

Heather's In-home Daycare

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LICENSING

I operate a small business in my home and am licensed by the Minnesota Department of Human Services. I operate my daycare home in compliance with the provisions of Minnesota Statutes that require that I maintain certain records, pass a yearly inspection, meet fire and safety codes and further my education and training in the child care field on an ongoing basis. I am also CPR and First-Aid certified.

HOURS AND DAYS OF OPERATION

Days: Monday through Friday

Hours: 8:00 am to 5:00 pm

(Unless other arrangements have been made with me)

LATE POLICY AND FEES SCHEDULE

Any child care provided after closing will be charged a late fee of \$1 per minute. Please make sure your clocks/watches are synchronized to the clock at daycare in order to prevent late pick-ups. Also, please allow ample driving time and take into consideration any unforeseen circumstances such as traffic, weather, etc.

CHILD CARE RATES

Full Time

Age 0-1: \$200 Per Week

Age 1-2: \$190 Per Week

Ages 2-4 \$180 Per Week

Ages 4+ \$170 Per Week

- * This rate is guaranteed, which means the same rate is charged whether your child is in attendance or not.
- * Rates are subject to change
- * Parents will notify me when their child will not be in care on a scheduled day.

PAYMENT OF FEES

- * Payment is due weekly on the morning of the first day of the week that your child is in care.
- * If a child stays home due to illness or other reasons, fees for that day are the same as if the child was present.
- * A \$35 charge will apply to all NSF checks, and future payments will be made in cash.

HOLIDAYS

Listed below are paid Holiday and Vacation days that care is not provided on. If any of these holidays falls on a day your child would normally be in daycare, then payment is still due as usual.

- * **New Year's Day**
- * **Good Friday**
- * **Memorial Day**
- * **Fourth of July**
- * **Labor Day**
- * **Thanksgiving Day**
- * **The Friday after Thanksgiving**
- * **Christmas Eve**
- * **Christmas Day**
- * **Two weeks (10 days) paid vacation per calendar year**
- * **3 paid sick/personal days per calendar year**

If any of these Holidays fall on a weekend, another day will be designated off during the week.

- * Example 1: If the fourth of July falls on a Sunday, I will be closed the following Monday.
- * Example 2: If Christmas Eve is on a Friday and Christmas Day is on a Saturday, I will either be closed that Thursday before Christmas Eve or the Monday after Christmas.
- * Example 3; If New Year's Day falls on a Saturday, I will be closed the Friday before (New Year's Eve).
- * I will always provide at least a 1 month notice for any paid vacation days.

PROVIDER ILLNESS AND ABSENCES

- * In the event that I (or my child) becomes ill, parents will be notified ASAP, or at least 30 minutes before their scheduled arrival time. (Remember that when I call in sick it takes more than 1 phone call.)
- * Reasons for not being able to care for children may be: provider illness, family illness, emergency situations.
- * Parents are responsible for having a BACK-UP PLAN for when these situations arise.

MEALS

I participate in a USDA Child Care Food program. This means I only serve nutritious meals that meet USDA requirements and contain all of the proper food groups. All meals are recorded and monitored by CCNI (Child Care and Nutrition).

The following meals are served (times are approximate):

Breakfast 8:30-9:00

Lunch 12:00-12:30

Snack 3:30-4:00

- * Infant Formula (Target Brand), Rice Cereal, and jarred food are provided for infants.
- * If your child arrives after a meal has already been served, they will have to wait until the next meal to eat.

Sick Policy

While having a sick kid is a hardship for most families, it is important that parents enact the Golden Rule (do unto others as you would have them do unto you) in that if you wouldn't want your son or daughter playing with a sick kid who exhibits certain illnesses, then the same holds true for them as well. Providers and teachers report that families will often drop off a sick youth with a fever or who has just recently thrown up because of work arrangements. That creates not only a major health risk to *all youngsters* but is terribly unfair to the sick kid as well. Plus, recovery time is shorter with a sick patient who is given plenty of rest, and some good ol' TLC.

According to the recommendations set forth by Hennepin County Childcare Licensing and the Department of Health, Daycare **CAN NOT** be provided for any child with the following:

- * **Fever of 100 degrees Fahrenheit or over within the past 24 hours. Child must be fever-free WITHOUT the use of tylenol or other fever-reducers for at least 24 hours.**
- * **Vomiting within the past 24 hours.**
- * **Diarrhea within the past 24 hours. Any loose or watery stool that leaks out of a diaper is considered diarrhea.**
- * **Pink-eye (must be on eye-drops for at least 24 hours before returning to daycare).**
- * **Head lice (must be thoroughly treated before coming to daycare).**
- * **Strep-throat or any other illness that requires antibiotics. Child must be on antibiotics for at least 24 hours before returning to daycare.**
- * **Upper respiratory infection such as bronchiolitis or influenza. (A child with the common cold however, will be allowed).**
- * **Skin Rash, unless you know FOR SURE that it is not linked to a viral or bacterial infection. (For example, an allergic reaction). If your child's rash is related to a fever or other symptoms, he/she MAY NOT come to daycare. Continued on next page....**
- * **Not going to school because of illness. If your child does not go to school on their regular school day because of illness, they CAN NOT come to daycare as well.**
- * **How does the child feel? If you child is obviously miserable, lethargic, whiny or cannot participate in the day's activities, they would be better off resting at home.**

If a child develops any of these symptoms while in daycare, a parent will be notified immediately and expected to pick up the child in a reasonable amount of time.

If a certain situation arises and you are unclear about whether your child can attend daycare or not, please contact me and I will help to determine whether he/she should stay home or may attend daycare.

MEDICATIONS

- * I can not administer any medications, sunscreen, insect repellants, lotions, etc. without written permission from a parent.
- * All medications must be in their original container. Ask your pharmacy for a separate labeled bottle to bring to daycare.

FIELD TRIPS AND OUTINGS

- * Occasionally I will be transporting children to and from events and field trips. I will try to notify parents in advance but will occasionally without notice, decide to go on quick trips to the park, etc. I will not make a practice of leaving the city limits without attempting to notify the parents.
- * I will require that each child is properly and legally secured within a safety belt or car seat. No child will be allowed to ride in my vehicle without this proper restraint. No child will remain unattended while in my vehicle.

PROVISIONS FROM HOME

Listed below are items that parents are responsible for providing. Please label all items with your child's name.

- * **BOTTLES**
- * **DISPOSABLE DIAPERS**
- * **WET WIPES**
- * **LOTIONS OR DIAPER OINTMENTS**
- * **COMPLETE CHANGE OF CLOTHES**

HOUSE RULES

Listed below are rules we try very hard to follow.

- * **NO HITTING**
- * **NO FIGHTING**
- * **NO SCREAMING**
- * **NO JUMPING ON THE FURNITURE**
- * **BE NICE TO OTHERS**
- * **NAP OR REST EVERY AFTERNOON**
- * **PARENTS AND CHILDREN ARE REQUIRED TO REMOVE THEIR SHOES BEFORE ENTERING THE HOUSE.**
- * **FOOD OR DRINK IS ALLOWED ONLY AT THE TABLE.**

I expect that items may be broken or damaged in the normal course of providing child care. However, if the damage done by your child is excessive, deliberate, or the result of intentional misuse, you may be asked to pay for the repair or replacement of the item(s).

TOILET TRAINING

- * Parent and provider must both agree that the child shows readiness signs. When that has been determined, potty training must first be initiated by the parent. I will do everything I can to assist in the potty training process. I believe that consistency is very important and that provider and parent must come up with a plan and stick to the same strategies.
- * I require that all children in the potty training process wear PULL-UPS in daycare. I

do not allow training pants or underwear until the child is completely potty trained.
This means the child must be able to tell me **EVERY** time they have to go.

SUBSTITUTE CARE

In the event that I must be gone from my home for any time during the day, I will arrange for a substitute to care for the children. In most cases this will be my husband. He has completed the mandatory background check and the training required by Hennepin County in order to be a substitute caregiver.

LIABILITY COVERAGE

I carry Daycare Liability Coverage in the amount of \$300,000.

CHILD ABUSE/NEGLECT REPORTING

By law, I am required to report any suspected case of child abuse or neglect to the proper authorities.

TRIAL PERIOD

- * The first 30 days of care shall be considered a trial period for both the parent and provider. Care may be discontinued at any time by either party within the 30 day trial period.
- * After the trial period is over, a Two week notice must be given by the parent or the provider. If no notice is provided, you will still be required to pay for the full 2 weeks regardless if the child is present or not.

PROVIDER CONSIDERATIONS

Although I operate my business out of my home, I do expect my clients to be considerate in the form of prompt payment, adherence to scheduled pick-up times, keeping a sick child at home, and for my personal household and time.

TEAMWORK

As parent and provider, we must work together to ensure that your child has the opportunity to develop to his/her fullest potential in a warm, loving and nurturing environment. It is very important to communicate effectively about your child. I will make it a point to keep you informed about your child's physical, emotional and social being, as well as giving positive and negative feedback related to these areas. Your input on any issues concerning your child will be very much appreciated. Please remember that drop-off and pick-up times are usually busy, and only a few minutes can be spent discussing the day. Problems or other information should be covered with a phone call during the evening or at nap time.

AGREEMENT AND SIGNATURES

I have read and agree to abide by all of the terms of this contract. Failure to follow the terms of this contract may result in the immediate termination of childcare.

PARENT _____ DATE _____
PARENT _____ DATE _____

