Parent Handbook

Petit Baby Daycare

Parent Handbook

We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

253 Quail Dr Kearneysville WV 25430
Phone 240 671 6429
petitbabydaycare@gmail.com



Welcome to Petit Baby Daycare!

Dear Parents/Guardians,

I want to thank you for considering **Petit Baby Daycare** for your daycare needs. I offer a loving, safe and educational environment for your child to grow, learn and play. I can understand how difficult it can be to find the right daycare to fit the needs of you and your child, as well as a safe environment. For this reason, I strive to offer a program that will enrich your child's development while putting your mind at ease. I will do my best to assist your child in developing important values such as communication and teamwork. I believe that children learn best through play, and we will implement these important values throughout our day. It is my goal to offer your family the quality daycare experiences you deserve.

Please feel free to openly discuss any problems or concerns you may have at any time. An open and honest relationship is the key to a happy, successful daycare experience for everyone.

Please help me operate my Daycare business in a professional manner by carefully reading through the parent handbook and filling out all necessary forms. It is very important that you are aware of all my policies, as I want you to make your decision about daycare based on the terms which I provide.

Again, thank you for choosing **Petit Baby Daycare**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Assitan Bamba

Owner

petitbabydaycare@gmail.com
(240) 671 64 29
253 Quail Dr Kearneysville WV 25430

ABOUT US

Mission Statement

At Petit Baby Daycare, we believe in the value and uniqueness of each child we serve. Our daycare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate. Learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understanding in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the West Virginia Learning Standards with appropriate support and instruction.

State Licensing Requirements

Petit Baby Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care given child-to-staff ratios, and record keeping. We believe that these standards are in the best interest of the children. Our facility is subject to inspection by state and city health, fire, and licensing officials.

Hours of Operation

Petit Baby Daycare is open from **8:00 AM** to **4:30 PM, Monday** through **Friday.**

Parents/guardians must arrive before 4:30 PM to pick up their child and allow sufficient time to sign out and exit the premises. The daycare closes promptly at 4:30 PM.

Late pick-ups may result in additional fees as outlined in this handbook.

Holidays/Closures

I realize your need for reliable daycare and will attempt to give as much notice as possible. Whenever I must close for any reason. To spend quality time with my own family, I will be closed for the holidays.

Daycare will be closed, with pay, on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

To ensure I am able to provide the best care for your children, I will take up to two weeks (10 business days) of paid vacation each year. Vacation time may be taken all at once or divided throughout the year, typically during the summer months. A minimum of two weeks' notice will be

given before any scheduled closure whenever possible, so families have time to arrange alternative care.

Because I work closely with children and families, occasional illness is sometimes unavoidable. For this reason, I may take up to five (5) paid sick or personal days per calendar year if needed. Families will be notified as soon as possible in the event of illness or emergency.

Admission and Enrollment

All admission and enrollment forms must be completed, and registration fee and first tuition payment paid prior to your child's first day of attendance. A non-refundable set up fee of $100.00 is charged upon registration of each child. Based on the availability and openings, our facility admits children from 6 weeks to 6 years of age. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate based on special needs as long as a safe, supportive environment can be provided.

Inclusion

Petit Baby Daycare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in daycare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we require a care plan to be completed by a health care professional, as well as the Individualized Education Plans & Individualized Family Service Plans form completed before your child's first day of attendance.

Non-Discrimination Policy

At **Petit Baby Daycare** equal educational opportunities are available for all children, without regards to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other

consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

We abide by the state law. All records and information about your child and family will not be released except for that required by our regulatory and partnering agencies unless we have your written permission. I also ask that you respect my privacy and that of my family by not sharing any information with you. Learn about my family without my written permission. For example, contents or layout of my home, vacation schedule, routines, etc.



Communication and Family Partnership

Daily Communications: Daily reports board from our place will keep you informed about your child's activities and experiences at the daycare.

Bulletin Boards: Bulletin boards provide daycare news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Email: We ask you to provide an email address that you use regularly so that we may send you daily reports, announcements, event invitations, newsletters, and general updates.

Publicity

Occasionally, photos or videos may be taken of the children during activities for use inside the daycare, on our website, or on our social media pages. These photos are used to share activities and special moments.

If a family does not wish for their child to be photographed or included in media, they must notify the daycare in writing, and the child will not participate.

Learning Environment

We offer a rich learning environment with games adapted to the development of each child. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance. children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Transitions

Your child's transition in daycare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Multiculturism

Multiculturism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. You may bring, if you wish, a small, healthy snack to share for your child's birthday, but is not mandatory. We do celebrate holidays with a small party; a sign-up sheet may be posted on the parent board if you wish to donate. For Christmas, I ask that instead of gift buying for other children in care, each parent purchase a gift for the preschool that the children may open and share here but is not mandatory. You can spend as little or as much as you would like. I will give out a "wants and needs" list to offer suggestions of the children's wants and interests. Some of the things the list might include are a replacement of a broken toy, educational video or cd, books, games, art supplies, etc. We would prefer your

child not to know what you are buying to make it more special. Gifts are to be wrapped and labeled “Petit Baby Daycare” and have no “from” on it.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. We directly always observe infants by sight and sound and check on sleeping infants every 20 minutes. After lunch all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child’s physical and emotional abilities and your family’s concerns. Parents will be required to supply pull-ups. Children will be allowed to come to preschool in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the provider is imperative for a successful transition from diapers to toilets.

Discipline Policy

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the facility frequently, so they know what's expected of them. Once a

child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

- Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
- Redirection: The child is redirected to another activity and given an opportunity to try again, at another time.
- Time-Out: The child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
- Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements must be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our Daycare, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child’s safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

TUITION AND FEES

Payment

Payment is always made in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 9:00 AM on Monday, as outlined in the Enrollment Agreement.



Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of **$35.00** will be added to your next invoice. If your account has not been paid in full within 7 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date, If payment is more than 30 business days past due, we may attempt to recover payment in a small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH will be charged a fee of $35.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Over-Time Fee

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $5.00 per child shall be made per 15-minute intervals for drop-off/pick-ups outside of contracted hours. Example 1 to 15 minutes early/late, you owe $5.00 per child, 16

to 30 minutes early/late you owe $10.00 per child. If prior notice of early drop-off (evening before or earlier) or late pick-up (morning of care or earlier) is arranged late fees may be waived, but regular overtime charges may occur.



Special Activity Fees

From time to time there will be additional fees associated with special activities. These fees are due prior to an event or activity.

ATTENDENCE AND WITHDRAWEL

Absence

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay. If we do not hear from you within an hour of your child's scheduled drop-off time, we will contact you to be sure everything is o.k.

Withdrawal

A minimum of two (2) weeks' written notice is required from either the parent/guardian or the provider to terminate childcare services.

If the required notice is not given, the parent/guardian agrees to pay two (2) weeks of tuition in lieu of notice, whether the child attends during that period.

During the two (2) weeks' notice period:

- The child may continue to attend daycare as usual, or
- The parent may choose to withdraw the child immediately; however, full payment for the two weeks is still required.

Petit Baby Daycare reserves the right to terminate childcare services. In such cases:

- A two (2) week notice will be given whenever possible to allow families time to arrange alternative care.
- Immediate termination may occur without notice in cases involving safety concerns, non-payment, gross misconduct, or failure to follow daycare policies.

This policy applies from the first day of enrollment.

In cases of non-payment, legal action may be taken, and the parent/guardian will be responsible for all associated legal fees.

Closing Due to Extreme Weather

Should severely weather or other conditions (i.e. snow, storms, floods, tornadoes, hurricanes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, we will follow the Montrose Area School District delay or closing schedule.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Suspension and Expulsion

Our program is committed to providing a safe, nurturing environment conclusive for learning and growth for all our children. We strive to ensure all children in our care are set up for success regardless of their need or developmental level.

Unfortunately, there are sometimes reasons we must expel a child from our program on either a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. Every effort will be made to prevent the need to expel or suspend a child from daycare. However, Petit Baby Daycare reserves the right to cancel the enrollment of a child for the following reasons, not limited to, but included.

- Non-payment or excessive late payment of fees/tuition

- Failure to adhere to policies and procedures as outlined in this Family Handbook The child has needs that we cannot adequately meet with our current staffing patterns
- The child's behavior threatens the health and safety of him/herself, the other children or program staff
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to vulgarity, intimidation, harassment, or violation of childcare licensing regulations.

Proactive actions will be taken to prevent the expulsion or suspension of a child. The steps that will be taken prior includes but is not limited to:

• Staff will try to redirect child from negative behavior

• Staff will teach child appropriate skills to address challenging behaviors

• Staff will reassess the environment, activities, and supervision

• Staff will always use positive methods and language while disciplining children

• Staff will celebrate appropriate behaviors

• Staff will always maintain strong connection with child

• Staff will consistently apply consequences for rules

• Child and parent will be notified of disruptive behaviors that might lead to expulsion

• We will have conference to discuss how to promote positive behavior

• A specialized care team will be informed to address how to best support the child

On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child.

DROP-OFF AND PICK-UP

General Procedure

We open at 8:00 AM. Please do not drop off your child prior to the opening. Parent/legal guardians must pull their vehicles to the front garage of the house and enter through the back entrance located at the right of the house. After entering the gate, the parent or guardian will close the gate before taking the stairs to go down. The ring located on the

wall near the entrance to clock their child in or out. No child, regardless of their age, may be released from their car and allowed to enter the house without an adult chaperone. All children must be accompanied by a parent or guardian (18 years or older). There, the parent or guardian must receive verbal acknowledgement of their presence from us prior to leaving for the day. Also, at the end of the day, all children must be picked up by a parent or guardian (18 years or older). Again, the parent or guardian must receive a verbal acknowledgement of their presence from us prior to removing the child from the building. Drop offs may not be accepted after 10:30 AM without a doctor's note and prior notice.

If your child will not be attending due to illness or other reasons, please call (240)671-6429 to let us know or text Assitan at (240)671-6429.
We close at 4:30 PM. Please allow enough time to arrive, sign out, and leave by closing time.

Sign In/Sign Out

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider follows any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

Cell Phone Usage

The times you spend in the daycare dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the daycare.

Authorized and Unauthorized Pick-Up

The child will ONLY be released to the parent/guardian with legal custody or persons over 18 who are designated by the parent on the Emergency Contact Form. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that is not recognized. Please notify your pick-up person of our policy. To safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed on an Emergency and Release Contact, we will call the local child protective services agency.

Child Release Safety Policy

W The safety of each child is our highest priority. If a parent or authorized pick-up person appears to be under the influence of drugs, alcohol, or any substance that may impair their ability to safely care for the child, the provider will document the situation and may contact local authorities to ensure the child's safety, as required by state regulations.

The provider will make every reasonable effort to encourage the parent to contact an emergency pick-up person listed on the child's file. However, in accordance with state daycare licensing regulations, the child will be released to the authorized parent or guardian.

Repeated safety concerns may result in termination of childcare services.

Personal Belongings :

What to Bring

- Infants: 2 to 3 bottles to be kept at the daycare, at least 2 changes of weather appropriate clothes, diaper cream, and a full pack of diapers and wipes if not enrolled in our diaper/wipes program.
- Toddlers: at least 2 changes of weather appropriate clothes, diaper cream, full pack of diapers and wipes if not enrolled in our diaper/wipes program, jacket, shoes that lace-up

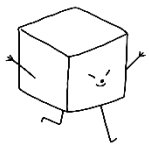
or Velcro and/or stay on feet (NO flip-flops), a swimsuit, towel, sunscreen, and crib size sheet and blanket for rest time.

- Older Toddlers: at least 2 changes of weather appropriate clothes or more if toilet training, pull-ups, jacket, shoes that lace-up or Velcro and/or stay on feet (NO flip-flops), swimsuit, towel, sunscreen, and crib size sheet and blanket for rest time.
- Preschoolers: 1 change of weather appropriate clothes, socks, jacket, shoes that lace-up or Velcro and/or stay on feet (NO flip-flops), swimsuit, towel, sunscreen, and crib size sheet and blanket for rest time.

Please label all items brought from home with your child's name (i.e. clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc..) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home to be laundered and a replacement set will need to be brought the next day of care. We will send home sheets and blankets each week to be laundered and asked to be brought back on the following day of care.

Note: Please periodically check to make sure your child still has all their necessary items needed for childcare. Furthermore, as the weather changes throughout the year, so do your child's items needed at childcare.

We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.



Cubbies

Upon enrollment each child will be assigned a “cubby”. Cubbies are labeled with your child’s name. Please check your child’s cubby daily for items that need to be taken home.

Toys from Home

We have well organized, separate, age-appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, **please do not bring your child's toys to daycare except on designated sharing/show and tell days**. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to preschool with toy weapons.

NUTRITION

Foods Brought from Home

Except for special occasions and when requested, please do not send food, drinks, or sweets to your child. Each day we provide three nutritious and well-balanced meals. We provide morning breakfast at 8:30am, lunch at 12:00pm and afternoon snacks at 3:30pm. You are responsible for feeding your child if he or she arrives after the set mealtime. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least every 6 months. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Mealtime

At mealtimes the tables are set with disposable plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

Infant Feedings Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit.
- Breast milk and formula containers brought from home must be dated and labeled with the child’s name.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include whole grapes, peanuts, popcorn, and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical preventable illness as directed by the state health department. All caregivers and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Care Plan

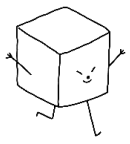
Upon enrollment we will ask if your child has any special needs such as severe allergies, special needs, asthma, medical needs, and medication administration. If your child has any of these needs, we ask you to complete a care plan. We will review the care plan so we can best support your child's needs.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received be received before but must be received no later than (30) days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the daycare. The daycare has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the



16 following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive:

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100F or higher under the arm, 101F or higher in the mouth, 102F or higher in the ear) accompanied by other symptoms.
- Diarrhea-stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting-green or bloody, and/or more than 2 times during the previous 24 hours. • Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professional written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.



- They can participate comfortably in all usual activities.

They are free of open, oozing skin conditions and drooling (not related to teething) unless:

  - ➢ The child's physician signs a note stating that the child's condition is not contagious, and
  - ➢ The involved areas can be covered by a bandage without seepage or drainage through the bandage.

- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected always. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The highchairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Staff wash their hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands:

- At arrival each day
- Immediately before and after eating.
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using playdough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home.

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. One aspect of concern is the risk associated with children's clothing that may become entangled with climbing

or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Sandals and flip-flops are not appropriate for play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 20°F.

Injuries

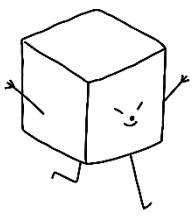
Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. We are equipped with a first aid kit meeting the state regulations.

Biting

Biting is a normal stage of development that is common among infants and toddlers-and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.



Smoking

This is a non-smoking place. Smoking is strictly prohibited on the premises, this includes but not limited to cigarettes, E- cigarettes, vapor, and smokeless tobacco. Please inform spouses or those on your pick-up list about the policy.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the daycare premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind altering or polluting substances is required to leave the premises immediately.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. We will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Fire Safety

Our daycare is fully equipped with smoke alarms, carbon monoxide detectors, fire extinguishers in our daycare, as well as an evacuation crib. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Medical and Dental Emergency Procedures

Emergency information is kept on file at the facility. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an 20 injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs**. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made.
- Child's parents (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Evacuation Procedures

Petit Baby Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the facility. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. A notice will be posted at the daycare with all the information on the alternative site.

Rate & Fees

One-time registration fee: **$100 (non-refundable)**

- Full-time care: **$280 per week**
- Part-time care (up to 2 full days): **$130 per week**
- Additional days: **$65 per day**
- Drop-in care (if space allows): **$65 per day**

POLICIES

Our home daycare policies not included in this handbook are reviewed yearly and updated as needed. They are available for review upon request to the daycare director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Petit Baby Daycare Handbook, and I have reviewed the family handbook with a member of Petit Baby Daycare staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Petit Baby Daycare handbook that I do not understand.

_____ _____

Recipient Signature Date

_____ _____

Center Staff Signature Date