

FAMILY HAND BOOK



Lexington Child Development Center
Future Explorers

MESSAGE FROM CHRISTINE

Welcome to **Lexington Child Development Center!** The primary goal of our facility program is to provide a loving, safe and stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. We look forward to a long and rewarding friendship with your child and family.

As providers, we reserve the right to make changes in the childcare environment without advance notice to parents, as long as all change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. We will give you a separate addendum as the need arises. Communication is the key. Please feel free discussing your concerns with us utilizing any of our contact to reach us.

We value parent engagement and encourage you to be involved through our open-door policy as well as through the ProCare application and the notice board in the foyer/entrance area. Thank you for your interest in finding the best possible care for your child!

Christine Stewart

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

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ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before 2 weeks from now. This will assure us that we will assume the responsibility of caring for your child. No exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to **Lexington Child Development Center** before or on your child's first day.

FORMS NEEDED

	Parent Handbook
	Financial Agreement
	Registration Forms
	Admission and Arrangements (State Form)
	Immunization Record (State Form)
	Permission to Administer (State Form)
	Transportation Form
	Disciplinary Policy
	Parent Agreement Form
	ABC Quality Form

AGES SERVED

Lexington Child Development Center serves children from 6 weeks of age up to and including elementary school-age. We are available for after school or no school days to care for older children and siblings. Arrangements must be made in advance. If needed, transportation can be provided to and from school using the county school bus.

FREE ACCESS POLICY ON DAYS AND HOURS OF OPERATION

Lexington Child Development Center is open Monday – Friday and has an open-door policy, therefore parents are welcome to enter during business hours. Childcare may be offered on some evenings once or twice a month, or holidays pending advance notice.

CHILDCARE HOURS

7:00 a.m. to 6:00 p.m.

Please remember that your child's tuition is based on a per week your child is enrolled, this means if you are not here for a week or two your child's tuition must be submitted.

If you at times require an earlier drop-off, you must call in advance to authorize this. An extra fee will be charged. Late fees will also be charged for pick-ups past center closing times. If your child is picked up after 6:00 pm, a \$5.00 will be charged for every minute after 6:00 pm. (**See Financial Agreement**).

CHILDCARE TUITION

Your weekly childcare tuition is outlined in your *Financial Agreement*. As stated in that document, upon acceptance into **Lexington Child Development Center**, and the signing of the contract, you will be required to pay a registration fee of **\$50.00 yearly each calendar year**. All methods of payments are accepted for weekly fees on Monday's week of service rendered.

For all payments if not received by Monday 12:00 p.m., a surcharge of **\$10.00** will be applied. Each additional day will be \$5.00. Continuing to pay late fees will result immediate termination of your contract and you will lose your position at **Lexington Child Development Center**.

NSF CHECKS

If paying by checks, please be advised that you will incur all fees attached to bounced checks.

DROP-OFF AND PICK-UP

Our sign-in is done online with the ProCare application. You will use an electronic device for signing your child in and out. If for any reason there is no device, you will use a sign in sheet, this will be provided upon your pickup.

Alternate individuals can be authorized to drop-off or pick-up your child. These individuals may be requested to provide the ProCare code issued at registration. If the alternate individual is not listed on the registration forms, then a message should be sent using ProCare indicating their first and last name. All alternate individuals will be required to show an ID which we would copy into our system.

ABSENCES/LATE ARRIVAL

If your child will be absent or late, please call to let me know. This will help us plan our day. We request to be notified by 8:00 a.m. Your child's absence will **NOT** reduce your weekly fee. If you do not arrive on time, and have not called, you risk us not being available to accommodate your child.

PUNCTUALITY

Please be advised that you should arrive within your approved window time to drop your child off in the morning. If you suspect that you may be late in picking up your child, and are sending someone in your place, we require the passcode with the individual's first and last name to verify identification. As a reminder, your child care hours are outlined in your contract. If you are scheduled to arrive at 6:00PM, please stick to this schedule as closely as possible. If you cannot meet this commitment, you **MUST** call to see if we are available to keep your child for the additional time. The fee will automatically be added to that day. All late pick-ups will be billed at a rate of \$5.00 per minute which is payable within 24 hours of billing.

HOLIDAYS

Lexington Child Development Center is closed on the following major holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day & Day After
- Christmas Eve & Christmas Day

Please arrange for back-up care if needed. **These are paid holidays and your fee will not reduce during daycare closure.** Depending on the day of the week that certain holiday's fall, I may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, I will take off the Friday before or the Monday after. Generally, this would be the legal public holiday.

ABSENCES

In the event that we must leave for an appointment, my assistant will substitute for me. In the event this happens, we will do our best to let everyone know that we will be absent for a brief period of time and who will be in our place.

VACATIONS

Please note that our vacation time consists of a regular paid week. Also, your vacation time or week away will be considered a regular paid week. **Lexington Child Development Center** will be closed **December 21st to December 25th** this year; therefore, back-up care must be arranged.

Please notify me at least **two** weeks in advance as to your family vacations. Please leave childcare payments with me prior to your departure. We will hold checks until the appropriate dates, and online payment will be an available at any time.

ILLNESS AND EMERGENCY TIME OFF

Please have back-up care available to you. We can never know when to expect an emergency or when we may become ill. The amount of notice we can give you is never known. Please be prepared so less conflicts occur.

OUR DAILY SCHEDULE

7:00 - 8:00 a.m.	Arrival times, free (<i>quiet</i>) play
8:00 - 9:00 a.m.	Breakfast/Free play Bathroom/Handwashing
9:00 - 11:15 a.m.	Classroom activities <ul style="list-style-type: none">o (Circle Time) calendar,o weather bear,o greetings,o sharing timeo indoor/outdoor activities. Outdoor time (weather permitting) Bathroom/Handwashing
11:15 - 12:30 p.m.	Lunch
12:30 - 2:00 p.m.	Naptime
2:00 - 3:00 p.m.	Snack Bathroom/Handwashing
3:00 - 6:00 p.m.	Cleanup, story-time Departure/Outside play, free play (optional TV time Tuesdays/Thursdays)

This schedule is just an example of our day and is followed as closely as possible. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand, so we do not disturb the other children. Also, if you will not have your child here for a scheduled meal, please let us know so we can plan accordingly. Thank you!

PHYSICAL ACTIVITIES

We allow your children to have outdoor play time daily; for at least 60 minutes if weather permits. Also, physical activities will not be withheld as punishment. Appropriate clothing and shoes are required for outdoor play. We also request that you provide sunscreen for your child who will be playing outside a lot in warm weather.

NUTRITION POLICY

Provided daily are nutritious and healthy snacks for the appropriate mealtimes. Food will not be withheld as punishment.

Breakfast – 8:00 a.m.

Lunch – 12:00 p.m.

Snack – 3:00 p.m.

These times are approximate.

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate but are asked to try everything just once. If your child has any allergies, please let me know. Please provide breakfast, lunch and snack in an appropriate lunch bag daily if you are providing your own meals for your child. Please allow your child time to finish all uneaten food prior to arriving

at Lexington **Child Development Center**. If your child wishes to bring an occasional treat, please call us to verify quantity and approved foods. All treats etc., must arrive in sealed packages.

We practice manners at our childcare. We use thank you, please, you're welcome and many more! All children join us at the dinner table, and will learn proper seating and table manners. Children will help set tables and prepare the table and meal when possible. Children will also help unset the table and clean up afterwards.

INFANT FORMULA AND BABY FOOD

Infant formula and baby food will be provided by you for your child.

If your child is taking breast milk, there are a few extra steps you will need to follow.

- 1) Please make sure your child has made the transition to a bottle prior to their first day at daycare.
- 2) Please send more than enough breast milk for us each day.
- 3) All breast milk should come in tightly sealed bottles/zipped plastic packs.
- 4) Bottles must be packaged in a spill proof zipped bag.
- 5) A separate ice cooler will be supplied for storage of milk.
- 6) All breast milk/supply bottles will be sent home with you each evening.

SAFETY

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. These are some of the features I provide but are not limited to:

- Adequate ventilation throughout the home.
- Gates are used on stairways.
- Fire extinguishers are properly maintained.
- Toys are age appropriate and safety approved.
- Electrical outlets are covered.
- Medications are out of reach.
- A well-stocked first aid kit is kept near, and expiration dates are observed.
- Provider is CPR and First Aid certified.
- Safe grassy areas to play.
- Safety approved play equipment.
- Yard routinely treated to prevent insects.
- Entire backyard is fenced and the gate is locked.
- Children do not play outside unsupervised.

EMERGENCIES

In the event of an emergency with your child, you will be called, and if necessary the child will be transported by ambulance to the nearest hospital (Lexington Medical Center). You will be responsible for all medical treatment necessary for your child's well-being. This includes and is not limited to emergency room care, ambulance visits and co-pays to your insurance company.

ILLNESS AND SICK CARE

The health and well-being of all the children here are of utmost importance to me. It is for the protection of the children that I must insist on strict adherence to my Sick Policy. Please read it carefully. If you have any questions or doubts regarding the statements it contains, please discuss them with me prior to signing. There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment, you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

HAND WASHING

Children's hands are washed:

Before eating

After diapering or use of toilet

When coming in from outside play

After coming in contact with a sick child and/or runny nose

After completing messy crafts or projects

Provider's hands are washed:

Before preparing food

Before feeding an infant or giving a bottle

Before and after giving medications

After diapering and/or assisting a child using the toilet

After touching body secretions

... and about 100 other times during the day.

Hands are always dried with single use paper

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. It is my wish that we may work together to keep our children happy and healthy.

DISCIPLINARY POLICY

Lexington Child Development Center believes that discipline should be used to help children develop self-control. At no time will any form of corporal punishment be used by me or any other staff member. Our discipline techniques are:

- **PRAISE** - For the accomplishment and cooperation of the child.
- **ACTIVE LEARNING** - Helping the child identify his or her feelings so they are able to solve their own problem.
- **Positive Reinforcement** - Encouraging desired behavior
- **Redirecting** - Giving the child something else to do to distract inappropriate behavior.
- **Quiet Corner (reflecting)** - Used whenever a child needs to be separated from a situation. The child will be asked to sit in a quiet corner usually for one minute to reflect on their behavior.

MEDICATIONS

If your child is on medication and it must be administered while at childcare, the medication must be in the original container and labeled with *the child's name, doctor, name of medication, dosage and when it is to be taken.*

We will also have a form for you to sign giving us permission to administer the medication to your child. Medication will be given at the time and/or with the meal you specify and a written record will be kept.

INFANT SLEEP ARRANGEMENTS

State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS **Back to Sleep Program** are followed when caring for a sleeping infant. Please remember, your infant does need tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only.

SUPPLIES NEEDED FOR YOUR CHILD

- Bottles and Nuks
- Diapers, a full bag
- A COMPLETE change of clothing for each child
- Lunch bag with meals
- Appropriate seasonal clothing

BOTTLES, DIAPERS AND TOILETRIES

For infants, you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. You will coordinate with us when to start the child on solids, generally this is around 4 – 6 months unless the child has medical reasons for a delay. If you wish for us to use any type of diapering ointment (with the exception of powder) please supply this as well. By keeping these items on hand, it makes for an easier morning getting out of the house. You only need to remember your child!

TOILET TRAINING (POTTY TIME)

We are always willing to assist a child with toilet training. However, your child must be ready and you must be ready as well. Training takes both at **Lexington Child Development Center** and home participation. Toilet training must first begin at home. Once your child has shown enough readiness and willingness, we will begin the training at daycare as well. We have a wonderful handout available when your child is ready for that big step. This handout discusses readiness skills, training trips and gives you an idea of the training techniques that are used at **Lexington Child Development Center**.

TOYS AND PERSONAL ARTICLES FROM HOME

No toys should be brought from home. They create problems with sharing as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home.

TERMINATION FROM LEXINGTON CHILD DEVELOPMENT CENTER

If you decide to remove your child from **Lexington Child Development Center**, we require a two-week notice. If we decide we can no longer provide care for your family, we will also provide you with a two-week written notice. If violations of this agreement occur, you may be given immediate termination from **Lexington Child Development Center**. Examples of why we would terminate your child's care include but are not limited to:

- Failure of parents to pay fee
- Failure to complete and sign any required forms
- Lack of parental cooperation
- Failure of child to adjust after a reasonable amount of time

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- Our inability to meet the child's needs without additional staff
 - Gross misconduct on the part of the parent or child

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