



PARENT HANDBOOK & CONTRACT

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These policies are subject to change without prior notice. Approved 7-3-2023

HAFH Mission Statement

Home Away from Home Licensed Group Family Day Care's provides Quality childcare to Riley County, and surrounding areas, with a commitment to the principle that learning begins at birth. We support the emotional, social and intellectual *development* of toddlers, and preschoolers. Providing a safe, nurturing environment for children to grow, and develop based on their individual need

Dear Families,

Thank you for joining us at HAFH. Our purpose is to serve not only families who desire an educational setting, but also who appreciate a home daycare setting to help your child adjust to being away from home.

Before applying for admission to HAFH, please read the Parent Handbook provided in this introductory packet. The Parent Handbook will introduce you to many of the daycare's policies, procedures, and regulations expectations for both parents and students.

Eligibility & Enrollment HAFH is currently licensed through the Kansas Department of Health and Environment to provide care for children ages **18months and older**. The enrollment packet must be completed before attending HAFH.

Required Forms: Forms will be given at interview or can be found on https://kdheks.gov/bcclr/application_packets_and_forms/lic_group_daycare.html

All required forms MUST be completed and returned before childcare can begin. NO EXCEPTIONS. This is a requirement under Kansas State Law.

- **CCL.029 MEDICAL RECORD FOR ALL CHILDREN IN CHILD CARE FACILITIES**
- **History of Immunizations**
- **CCL. 029a Child Health Assessment**
- **CCL 010 AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

Business Hours are 7am to 5:30 pm Monday through Friday

Tuition & Fees Rates

Full time-

18 months to 30 months (2 ½)- Full Time Rates are \$210 a week

30 months (2 ½) to 5 years- Full time rates are \$205 a week

5 years and older- Full time rates are \$200 a week

Part time-

5 years and older- \$100 a week for currently enrolled children or children enrolled who would like to hold a spot who are going into school, and need a spot for school days out, and summer. Any weeks where the child is in attendance for more than 20 plus hours in a week, they will be charged the full-time rate of \$200 a week. Note: Rate will change to Full-time if child attends during summer

Tuition is due each week on Monday in the am at drop off. If you are not able to pay tuition on Monday, please contact Nichol asap. I have the right to terminate any child's spot for non-payment.

Monthly invoices and receipts will be sent to the email provided at time of enrollment. Payments can be made online through your Kid care account, via check, or cash.

If your tuition is not paid by the due date, there will be a \$25.00 late fee accessed.

Trial Period:

The first 2 weeks of your child's enrollment will be a trial period for both you as the parent, and me as the provider. If a problem should arise, and cannot be resolved, either you or I may immediately terminate childcare services without further commitment. If this occurs the deposit is nonrefundable, depending on the issue.

Return Checks

In the event your check is returned to HAFH there will be a \$30.00 return check fee accessed and payment will need to be made by a cashier's check, money order, or cash including the \$30.00 before your child can return to daycare. If there are repeated instances checks will no longer be accepted.

Late Payment Fee

Tuition payment is due on Mondays in the am at drop off, in the event payment is not rendered after a reminder is sent a late payment fee will be accessed of \$20 a day.

Late pick up Fee

I close at 5:30 daily, if you're going to be late, please send me a message asap. If it's something that's habitual a \$25 late fee will be accessed for each day you arrive late.

Discontinuation of Care

When your child exits the program at HAFH a two- week notice, or two weeks of payment, must be provided if the deposit was not paid when you signed up for care. If for any reason the last day of care needs to be extended, we will try our best to accommodate the date change. However, this will be dependent upon availability.

2 -week notice

Upon exiting care, a mandatory 2-week notice is required so that I have time to fill your child's spot without any lapse in income. All 2-week notices must run from Monday to Friday. I cannot prorate a 2 - week notice, for example, if you give me a 2 week notice past Wednesday it will not start until the following Monday so that I have the full 2 weeks without a lapse of income.

Deposit

You are required to pay one week of tuition at the time of enrollment to reserve your child's spot at HAFH. This deposit will be credited towards your child's last week of daycare, once you have given your 2 -weeks mandatory notice any deposit you have paid when you enrolled is applied towards your last week. If you exit care at HAFH without giving a 2-week notice, or for non-payment, or breach of contract, the deposit is non-refundable.

Attendance

It is important to keep in mind you are paying for your child's weekly spot at HAFH, and not their daily attendance. If your child will be absent, please try to let staffing know ahead of time to plan for daily activities. Please remember to pay for any tuitions due ahead of time if you will be leaving out of town. I will except a post-dated check. **This also applies to closed holidays and vacation days in which the daycare is closed.**

Hours of Operation- Monday-Friday- 7am to 5:30pm

*I have 2 weeks scheduled vacation, and 5 personal days. I usually use the time before holiday breaks, and at Christmas, but can ask to use my vacation time whenever needed.

- Memorial Day (holiday) and the Friday before (vacation day)
- Independence Day (holiday) and Friday before or Monday after if holiday falls on a Saturday, then the following Monday is considered holiday
- Labor Day (holiday) and Friday before (vacation day)
- Good Friday
- Thanksgiving Day (holiday), and day before (vacation day)
- The Friday following Thanksgiving Day (holiday)
- Christmas Eve & Christmas day (holidays)
- New Year Eve (holiday)
- New Year Day (holiday)

*Scheduled vacation days may be altered and are subject to change. I am required to give you a 2-week notice in any changes to closed days or holiday breaks. Thank you.
Covid-10 closures does not count against my personal scheduled time off.

Important Note

I can use any time as an emergency day off without notice to parents if needed. This is considered my PTO, and I feel I am entitled after 10 plus years of being employed at HAFH just like anyone else would be who is employed for their employer. I would have to let 12 different families know before they arrive at my door in the morning, especially if it is the morning of. The most efficient way to notify everyone is via text. I would appreciate cooperation, without parents texting me back regarding their unfortunate situation because they must work, and I am sick. This is out of my control, and I would not be closing if I were able to work. I cannot even count on one hand in the 10 years of my career the number of times I have closed my doors without notice. I need to stress how important it is for all families to have a back-up provider lined up for your child for situations such as this. My employees, and myself are exposed to many different illnesses, so I hope you can understand when and if an illness occurs.

Parents Need to have Back Up Care in place

It is your responsibility to have a backup plan lined up in the event of an unforeseen emergency in which my daycare may have to close. Please see COVID19 Regulations and Guidelines.

Illness exclusion policy:

If your child develops any of these symptoms while at daycare, you will be asked to pick your child up within one hour of being called.

Illnesses Your child will not be allowed to attend if the following health symptoms are present:

- Fever of 100.4 degrees or higher. Child must be fever free for 24 hours without fever reducer to attend daycare.
- Vomiting, Diarrhea, nauseous/upset stomach. Child must have no vomiting or diarrhea for 24 hours to return to daycare.
- Watery or matted eyes (pink eye) Your child must be symptom free for 24 hours without medication before returning. If a child should become ill while in our care, a staff member will notify the parent or other designated person to pick up the child as soon as possible. Children sent home with a fever, diarrhea, or vomiting may not return for 24 hours after the last symptom was present.

Children diagnosed with chicken pox, strep throat, head lice, pink eye or other communicable illness can only return after following recommended incubation periods and/or treatments and a doctor's note indicating the child is able to return.

Children diagnosed with influenza must stay home for 7 days after the onset of symptoms. This state regulation became effective May 2018. Please call or send a note through the digital application before your normal arrival time if your child will not attend due to illness.

Medication Medications will be administered only upon written consent by the parent and only if they cannot be given at home. Prescription medications must be in the original container with the name of the physician, medication, pharmacy, child's full name, date issued, expiration date and dosage amount. All medications will be kept in a locked box out of reach of children.

***Note if I am closed due to a covid-19 related incident this does Not fall under my personal days or my vacation days.**

Meals and Snacks HAFH participates in JC Family Food Program. We provide a nutritious breakfast, morning snack, lunch and afternoon snack for all children. Serving times are as follows:

Breakfast: 8:45 AM

Lunch: 11:30

PM Snack: 3:30

Special Treats

Special treats will be served for birthdays, special occasions and class celebrations. Please talk with your child's teacher if you plan to bring in a special treat.

Diapering

Parents will provide all diapers, wipes, and diaper creams. Parents will be notified in person or through text message when your child's diapers, and wipe supply is low.

Indoor Play

We believe that children thrive when they are safe, healthy, nurtured and secure. We provide an indoor play environment that stimulates children's minds and creativity, and supports their physical, emotional, social and intellectual development. Both structured activities and free-play activities will be utilized through center-based play. Our play Centers are ever evolving and include Dramatic Play, Blocks, Art, Writing Center, Science Area, Toys and Games, and seasonal centers.

Outdoor Play

We will attempt to play outside daily, weather permitting. HAFH maintains a fenced-in play area, providing a variety of activities that promote large and fine motor skill development. All precautions have been taken to make this a safe and fun place for children to play. All children should have proper attire for outside conditions. The Kansas Department of Health and Environment (KDHE) has provided a chart of comfortable temperatures to play in. If the wind chill is below freezing or the heat index is above 100 degrees, we will not go outside. If you prefer your child to wear sunscreen, please apply before your child attends for morning play and provide sunscreen to apply for afternoon play.

Rest Time All children need rest throughout the day. Depending on your child's age, he/she will take an appropriate length of nap. A cot sheet will be provided by HAFH. Children must bring their own blanket. A pillow and stuffed animal may also be brought if desired.

Clothing & Personal Belongings

Please keep in mind that children do get messy at times through play activities and accidents. Appropriate attire, that you don't mind being stained, would be advised. Please bring a change of clothing to keep at school. This should include socks, underwear, shirt, and shorts/pants appropriate for the weather.

Please leave all other personal toys, books, etc. at home to prevent conflicts between children and broken or lost items. Plenty of toys and books for all children will be provided. Children will have the opportunity to bring a special item to daycare on his/her designated Show and Tell day.

Discipline Policy & Guidance Classroom expectations will be developmentally appropriate to create a safe environment. An essential part of early childhood education is to help children develop self-control and empathy for others.

We will do our best to model, to children and parents, the values of:

- Compassion
- Respect
- Physical and Emotional Safety
- Open-Mindedness Responsibility
- Integrity Children will be praised for appropriate behaviors and interactions. However, when events occur and disciplining is necessary, it will be used to help the child learn about his/her behavior and actions. Logical consequences will be used when the consequence is acceptable to be learned from. For example, if a child takes all the toys out of the toy box, the child will be asked to pick up all the toys before

moving to another activity. Physical harm, threats, violent language, and neglect will never be used with a child.

The following guidelines will be used:

- Praise-Statements to positively reinforce appropriate behaviors
- Anticipation: Preventative actions before problems start
- Redirect or replace with another activity
- Offer acceptable choices for behavior
- Make suggestions and help the child do some problem solving
- Let the children interact and try to solve the problem together, if they are not in danger
- Ignore inappropriate behavior, if it is attention seeking only
- Talk about the inappropriate behavior and suggest (or have the child suggest) other behaviors
- Have the child suggest consequences for his/her behaviors
- Time Apart may be used as a last resort for short periods of time

Safety & Health Concerns Safety First Your child's safety is taken very seriously. We always practice safety. Should an incident occur, you will be provided with a copy of the incident report when you pick up your child and will be asked to sign the form. If your child has been injured at home or elsewhere, please inform a staff member at time of drop-off and indicate any special care the injury may require.

*If a child has put any other children in harm's way at HAFH and poses a threat in any way they will be sent home for the day.

Immunizations Due to caring for infants who are not fully protected from disease through immunizations, we do not enroll children who do not receive immunizations. When your child receives a new immunization, typically at his/her well-child visit, we ask that you bring in an updated immunization record for your child's file.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition. The safety of the children at the center is our primary concern. Children bite for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Children may have poor verbal skills and are impulsive with a lack of self-control. Sometimes biting occurs for no apparent reason. Our biting policy addresses the actions the staff will take if a biting incident occurs.

We will encourage children to "use their words" if they become angry or frustrated.

Staff members will always maintain a close and constant supervision of children. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we do not bite. We use our teeth for eating food" or other similar phrase.
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water. First Aid procedures will be followed as needed.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- The bitten area should continue to be observed by parents and staff for signs of infection.
- After a biting incident has occurred staff members will always maintain a close and constant supervision of the child.

If your child bites 3 times (if the skin on the other person is not broken) on any one day, then your child will be sent home for the remainder of that day. If at any time the skin is broken due to a bite, then the child will be asked to go home immediately. If the biting continues and is severe to where it becomes necessary to send the child home daily or is adding undue stress on the other children or the environment it may become necessary to dismiss the child from our program. Please know that this would be a last resort.

Mandatory Reporting -As a licensed facility, we are mandated reporters for child abuse and neglect. If a staff member suspects that your child has been abused or neglected in physical, emotional or sexual ways, we must report this information.

Curriculum

Interactive Play- Teaching through interactive play using Montessori style techniques creating experiences for every age in each stage of development.

Zoo-phonics is our multisensory language arts program that uses a kinesthetic, multimodal approach to learning all aspects of language arts, including vocabulary development & articulation based on phonics and phonemic awareness. Zoo-phonics uses animals drawn in the shape of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. Lowercase letters and their sounds are taught first, capital letters and letter names are taught later.

Social and emotional development is such an important aspect of a toddler's daily routine. This is something that is constantly being addressed within your child's daily routines at HAFH. Teaching children how to share, take turns, and learning that their feelings are valid, but how we express our feelings are so important.

I/We, the parents of (children's name) _____ in acceptance to Home Away from Home Child Care Program agreement, and policies, and agree to make prompt payment of required fees and to adhere to all rules and regulations of the program. We understand that failure to meet the conditions of this agreement may result in our child's being dismissed from the program.

Parent/guardian signature _____ Date _____

Providers signature _____ Date _____

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