



Application

- *Child's Health Record (signature from a physician is required and due at enrollment date)
 - *Copy of Immunizations
 - *Copy of Birth Certificate / birth certificate consent form signed
 - *Medical Consent/ Notary Public signed
 - *Emergency Plan/signature of parent
 - *Medication Consent/ permission to give medicine (as needed)
 - *Guidance and Discipline/signature of parent
 - *Activities Permission/signature of parent
- Getting Acquainted with Your Child
- CACFP Obligation to Serve (infants)
- CACFP Enrollment Form
- *Contract for Childcare Services

Policy Handbook PDF (request paper copy)

- * Forms and signatures are required to remain on site and to be reviewed by a State Licensing Specialist and a Paths to Quality Coach governed by The Bureau of Child Care and Indiana Association of the Education of the Young Child (IAEYC), respectively.



Kids N' Company Family Childcare

Application for childcare services

Childs First Name _____ Last Name (if differs) _____ Male/Female _____ Birthdate _____

Date needing care _____

Mother: _____ Home#: _____ Work# _____ Cell# _____

Address _____

Mother's Place of Employment: _____ E-mail _____

Father : _____ Home#: _____ Work# _____ Cell# _____

Address (if different) _____

Father's Place of Employment: _____ E-mail _____

Child Lives With Both Mother Father Other

PREFERRED SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off	_____	_____	_____	_____	_____
Pick Up	_____	_____	_____	_____	_____

EMERGENCY CONTACTS and PERSONS WHO HAVE PERMISSION TO PICK UP

Name _____ Relationship to Child _____

Address _____

Home# _____ Cell# _____ Work# _____

Name _____ Relationship to Child _____

Address _____

Home# _____ Cell# _____ Work# _____

CHILD'S HEALTH RECORD FOR KIDS N' CO. FAMILY CHILD CARE

Child's Name _____ Birth Date ____/____/____
(Last) (First)

Street Address _____ City _____ Zip _____

Child lives with _____ Name _____ Phone _____
(Relationship)

<u>Communicable Disease</u>	<u>Month/Year</u>	<u>Condition</u>	<u>Explain if present</u>
Measles	_____	Allergies:	_____
Rubella	_____		_____
Chickenpox	_____		_____
Mumps	_____		_____
Scarlet Fever	_____		_____
Whooping Cough	_____		_____
Other _____		Other: _____	

Physical Examination

Date of Exam _____ Age of Child _____

Skin _____	Heart _____
Lymph nodes _____	Lungs _____
Eyes _____	Abdomen _____
Nasopharynx _____	Skeleton _____
Teeth & Mouth _____	Other _____

Note any unusual findings:

Does this child have any health condition that would be hazardous either to him/her or to other children in a group setting as a result of participation in normal activities (including sports)? NO ___ YES ___ If yes, what modification of normal activities would be necessary to protect the child and his/her classmates:

Have you prescribed any medications or special routines which should be included in the center's plans for this child's activities? NO ___ YES ___

Name of Physician Completing Form _____ Tel. No. _____

Physician Signature _____

INCLUDE A COPY OF CHILD'S IMMUNIZATION RECORD



LICENSED CHILD CARE CENTER / HOME CONSENT

State Form 50548 (R2 / 7-06) / BCC 0080

To: Parents of licensed child care programs in Indiana

Subject: Your child's birth certificate and licensed child care programs

Indiana Code 12-17.2-2-1(8) requires each child care center or child care home to record proof of a child's date of birth before accepting the child for care. A child's date of birth may be proven by the child's original birth certificate or other reliable proof of the child's date of birth, including a duly attested transcript of a birth certificate. Refusing to share this information may result in your child's exclusion from a licensed child care program. Sharing the birth certificate information is NOT optional; signing the below is your decision and does not impact your use of child care facilities.

tear here



LICENSED CHILD CARE CENTER / HOME CONSENT

State Form 50548 (R2 / 4-06) / BCC 0080

This portion is to be kept on file at the licensed child care program.

I give my permission for _____ to report the name and date of birth of my child or children to the Division of Family Resources pursuant to IC 12-17.2-2-1.5.

name of licensed child care program

Name of child	Date of birth (month, day, year)
Name of child	Date of birth (month, day, year)
Name of child	Date of birth (month, day, year)
Name of child	Date of birth (month, day, year)

Signature of parent, guardian, or custodian	Date signed (month, day, year)
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Arletta Brown, Owner
5000 Autumn Lane South/103 Detchon Ct.
Lafayette, IN 47909
765-538-2116/765-491-4150
arlettabrown@mac.com



MEDICAL CONSENT

I _____, the parent or

legal guardian of _____

Who is my minor child, hereby authorize emergency medical treatment for my child in the event I cannot be contacted to give permission to treat. I understand I will be financially responsible for the cost of this treatment.

Signature of parent or guardian _____

Notary Public _____

County of _____

Expiration _____

Kids N' Company Family Childcare Emergency Plan

CPR/First Aid

A CPR and First Aid certified employee will be on site at all times children and providers are present in the childcare home. All employees are required to complete these trainings.

In Case of a Medical Emergency (Child):

Parents will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in a file. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed in the application. These alternate contacts will be called if the child's parent or guardian cannot be reached. If necessary we will transport the child to the hospital via ambulance.

In Case of Child Illness:

Parents will immediately be notified in the case of a child illness. A copy of each child's record is kept on hand in the childcare home. Every effort will be made to contact the child's parent or guardian in the case of a child illness. If necessary, alternate contacts will be called.

Caregiver Illness or Death:

In the event of a serious illness, serious injury or death of a provider, Arletta Brown or Dave Brown will notify the parents.

Fire Drills:

In an attempt to prepare ourselves for the worst, we schedule _____ fire drills. The drills keep employees up to code with state licensing and train the children how to best escape from a fire.

Evacuation Plan:

If our home must be evacuated due to fire or other hazard, we will exit the home using the nearest accessible door and will meet at _____. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation via telephone.

If our home catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian or emergency contact. If a family member cannot be reached, the children will be moved to a safe location and a notice will be posted. In the case of a temporary evacuation, the childcare program will be moved to our other location.

My signature below certifies that I have read and understand the Emergency Plan for the family childcare home.

Parent's Signature

Date

Printed Name

Child's Name

Kids N' Company Medication Consent Form

Child's name _____

Permission to give medicine

If you want me to give your child any medicine for certain conditions, please complete the following instructions:

- 1. Name of medicine _____
Dosage: _____ Frequency _____
Condition under which medicine is to be given _____

- 2. Name of medicine _____
Dosage: _____ Frequency _____
Condition under which medicine is to be given _____

Parent Signature _____ Date _____

Kids N' Company Medication Consent Form

Child's name _____

Permission to give medicine:

If you want me to give your child any medicine for certain conditions, please complete the following instructions:

- 1. Name of medicine _____
Dosage: _____ Frequency _____
Condition under which medicine is to be given _____

- 2. Name of medicine _____
Dosage: _____ Frequency _____
Condition under which medicine is to be given _____

Parent Signature _____ Date _____

GUIDANCE AND DISCIPLINE POLICY

Kids N Company Family Childcare

It is very important a child's early learning years are nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behavior that will hurt another child physically or emotionally are not permitted.

In response to the behavior, I *will not* use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I *will*:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to the safe place for one minute per year of your child's age.

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Child's Name _____ Date of Birth _____

Additional techniques to be used with my child:

Parent/Guardian Signature _____ Date _____

DISCIPLINE POLICY

Discipline will be carried out in a manner of diversion, separation of a child from a problem situation, or separation of a child from other children for a brief period of time. Praise will be given for appropriate behavior. No child will be permitted to discipline any other day care child.

Child's name(s)

Parent's signature

Date



ACTIVITIES PERMISSION SLIP

I (we) give my (our) permission for our (children),

to participate in the following activities while in the care of Arletta and David Brown (Kids N' Co. Family Childcare):

1. Riding in a vehicle operated by Arletta or David Brown or a volunteer helper (who is at least 18 years of age) designated to help with a field trip.
2. Field trips away from the child care home while in the presence and under supervision of Arletta and /or David Brown.

Parents will be notified 2 weeks in advance of a field trip.

3. Being photographed individually and in group settings during child care activities and posting to media sites such as Facebook Page and Company website.

Parent signature _____

Parent signature _____



Getting Acquainted with Your Child

CHILD'S NAME _____ Date _____

Parents Name _____

Name child is called at home _____ Birthdate _____

Siblings: _____

Favorite play materials _____

Special interest _____

Pets and names _____

Play opportunities with other children his/her age _____

EATING

Does your child feed his/her self? _____

Are there any food allergies? _____

Favorite foods are _____

Type of milk your child is on? _____

Is your child on all table food? _____

Does your child use a bottle? _____ Time of Day _____

SLEEPING

What time does your child go to bed? _____

Does your child nap? _____ How long: _____

When _____

What is your child's routine in preparation for rest? (Story, song, laid down etc.) _____

FEARS

Does your child have any fears?

What brings your child comfort?

HEALTH

Does your child take medication regularly?

Health problems or special needs?

Other information we should know?

FAMILY BACKGROUND

What cultural/religious family traditions/holidays would you like us to be aware of?

OTHER INFORMATION



Obligation to Serve Infants in the CACFP

IDOE/CACFP revised 06/02

Dear Parents/Guardians:

This center/home/ministry participates in the Child and Adult Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to infants and children. Participation in this program requires caregivers to follow specific meal patterns according to the age of the child being fed.

Policy requires a center/home/ministry participating in the CACFP to offer formula and meals to infants who are in care during meal service times. Parents/guardians, however, may decline what is offered, and supply the infant's meals instead.

Please complete the following information:

Name of Provider/Child Care Center/Ministry: _____

Name of Infant _____

Birth date _____

Type(s) of formula offered: _____

I **accept** the type(s) of formula offered by my provider/childcare center/ministry.

I **decline** the type(s) of formula offered by my provider/childcare center/ministry.

I will provide _____ formula/breast milk for my infant.

* * * * *

I **accept** the meals and snacks offered by my provider/childcare center/ministry.

I **decline** the meals and snacks offered by my provider/childcare center/ministry.

I will provide meals and snacks for my infant.

SIGNATURE OF PARENT/GUARDIAN

DATE

- 1. This form must be kept on file for each infant enrolled for childcare.
- 2. As situations change, such as a medical authority changing the infant's formula, a new form should be completed.
- 3. This form must be kept current and accurate for each infant enrolled for childcare until the infant reaches one year of age or is no longer on infant formula.
- 4. If the parent/guardian declines the formula and the provider provides meal and/or snack components, the meal may be claimed for reimbursement.
- 5. If the parent/guardian declines infant meals/snacks, meals and snacks may NOT be claimed for reimbursement.

Kids N' Company Family Childcare
CONTRACT FOR CHILD CARE SERVICES

This contract is entered into by and between _____ of
Parent's name

_____, hereinafter "Parent" and
Parent's address

Arletta Brown of 5000 Autumn Lane South, Lafayette, IN 47909, hereinafter "Provider", for the purpose of

securing arrangements for the child care of _____ hereinafter
"Child". Child/Children's name(s)

The Parent agrees:

1. to pay the provider the rate of \$_____ per _____ for Child Care services for their child, if in attendance or not.
2. to make payment on **Monday** of each week for the term of this contract, excluding agreed upon vacations as set forth herein.
3. to pay an enrollment fee of \$50 per child at the time of initial interview or \$50 reenrollment fee per child or \$75 reenrollment fee per family in May to assure space for their child.
4. that Holidays or legally set substitute days shall be paid at the regular agreed upon rate, and TSC calendar days off including spring and winter break, and weather related days off, although Child Care shall not be provided.
5. to pay a \$10.00 a day late fee for payments not received on Monday for services incurred that week. For example, a payment made on Wednesday for the current week will include a \$20.00 late fee and your child will not be able to attend until the past due amount is paid in full.
6. to pay charge of \$1.00 per minute for pickup after 5:00 p.m.
7. to pay an annual fee for curriculum supplies by the provider for children ages 1-5.
8. to provide supplies for their child consisting of diapers, pull-ups and 3 pair of training pants and bottoms if toilet training, and a change of clothes for preschoolers, and 3 changes of clothes for infants.
9. to pay a holding fee of **\$120 per week** for any period of time previously agreed upon by both the Parent and Provider that the child will be absent in excess of agreed upon vacation period, such as maternity leave or family leave act.

The Provider agrees:

1. to provide Child Care services to the above-named Child for the agreed upon hours and days as set forth herein except in the case of serious illness and /or emergency.
2. to provide meals and

- 3. to provide meals and snacks at no extra charge which meet or exceed USDA Minimum Nutritional Requirements unless a field trip requires a sack lunch.
- 4. to provide Child Care that meets or exceeds the licensing standards of this state.

Both the Parent and Provider agrees:

- 1. the hours and days for Child Care shall be _____.
- 2. Child Care will not be provided, if either the Child shall be considered to have a contagious illness, 101 degrees temperature, uncontrollable cough, flu symptoms, vomiting, and or diarrhea.
- 3. a charge for Child Care *shall* be made for non school days, winter weather days, Fall Break, Winter Break, Spring Break and time off taken by the Parent.
- 4. a charge *shall not* be made for summer break, June – July and the first week in August unless a charge is contracted for an extended payment plan.
- 5. a two week notice shall be given by the Parent and a two week notice shall be given by the Provider for vacations to be considered valid under this contract.
- 6. a two week notice shall be given in writing by the Parent to terminate this contract.

This agreement and all services by Kids N’ Company may be terminated at any time for any of the following:

- 1. Failure to comply with the terms of this Contract.
- 2. Failure to conform to the Rules and Regulations set forth in the Kids and Company Handbook.
- 3. In the sole discretion of Arletta or David Brown.

PARENT SIGNATURE(S) _____
DATE _____

DATE _____

PROVIDER’S SIGNATURE _____ **DATE**-----



Kids N' Company Family Childcare Parent Handbook

Please read this ~Handbook~ thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding these policies, please, do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be a yearly revision to this ~Handbook~ and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified, in writing, of any changes that may occur.

DEAR PARENTS,

What we as providers should expect from you, the parent:

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on challenges and progress that your child is making. Good communication helps us work together in the best interest of your child.

Agreement on Terms or Arrangements. You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to.

Honesty and Trust. This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust Kids and Company employees as your childcare provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions when apparent challenges develop.

Pick up on Time. I as your provider have a personal life too. No trip to the grocery store etc. on your way here just because you find it more convenient, ultimately the care of your child is your responsibility. Payment on time as to the contract policies is expected. We have bills to pay and food to buy also.

Respect. Realize that taking care of children is a professional career and professionals have a family life too. Recognize that this line of work is not an easy one. We are not “just a Baby-sitter”. Last but not least, we are only human; we are not “super heroes”. Please don't expect me to do things that you yourself would not want to do.

Philosophy

We believe a child's early experiences enrich and stimulate future growth. We believe that children learn through playing and socializing with their peers. The children in our care are given the opportunity to spend time in the outdoors to develop their natural sense of awe and wonder and to be creative thinkers. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, discovery, question, and imagination. We respect each child's need for love, security, acceptance, warmth, and stimulation.

Goals

While in my care your child will have the opportunity to participate in a wide variety of activities, which include all domains of early childhood education. Family childcare provides for children the comfort and experience of belonging to an extended family. We provide a home like setting; therefore we do not follow a strict routine. Our approach to childcare is child centered and child directed. Children are offered choices many times throughout the day. A newsletter will be written each month, which will give a brief overview of what we have been learning. Just because you are not seeing anything in the way of projects or papers does not mean that we have not been learning, exploring, questioning, and discovering the world around us.

ABOUT US AND OUR FAMILIES

Arletta Brown along with her husband, Dave, began the business in September 1993. Arletta left her position as an accounting clerk to operate the family childcare business, while raising their two young children, Cory age 7 and Shelby age 2. Dave is employed full-time with State Farm Insurance and is known as Mr. Dave, who can fix and build anything. Arletta is the Lead Teacher at the "Big House". We became state licensed in 1994 and became a Class II home in 2004. Arletta received National Accreditation from the National Association of Family Child Care in July 2012 and a Level 4 Paths to Quality of Indiana Rating in November 2012. The business was growing and an opportunity to expand arose. A second home was acquired to care for infants and toddlers in October 2012. The infant toddler program is state licensed and operating at a PTQ level 3. Arletta has gained knowledge and training in Early Learning by attending, Conscious Discipline School Family Conference, regularly attending IAIEYC Conference, NAFCC Conference, Irvine Nature Preschool Conference in MD, 2013, Forest Kindergarten Teacher Training at Cedarsong Nature School in WA, 2014. Arletta and Dave are members of Stidham United Methodist church where Arletta is chair of Youth Ministries and Dave is currently serving on Staff Parish Relations Committee. They are leaders in the SUMC monthly meeting of Kids Night Out Wednesday. Arletta and Dave enjoy gardening, home

improvements, traveling, and hiking in our state and national parks. Cory graduated from Purdue University and lives and works in WA as a Construction Field Engineer. Shelby graduated from Ball State University and lives in Romney. She is a Youth Development Councilor at Cary Home for Children and is an associate at the Lafayette Target.

Melissa Meyer began working for Kids N' Company in August of 2013 and is now the lead teacher at the "Little House". She grew up on a family farm in Batesville, IN, along with her three sisters, and moved to Lafayette to continue her education at Purdue University in 2009. She graduated from Purdue in 2013 with a degree in Sociology. Since then, she has continued to further her education with trainings pertaining to her work with infants and toddlers. Melissa has attended the Conscious Discipline for Infants and Toddlers Conference, Indiana Infant and Toddler Institute, and regularly attends Safe Sleep workshop along with various workshops offered by the Child Care Resource Network. Melissa gained a love and respect for nature at a young age growing up on a farm and still translates that into every day life. She enjoys walks with her dog, hiking trails, and exploring the outdoors.

Diana Knecht is a teacher's assistant at the "Big House". Diana's son Wade attended Kids N' Company as an infant and she decided to leave her office position and join the child care field in 2002 to be able to spend more time with her son. Diana is Arletta's assistant as well as her sister. She enjoys spending time with her family and attending sporting events. Diana and her husband Glenn live in Romney and Wade attends McCutcheon High School.

Meghan Huffer began her work as a teacher's assistant in August of 2014. Before working at Kids and Company Childcare, Meghan attended Early Childhood Education classes at IVY Tech Community College, while serving as a nanny to a family in Lafayette. She's has experienced working in many different childcare settings for her schooling. One of Meghan's favorite approaches to teaching is the Montessori method. She also volunteers and became the Director of Children's Ministry at her church. During that time she organized a Vacation Bible School for the children. Meghan lives with her husband, Matt, and they have two dogs, and four cats.

Jacinda Jackson began working at Kids N' Company through the ICE program at McCutcheon High school in August 2014. She participated in Child Development classes, First Aid Training and Childcare Basics with Purdue Extension, and volunteers in the toddler and nursery room at church. Jacinda is a student at Ivy Tech Community College studying Business Administration. She enjoys taking part in outdoor activities, reading, and traveling.

Substitute Caregivers

On occasion a substitute caregiver will be hired. A Substitute Caregivers will have a background check; drug and TB test to insure the health and qualifications for state licensing.

License capacity: Preschool house capacity is 16 children. Infant toddler house is licensed for 10 or a 4: 1 ratio for infants 0 – 2.

Hours of Operation

Kids N' Company is open from 7:00 AM until 5:00 PM Monday through Friday during the school year. Hours of care will be contracted from child to child. No childcare will be provided on Saturday and Sundays or the follow days...

**No school days on the Tippecanoe School Corp calendar including all Holidays and days off for winter and spring break.
School is closed for snow days.**

When school is delayed, our hours will be 8:00 AM until 5:00 PM.

The above are paid days off for **Kids N' Company** if they fall on a contracted day for your child.

Payment Procedures:

Fees: May be paid at a secure website Childcarepay.com. An invoice will be generated on Tuesday of the previous week. A withdrawal from your bank account will occur on Wednesday and a deposit will be made in Kids and Company Childcare bank account on Monday, the week of care.

Enrollment Fee and Re-Enrollment Fee: A non-refundable enrollment fee of \$50 per child at enrollment. A re-enrollment fee of \$75 per family is due June 1 to hold your position in August.

Weekly Fee: A weekly fee is charged for childcare fees based on the contract.

Late Payment Fee: \$10.00 per day a payment is not received

No Payment: You will be liable for cost fees, late fees and any cost for loss of wages if there is a small claims case.

Billing: Fees may be billed weekly, bi-weekly, or billed per semester. Payments billed by semester are billed August 1st and December 20th. A discount is given for semester payments.

Definitions:

Full Time: Childcare contracted on a set scheduled time slot 4 hours or more per day or 4 - 5 days per week.

Part Time: Childcare contracted on a set scheduled time slot 4 hours or more per day 3 days or less per week.

Open Door:

You are invited and welcome to visit **Kids N' Company** anytime your children are present. You are asked to avoid visiting during Rest Time as much as possible. Parents are also free to call **employees** at any time. If we do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity. Text messaging and e-mailing employees is permitted but should be limited. We will reply to a message after we finish the current activity or at rest time.

Matters of Money:

All payments are due by 5:30 PM on the chosen day **prior** to childcare services being provided. After 5:30 PM, the late fee will be assessed. If payment is not made within 3 days at drop off, your child will not be accepted into care until payment, including all late fees, is made. If a period of 1 week passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, day of loss wages, cost fees and childcare fees. Online payments are preferred but Cash or Check is accepted and a receipt will be given upon request. A W-10 year-end statement of all childcare fees paid will be provided within the first month of the New Year. A fee of \$20.00, plus any additional costs will incur, along with my late fee will be charged to you for a returned check. Cash will make all future payments. Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. **The contract is a legal document obligating Kids N' Company to provide a service for you and obligating you to pay for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all it's terms.** A Non-refundable Enrollment Fee of \$50 per child will be payable upon enrollment in **Kids N' Company**. A \$50 non-refundable re-enrollment fee or \$75 non-refundable re-enrollment fee is payable June 1 for the following August to hold your position. Payment of the weekly rate will be charged for any extended leave due to illness or maternity leave, etc. You are welcome to send your child for a period of time equal to the payment received. A position at **Kids N' Company** will be considered open until the enrollment and first weeks' fees are received.

Daily Doings

Drop Off/Pick Up:

We assume responsibility for your child only while he/she is on our property without a parent present. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. **Please inform your child and caregiver of the pick up person at drop off.** Pin numbers will be given to persons on the alternate pickup list. Anyone unfamiliar to me will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements. It is normal for your child to cry on arrival, especially for the first few weeks. **Please make your goodbye brief and tell your child exactly when you will be returning.** The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult. Court Order: If there is a court order keeping one parent or guardian away from the child, we must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, we cannot prevent the non- custodial parent from picking up the child.

Sick/Vacation Days:

In the event that your child is ill and needs to miss a day, please call 1 hour before arrival time. Parent agrees to provide 2 weeks notice prior to any vacation time. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness etc. Full payment must be received whether or not child attends.

Television:

We allow limited TV viewing consisting of Nickelodeon, PBS and the Disney Channel only. A child appropriate video may be viewed.

Guidance:

Some people call it discipline. We prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at **Kids N' Company** --even with

parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, infants and those under 1, will be redirected to another activity. Older children will be given time in the safe place depending on the severity of the offense (almost always 1 minute per year of age, never to be more than 15 minutes). If a child becomes a persistent behavior issue, the lead teacher and owner will address it with you and we will try to resolve it together. **AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED.**

Meals:

We participate in the USDA Food Program. I provide nutritionally balance meals and snacks for your child and receive a small reimbursement. The Enrollment Form must be filled out and dated before your child's first day and on an annual basis. Please do not send any food or drink with your child without prior approval from the provider. Please see the Activities section for a list of meal times; if your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style at the Big House and are plated for infants and toddlers. **A prayer is said before lunchtime.** Children are encouraged to use mealtime to share their experiences with each other and their caregivers. Manners are taught, and practiced during this time as well. Please list on the medical report any food allergies your child may have. If your child needs a special diet due to an allergy the parent must furnish an alternate food and provide a signed doctor's note as to the medical reason. We use the one bite rule at mealtime. Often children will need up to 8 tries to determine if they dislike a food. Children are welcome to have seconds if they eat the food they have chosen to put on their plate. **We supply Similac Advance formula at the Little House.** Any other brand of formula will need to be provided by the parent. Formula and bottles will not be offered after the child's first birthday. A lidded cup with water will be offered after 8 months of age. Water is offered throughout the day and at meal/snack times. The food program regulations state that cereal will be introduced at 4 months. Solid foods will be introduced at 6 months, per Kids and Company guidelines, and the prepared menu will be followed by children 12 months and older. **A doctor's note is required for any variation of the food program's guidelines, and parents who refuse to participate in the USDA food program will provide meals and snacks daily.**

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. We will offer times for outside play, projects, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. We will provide your child with loving care, understanding, patience and guidance in a secure, happy family setting. Chores, such as picking up, putting dishes in the dishpan, and dusting will likely be a part of the day. We will provide preschool curriculum, while using the seasons and interest in nature to developing large and small motor skills. We do many arts and projects where the focus is on the process, not the product. Unstructured play is an important part of a child's early learning years. Unstructured play is where children learn social, critical thinking and problem solving skills that will be needed to become life long learners.

An example of a day at The Big House:

7:00 – 8:15 AM: Arrival, Breakfast, Playtime
8:30 – 9:00 AM: Transition / reading, puzzles, or manipulatives
10:00 – 10:15 AM: Circle Time (calendar, Weather, Music, etc.)
10:30 – 11:15 AM: Outside play or playtime inside
11:15 – 11:30 AM: Wash hands for lunch / TV time
11:30 - noon: Lunch
12:00 – 12:15 PM: Transition / puzzles, books, manipulatives
12:15 – 12:45 PM: Outside (if weather permits) Free choice play
12:45 – 1:00 PM: Transition (bathroom, get mats out for rest time or nap)
1:15 - 3:00 PM: Nap with an alternate activity after 45 min. of rest
3:00 – 3:15 PM: Wake from rest (bathroom, wash hands)
3:15 – 3:30 PM: Snack
3:30 – 4:30 PM: Outside (if weather permits) Free choice of play
4:30 – 5:00 PM: Clean up time and departure

An example of a day at the Little House

7:00 – 8:00 AM - Arrival / free choice play
8:00 - 8:30 AM - circle time / group floor play / wash hands
8:30 – 9:00 AM - Breakfast (8 months and older)
9:00 - 9:30 AM - Art / sensory play
9:30 - 10:30 AM - nap time (under 12 mos) / stations
10:30 – 11:00 AM - group play
11:00 - 11:30 AM - books / music time / wash hands

11:30 - NOON - lunch (8 mos and older)
NOON - 1:00 PM - free choice play / story time / prepare for nap
1:00 - 3:00 PM - naptime
3:00 - 3:30 PM - snack (8 mos and older)
3:30 - 5:00 PM - free choice play / stations / departure

House and Outside Rules

1. Kind hands, kind feet, kind mouths (including biting and kind words).
2. Gentle hugs/greetings.
3. Respect of others' space inside and outside.
4. Walking feet inside.
5. Children will not be allowed to leave the yard or house unsupervised.
6. Gates and Doors are to be opened by adults or with an adult's permission.
7. Chain locks must be removed and attached on gates by adults or with adult's permission.
8. All food and drink will remain in the dining room/kitchen area.

Pets:

The Big House has a Standard Labradoodle named Bartley. He has been certified as healthy by a veterinarian and is current on all immunizations. The children will be exposed to the daily aspects of care for Bartley. On occasion an animal will be brought in for educational purposes. You will be notified in advance of this activity.

Dress Code:

Please dress your child appropriately and in layers for playing outside. **A fleece jacket** for cooler morning weather can be left here as needed. The activities may be messy. Do not send your child in clothing that you do not want stained. We will spend a lot of time outdoors as the weather permits. The children will get muddy, and roll around on the ground. You also need to **supply a complete change of clothing in case of an accident, a pair of snow pants, waterproof gloves, and boots.** We provide rain pants at both houses and cotton gloves at the Little House.

Toys:

Please do NOT send any toys from home with your child. **Kids N' Company Childcare** assumes NO responsibility for lost, stolen, or broken toys from

home. Should the child deliberately destroy our toys or other property through misuse or willfulness, the parent will be required to replace it.

Rest Period:

All children will have a rest period. No child is forced to sleep; however they must remain quiet. Those who wake early will participate in a quiet activity until Rest Time is over. Please try not to schedule pick ups or visits during this time to lessen disturbance to the resting children. All children will rest on their mats with individual blankets at the big house and in pack and play cribs in a sleep sack at the little house. We follow best practices for safe sleep. Children under 1 year are allowed a sleep sack and pacifier. A doctor's note is required for any other sleeping position besides the back. After the child's first birthday, pacifiers will be excluded from the crib and a blanket and/or a soft toy will be permitted in the crib.

Toilet Learning:

I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use cotton underwear with a dry liner or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. I required at least 2 complete changes of clothing during Toilet Learning. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Transportation:

At times, we may plan a field trip or it may be necessary for us to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from **Kids N' Company Childcare** and reserve the right to refuse. If we do not have your permission to transport your child, you are expected to make alternate childcare arrangements for that day.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

House Cleaning:

Our houses are not always spotless. Our main concern is the care of the children. We clean during Rest Time, during non-business hours, at the end

of our day, and occasionally with children's help. The children will help clean up toys before meals and naps.

Other Goodies

Confidentiality:

The information you supply to **Kids N' Company** will be kept confidential. I will, at all times, respect your privacy. If your child has a highly contagious illness that we deem necessary to inform other parents, we will post and notify our school family members and employees.

Changes to Policies:

Changes may be made to these policies as needed with a 2 weeks notice. The policies, contracts, consent, and forms will be reviewed and updated, if needed, annually. **Please give written notice of any changes that may occur, especially of name or address, phone numbers, E-mails or of updated immunizations.**

Emergencies:

Fire: There are fire extinguishers located in the homes. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly at the Big House and quarterly at the Little House, as required by law, so the children will be prepared in the event of a fire. The fire evacuation plan is located on the wall in the play area and you are free to view it at any time.

Tornado: In the event of a tornado warning, the children will gather in the basement at the Big House and the hall bathroom at the Little House. We will remain in these designated areas until the inclement weather has passed. Tornado drills will also be practiced in the autumn and spring. The tornado plan is located on the wall in the play area and you are free to view it at anytime.

Power outage: If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Enrollment Requirements:

Before enrolling your child in **Kids N' Company** there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.
2. An acquaintance visit must be made. We will not care for children unless they have had one, and preferably two, visits to Kids and Company Childcare to become familiar with caregivers and the service provided.
3. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.
4. All required supplies must be brought within 1 week of your child's first day.

Termination of Care:

Care can only be terminated with 2 weeks notice by the parent. We reserve the right to immediately end care for non-payment, failure to respect me, my home, my neighborhood, behavior of your child, which is harmful to the physical or emotional well being of the other children, or failure to abide by my policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends. *Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation a child has caused intentionally or other wise.

Child Abuse/Neglect:

We are required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in our homes.

Supplies:

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

1. 1 complete change of clothing (more if we are toilet learning) to be left here. This includes shirt, pants, socks, and underwear.
2. Any over the counter medication, soaps, lotions, diaper rash creams, sunscreen that you may wish to be used. This must have the child's name on it and a signed medicine consent form must be filled out for each item. Remember, we will always ask your permission before administering.
3. **Outdoor winter gear including a warm coat, hat, boots, gloves, and snow pants.**

FOR CHILDREN YOUNGER THAN 18 MONTHS (and those not yet potty trained and/or weaned from the bottle)

1. Diapers or Pull-ups, 1 full package. They will be stored in your child's basket and I will notify you when the supply is low.
2. If breastfeeding, frozen breast milk in case of spills.
3. 2 - bottles and 1 pacifier to be left here. It will not be necessary for you to send bottles daily.
4. 2- changes of clothing (T-shirt, sleeper, outfit, and socks). Careful attention must be paid to maintain current sizes left here.
5. Any cream, powder, lotion, sunscreen, over the counter medicine etc. that you wish me to use. A signed medicine consent form is required with these items
6. Shoes for outdoor play for any child over the age of 6 months.

Note: If you prefer not to supply these items to be left here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for us to care for your child, so they will need to be brought daily.

Health Matters

Illness:

Under no circumstance is a sick child to attend Kids N' Company Childcare. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare home are means by which we can limit the problem and the resulting inconvenience.

Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 101F, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will be isolated from the other daycare children to minimize exposure.

If the parent cannot be reached, the person designated as the emergency contact will be notified.

Medications:

No child will be given any medication, prescription or over the counter, unless the parent gives written permission. Prescription medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. Permission to Administer Medication forms will be filled out each time your child will need medicine to be administered. Written permission is also required in order to use diapering products, sunscreen lotion and insect repellents.

Medical Emergencies:

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, we will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctors office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless we have been found to be negligent. In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA

Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

**Even though the new nondiscrimination statement consists of more protected classes, the only ones that apply to Child Nutrition Programs are race, color, national origin, sex, age, and disability.*

