

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 \$10 for the first 5 minutes, and then an additional \$2 per each additional minute.

Repeated Late Pick-ups are grounds for termination of childcare services.

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

\$240 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, or if the child is arriving later than normal time.

PAYMENT OF FEES

- * Payment is due by no later than 8 am every Monday morning for that week. If the payment is not received by 8 am, your child will not be allowed to attend daycare until the payment along with any late fee are received. Any payment that is not received by the end of the day on Monday will incur a **LATE PAYMENT FEE** of \$10 for each day the payment is late.

RESERVING A SPOT

A non-refundable holding fee equal to two weeks of care (\$480) will be paid in order to reserve a spot in Daycare. This payment will be applied to the child's LAST TWO weeks of care, only if the proper 4 weeks notice is given to discontinue care. If the 4 weeks notice is not given, the the \$480 fee will be forfeited and will not be applied to any remaining weeks of care.

HOLIDAYS

Listed below are **PAID** Holiday and Vacation days that care is not provided on.

- **New Year's Eve**
- **New Year's Day**
- **Martin Luther King Day**
- **Good Friday**
- **Memorial Day**
- **Fourth of July**
- **Labor Day**
- **Thanksgiving Day**
- **The Friday after Thanksgiving**
- **Christmas Eve**
- **Christmas Day**
- **20 Paid Vacation & Sick days**

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).

PROVIDER PAID VACATION DAYS

- I will take a total of 20 PTO days per year (vacation & sick days)
- Payment is still due for any Provider Vacation or Sick days on your regularly scheduled payment date.
- I will always give at least a 4 week notice for any planned vacation time.
- Any notice of Discontinuation of care that falls within 4 weeks of an "already planned" paid vacation, the vacation will still need to be paid. I will retain all or a portion of your holding fee in order to cover the scheduled vacation.

PROVIDER ILLNESS AND ABSENCES

- * In the event that I become ill, parents will be notified ASAP. Please remember that a lot of the times, you do not know you are sick until you wake up in the morning or you become sick in the middle of the night. I will try to give at least 30 minutes notice in the morning if I must be closed due to being sick
- * Parents are responsible for having a Back-Up Childcare Plan for days I am sick or on vacation.

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.**

SAFE SLEEP REQUIREMENTS

I am required by law to place all infants under 12 months of age to sleep on their backs in a pack-n-play or crib. Infants may not have anything in the crib, such as a blanket or toy. Pacifiers must not be on a clip or string. I am not allowed to swaddle. Infants are not allowed to sleep in car-seats, swings or any other place. Before bringing your infant to daycare, please follow these safe-sleep requirements at home so that baby will be used to sleeping alone in a crib. This will make the transition into daycare easier for both baby and provider.

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

- * Up & UP 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.

FIELD TRIPS AND OUTINGS

- * Occasionally I will be transporting children to and from the neighborhood park. Children under age 2 will be placed in a stroller, and children over age 2 will hold hands while walking.
- * I will not transport any children in my car.

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 JUMPING ON THE FURNITURE**
- **NO HITTING, KICKING, BITING**
- **BE NICE TO OTHERS**
- **ALL CHILDREN WILL 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. Once the child has been successful using the potty at home, I will begin to assist in potty-training by bringing the child to the bathroom at regular transition times (Before or After meals, Before and After nap, Before and After any outings, and of course anytime that the child communicates that they need to go)
- * 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 able to tell me EVERY TIME that they have to go. Once the child can go 2 full weeks without having any accidents and telling me when they have to go, they will be allowed to transition into underwear.
This is because I have carpet in my home, and I have infants and toddlers crawling and playing on the carpeted floor.
- * Even if the child can stay dry during the day, he/she will still need to wear pull-ups during naptime until they are consistently staying dry throughout the night at home and no longer wear a pull-up or diaper to bed.
- * For Sanitary reasons, I do not allow little potty chairs. All children will potty train using the normal toilet with a smaller seat insert on top.

SUBSTITUTE CARE

In the event that I must be gone from my home for a short time during the day, my husband will be my substitute provider. He has completed the mandatory background check and the training required.

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).**
- * **HAND-FOOT-MOUTH DISEASE: Child must be fever free for more than 24 hours without the use of fever reducers, AND all sores must be completely scabbed over and sores in the mouth are completely gone.**
- * **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.**
- * **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 within 1 hour. If child is not picked up within 1 hour, late fees will begin to accrue past the 60 minute mark.

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.

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.

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 30 day notice must be given by the parent when discontinuing Daycare. If no notice is provided, you will still be required to pay for the full 30 days regardless if the child is present or not. Any deposit that you paid will be forfeited.
- * I may terminate care at any time if any of my written policies are not being followed, or if I feel my business or personal time are not being respected. In the event of an immediate termination, the holding fee will be forfeited.

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** _____

