeks prior to any changes taking effect. The parent will have that time period to decide whether or not they wish to continue care or find alternate arrangements.

By signing this agreement, each of the signatories acknowledges having read, understood and agree to all of the terms and conditions in the Little Hands Home Daycare Handbook and this Parent/Provider Contract and Rate Agreement.

This contract goes into affect as of the date signed and will remain in effect until either party terminates it or a new contract is issued.

_____ (initial) First week payment of \$ _____ paid on: _____ by (form) _____

_____ (initial) Last week's payment of \$ _____ paid on: _____ by (form) _____

Parent's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

Provider's Signature: _____ **Date:** _____