

Miss Tricia's Daycare



Parent Handbook

Policies and Procedures

Miss Tricia's Daycare is an equal opportunity provider regardless of income, race, age, color, sex, or national origin .

Welcome

Thank you for taking the time to visit my In-home Daycare and review our home. You will find that I offer many educational and playful activities for the children of all ages. I plan to foster learning through play and constructive lessons.

I am regulated by the Department of Public Safety with the Child Care Food Program. This means that I get three visits a year from the Maricopa County Health Department and one visit from the Fire Inspection Unit. If you should ever have any questions or concerns, please come to me and I would be more than happy to discuss them with you.

Hours of Operation
Monday through Friday
7am to 5pm
5228 W. Altadena Ave
Glendale, AZ 85304
602-574-5899

Special arrangements can be made.

What is offered?

- care for Infants, Toddlers, and up to age 5
- Breakfast, Lunch, and Snack
- Circle Time
- Reading Time
- Free Play
- Outside Play (on acceptable weather days)
- Naptime
- Arts and Crafts
- Table Time (planned out lessons for Pre-K age)

Parent/Teacher Communication

I feel it is important for communication to play a vital role in the development of a child, both parent/teacher communication and child/teacher communication. As a parent enrolling your child in my daycare, you have the opportunity to receive daily verbal and written reports on your child. Parents can help the teacher as well by informing me of changes in sleep patterns, appetite, growth/milestones such as teething, and any other changes at home. This will allow me to make adjustments at daycare to better understand and help your child grow and learn. Please feel free to communicate with me at any time and offer concerns and supportive insights as needed.

Adjustment to Daycare

The first day and the first couple of days may be hard for you and your child. Your child will be in a new environment and it may cause some uneasiness and anxiousness. As parents and caretakers, we can lessen the fear by comforting our children with words and actions that express that there is nothing to be afraid of. By displaying a sense of security ourselves (even though sometimes parents have to pretend), we can help our child gain security within themselves and with their new environment.

Parent Initials

Emergency Information

Emergency Information forms must be filled out before leaving your child in our care. Always remember to immediately document and communicate any changes to your emergency contact information that may occur.

In the event of an **emergency** involving your child, **911** will immediately be called.

In the event of a non-life threatening incident, one if not all of the following steps will be taken:

1. First Aid
2. Attempt to contact parent/guardian
3. Attempt to contact the person(s) on emergency contact information form.
4. Attempt to contact child's physician.
5. A different physician will be called.

Parent Initials

Immunizations

In order to ensure the safety and well-being of all children enrolled, a copy of the current immunization record for each child will be kept on file. Please be sure to update these as your child's immunizations are updated. This needs to be on file on or before your child's first day of attendance.

Medication

Administering any medications to your child require a signed permission slip. These medications need to be brought to me in their original bottles with the original labels on them and I will keep them in a locked cabinet during the duration of your child's attendance that day. This policy pertains to both over the counter and prescribed medication. ** I may not administer Tylenol to a child in order to bring their fever down.

Parent Initials

Health

A child over the age of one year, with a temperature of 100 degrees or more cannot be at daycare unless a doctor's note is written stating that the child is not contagious. A child with a contagious disease cannot be at daycare until they are no longer contagious for 24 hours. Any child with profuse amounts of yellow or green sinus drainage needs to be kept at home. Contagious diseases include, but are not limited to, pink eye, throat infections, ringworm, Fifth's disease, hand/foot/and mouth disease, and upper respiratory diseases. Please take an active role in keeping your child's environment as healthy as possible. If your child becomes sick, your child's tuition is still charged in full and must be paid that week.

Personal Illness

In the event that Miss Tricia would need further assistance to care for your children; **I will have a qualified alternate teacher that would be hired to substitute for me. Any substitute teacher that I hire will have had experience with children, be fingerprinted, and background checked, and will have been trusted to care for my own child. Most of these substitutes will be teachers I know personally.**

Working with children continuously for 7 years, I have built up immunities to many common and uncommon illnesses among children. I do not for see many Personal Illness Days on my behalf.

Personal Time/Vacations

Just as you cannot work every day of the year, I will occasionally need to take time for vacation and to visit family. During most of these times I will have a qualified substitute (as explained under personal Illness). While there is care still being provided, you are still expected to pay for these days. You will always be notified at least two weeks in advance of vacations or personal time.

I do allow myself 7 days throughout the year to close the daycare without a substitute. During these closures, payment is still expected. I will again give you at least two weeks notice and I can help you find childcare elsewhere as I know of many in-home daycares that allow drop-ins. Since I understand vacations and I am allowing myself seven days off without hiring a substitute, I allow you to choose seven days for your child to not

attend and not pay. I need two weeks notice of this happening. You may choose to use your seven days when I use mine, however, that decision is up to you. You can use them all at once or divided up throughout the year. If you have any questions or concerns with this matter, please feel free to ask.

Apart from these 7 vacation day Miss Tricia's Daycare will also be closed between Christmas and New Years Day. On these days there is very little demand for Childcare. Because the daycare is closed on these days you will not be charged for the time, but you will have to find alternative childcare. If you need assistance I will help you find an alternative. I may also choose to use some of my 7 vacation days on either side of this week. If I choose to do so I will let you know at least two weeks in advance. Please allow me the same courtesy if you choose to use some of your 7 days around this time.

Parent Initials

Personal Belongings/ What to Bring?

- An extra change of clothes must be supplied by the parent and kept at daycare in your child's cubby. Be sure to clearly label your child's belongings with at least your last name.
- Potty trained/training children will need 2 or 3 pair of underwear and an extra pair of socks. (potty training handout when potty training)
- Parents must provide an ongoing supply of diapers/pull ups and wet wipes for your child's use.
- One pair of water socks/shoes to leave here. We do a lot of water play in the spring and summer. Please bring these starting May 10th. These water socks/shoes will help protect your children's feet and protect your child's regular shoes from getting wet. **We do have a gated pool, but the children will NEVER use the pool during the day when they are being cared for.**
- If your child uses a particular brand of bottle or sippy cup, those must also be provided. I do have several on hand, but if you require a certain type, please provide your own.
- If your child is still on formula and requires a certain type and/or brand of formula, other than what I have, you must provide that as well.

For the first couple of weeks your child may want to bring a security blanket/toy to help him/her adjust. However, after the initial first couple of weeks, I do ask that your child not bring toys from home as I cannot guarantee the toy would return home in the same condition or even at all. I have plenty of toys for the children to play with. This way they can look forward to their toys at home.

Parent Initials

Holidays/School Closures

Please note that care WILL NOT be provided on the following days. The following days are PAID HOLIDAYS and are not prorated during the weeks of holiday closures.

* Labor Day * Veteran's Day * Thanksgiving Day and Friday following*
Christmas Eve and Christmas Day * New Year's Day * Martin Luther King, Jr. Day
* President's Day * Memorial Day * Fourth of July

I reserve the right to close in the case of Emergencies, power outages, etc. We will give you advance notice of these closings as a reminder.

These are not the seven personal days that I allow myself – these are paid holidays. You MAY choose to use your seven days for some of these closures.

Childcare Payment

I charge \$140.00 weekly for all ages full time; or \$30/day. Full time is 32 hours or more a week.

I charge \$90.00 weekly for all ages part time; or \$20/day. Part time is 31 hours or less a week.

Other schedules will be decided on a case by case basis. Please ask for more information.

Childcare is to be paid EVERY MONDAY at the beginning of the week of your child's attendance. Again, tuition is not prorated during weeks of holiday closures. **If your child misses a day, you are still responsible for paying for that day (unless you decide to use one of your seven free days – must be given two weeks in advance).**

Parent Initials

Late Pick-Up

Occasionally, exceptions can be made regarding pick up and drop off times with advance notice. Without a previous discussion and agreement between both parties, picking up your children **after 5:00pm will result in a ten dollar late fee for every half hour, payable upon arrival or before your child can return.** The passing of 45 minutes without contact from you will result in calls to your emergency contact numbers. Upon the event that no one can pick up your child by 6:30pm and no calls have been made regarding sudden illness or emergency, I am mandated by state law to call child protective services.

Parent Initials

Withdrawal

A two week written notice is required if you need to withdraw your child for any reason. This agreement ensures that I have ample time to fill your child's space with a new child before your withdrawal. If you withdraw your child without two weeks notice, you are still required to pay for those two weeks, even in your child's absence.

Thank you for allowing me to care for and teach your child.

Contractual Agreement

This agreement is entered into by Tricia Hustedt and the parents/guardians whose signatures appear on this contract. In consideration of all the information shared in the previous pages (2-7), initialed by the parent/guardian, both parties hereto accept the explained terms and conditions.

It is the obligation of the below signed Parents/Guardians to make all payments in accordance with the tuition agreement described and initialed on page 6, as well as on the contractual agreement.

I will be responsible for paying \$_____ weekly as agreed upon between Tricia Hustedt and myself, the parent/legal guardian of _____.

I have read, understand, and agree to the terms and conditions set forth in this handbook and the contractual agreement made:

Parent/Guardian Signature _____
Date _____

Parent/Guardian Signature _____
Date _____

Start Date: _____
Date Withdrawn: _____