

Polly's Playroom A Family Dayc are "A Playroom of Possibilities"

Welcome

Welcome to Polly's Playroom. My name is Chanda Jones, and I am a professional childcare provider, licensed by the State of Pennsylvania. To facilitate greater understanding between us, I have created this handbook {and website www.pollysplayroom.com}. It covers my childcare philosophies, business policies and expectations.

I am so excited you have chosen Polly's Playroom (A Family Daycare Provider) to fulfill your child care needs. Caring for your child is a responsibility I take seriously. It is my goal to provide a loving atmosphere that emphasis development of the whole child-mind, body and spirit. I am dedicated in providing quality care and education for the children of West Philadelphia and surrounding areas. I encourage you to become an active participant in any of out activities/programs we offer.

In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either parties. The words "I" or "me" or "my" refers to the childcare provider. The word "you" or "your" refers to the child's parents or guardian. Please read the handbook carefully, as it will answer many questions you may have concerning my policies and procedures. Feel free to discuss with me any questions that you may have.

Child-Care Philosophy

For the child:

- ♥ To provide a safe environment and opportunities for being with other children in a setting conducive to the development of wholesome social relationships
- ♥ To provide appropriate play experiences that contributes to the developmental needs of the child.
- ♥ To provide opportunities for meaningful play that is based on the child's individual needs, interest, handicaps, and abilities and that will build important foundations for future skills.
- ♥ To help develop positive self image, by letting children freely express their feelings

For the parent:

- ♥ To provide care for the child while the parents pursue their own work or other interest.
- ♥ To provide opportunities to grow in the understanding of the child development.

I believe children learn through play and benefit from a structured yet flexible anschedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults, and property. I believe that every child is a precious gift from God.

Admission Requirements and Enroll Procedures

The first 10 days of care are probationary for provider, parent, and child. This agreement maybe terminated at any time during that period. Otherwise two weeks' notice is required if the child is to be permanently removed from this child care.

Two weeks' fee will be accepted in lieu of two weeks notice, and in fact will be due with notice of plans to discontinue enrollment. Except in the case of gross misconduct on the part of either parent or child, provider will give two week's notice prior to cessation of care. Your fee will be due when notice is given.

Anytime you pick up your child after 6:00 p.m. you will be considered late. A fee of \$1.00 for every minute will be charged for each late pickup. Late pickups that are prearranged will be charged at \$10.00 per half hour and will be due at the time of pick up.

Children may be in attendance a maximum of ten (10) hours per day.

Each child must visit my home for at least a half hour before placement to help reduce separation fears.

Authorization for field trips, walks, ect.

If we agree that the child will be placed, the parents must provide the following:

- A completed registration form
- A complete record of age-required immunizations
- Authorization to receive emergency medical care
- Date of last physical exam which must be filled out by licensed physician and promptly returned.
- Authorization for field trips, walks, etc.
- A change of clothes (appropriate for the weather)
- 2 boxes of tissues and 2 packs of disposable wipes

All Parents are required to sign a payment agreement prior to enrollment. A registration fee of \$40 one child / \$55 Family (2 children), and first weeks payment are required. There is no credit given for vacations, scheduled holidays, child illness, or for closing due to emergency, inclement weather or acts of God. **Non payment is grounds for**

immediate dismissal. Cash, check or money order maybe used as payment. All payments must be given to me, Chanda Jones directly. Childs name must be written on the memo line of all checks. There is a \$45 fee charged for checks returned by the bank. Additionally all checks return will be considered late and incur a \$5 per day late fee back to the day it was due. If a parent has a check returned they will be required to make all future payments with cash or money order.

Parents of subsidies children must complete all required paperwork on time to continue enrollment. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for payment in the event they become ineligible to receive childcare subsidies. Parents are also responsible for their co-payments.

ALL PAYMENTS ARE DUE ON FRIDAYS, EACH DAY LATE WILL INCUR A \$ 5.00 A DAY LATE FEE. A COPY OF CURRENT RATES WILL BE PROVIDED AND ARE SUBJECT TO YEARLY EVALUATIONS.

Hours of Operation

The day care will operate Monday through Friday from 6:30 a.m. to 6:00 p.m. Parents will receive advance notification should there be a need to change our normal hours of operation.

Day-Care holiday schedule

Independence Day	Christmas
Labor Day	New Years
Memorial Day	Good Friday
Thanksgiving (Thursday & Friday)	Martin L. King Jr.

*If it happens where Christmas fall on a weekend day I will have the Friday before off or the Monday after Monday off. The same goes for New Year's Day.

Vacation Guideline

Parents are required to notify Polly's Playroom two full weeks in advance when child is to be withdrawn to accompany parents on vacation. Parents will then be required to pay one-half the regular week rate, in advance, for the vacation time in order to ensure readmission.

I will notify parents four weeks in advance of closure due to family vacation or an educational conference.

The above are paid holidays for Polly's Playroom if they fall on a contracted day for your child. In addition, Polly's Playroom may close for 2 weeks of paid vacation per year (not to be taken consecutively, one is usually in the winter the other may be taken in spring or summer) as well as 10 personal (paid) days per year. (Notification of at least 2 weeks will be given prior to any closed days, with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. Polly's Playroom is not responsible for finding alternate care for your child. In the event that I will be away for a period of time less than three hours (Doctor Appointments, errands, etc.) substitute care will be provided.

MEALS

Breakfast, lunch and snacks will be provided by Polly's Playroom. Breakfast is between 8:00 am and 9:00 pm, lunch is provided between 12:00 pm and 1:00 pm.

Should your child arrive later than mealtimes, please make sure your child is adequately feed to last until the next mealtime or snack time. Please do not send gum, candy, or chips. Arrangements will be made for special days.

Please feel free to include a list of food allergies as well as food preferences.

Activities

Creativity is the basis for all activities at Polly's playroom.

Creativity integrates physical, mental, social, and emotional growth. Creativity is fostered by a free, flexible, accepting, and open environment and by openly discovering, inventing, and creating. In addition to having the opportunity for self-expression, children are practicing small motor skills, eye-hand coordination, left to right progression, and whole-part relationship.

Sick Care

If your child is ill to the extent that it interrupts the care of or endangers the health of the other children, it will be necessary for you to make other arrangements for his or her care. Should your child become ill during his or her day here, you will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

If your child has a temperature in excess of 101 degrees, vomiting, excessive diarrhea, or any potentially contagious disorder or otherwise terribly uncomfortable please keep your child at home. Please be considered of the other children in my care. Note that at these times I cannot provide adequate care for your child and be fair to the other children.

Any medication to be given must come in labeled prescription bottles. Nonprescription

medicine, if needed, will also be administered, if provided by parent. In order for medication to be administered a sign authorization must be submitted.

FOR READMISSION CHILD MUST BE FEVER FREE WITHOUT MEDICATION.

Dress Code:

Children should arrive clean and fully dressed for fun and play. The activities may be messy. Do not send your child in clothing that you do not want stained. Please do not send your child in pajamas. Clothing should be appropriate to the season and include outerwear (coat, hat, mittens and scarves) in the winter. Children should wear casual and comfortable shoes conducive to outdoor play. Flip-flops, slides, and bare feet are not permitted. Weather permitting; we will spend a lot of time outdoors a complete change of clothing is necessary in the event of an accident.

Water Play:

I have a sprinkler for summer water play. I require a permission slip signed before the child is allowed to play in the water if I use a small wading pool. A swimsuit will be requested for these days.

Transportation:

At times, we may plan a field trip or it may be necessary for me 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. Also, because this business is run out of my home, it may be necessary to run occasional errands with the children. Parents will be notified at drop off time or with a phone call. 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 Polly's Playroom and reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and 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 me. You are more than welcome to participate in ANY activities we have planned.

House Cleaning:

My main concern is the care of the children; therefore my house is not always spotless. I clean my house during rest Time, if all are asleep, during non-business hours, and occasionally with children's help. The children will help clean up toys before meals, naps and pick up times.

Emergencies:

Fire: There are two fire extinguishers located in my home. One is in the kitchen behind and the other is located in the “playroom.” 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 so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

Power outage: There are flashlights located in the kitchen and living room. 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.

COMMUNICATION

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child (ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. Conferences will not be scheduled as a routine part of your child's care, however, should you like to have a conference, you may request one at any time. You are encouraged to call me at any time between the hours of 7:30a.m - 5:00p.m to check on your child. If you call during the day, please be aware that I may be busy with the children and may not be able to spend ample time on the phone. The best time to call during the day is during our daily nap/quiet time. To address any issues and/or concerns please feel free to schedule an appointment. I am looking forward to a terrific relationship with you and your child!!

PERSONAL BELONGINGS

I prefer that children do not bring toys from home unless it is something that can be

shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought from home, and are the cause of disagreements between the children, I will put the toy in the child's cubby until the child goes home. I am not responsible for any loss or breakage of personal items. Each child has their own cubby labeled with their name. The cubby contains all of the child's personal belongings. Parents are more than welcome to check remove or add anything to their child's cubby.

PARENTAL INVOLVEMENT

There will be times and ways you can get involved in your child's experience at Polly's Playroom. You are welcomed and encouraged to participate in any or all of these activities. Some examples of ways to be involved include:

- Lending objects for units of study
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

HOUSE RULES

Please respect my profession, my home, and me. The respect that you show me, including my home, furnishings, equipment, yard, and other children will communicate itself to your child and will make for a better working relationship. There are certain house rules that all children will be taught and expected to follow. This is for the safety and well being of everyone. There will be no running or yelling permitted in the house. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching will NOT be allowed. No standing, jumping or climbing on chairs, tables or furniture. There will be no use of obscene, derogatory or disrespectful language. Children may not walk around the house with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. My home is a smoke-free home therefore smoking will not be permitted on the premises. Children and families are welcome in any areas of the home that are used for childcare purposes.

DAMAGES

It is expected that your child will be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages my property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next payment

REFERRALS

Referrals from a client are one of the biggest compliments I can receive. As a special

thank you, I offer families \$50.00 off of one weeks tuitions for each referral that enrolls. Your discount will be deducted from your weekly fee after the referred child has attended for 4 weeks

What to bring on the first day

Infants: Please bring a feeding schedule and formula/breast milk along with bottles labeled with baby's name/initials; disposable diapers; several bibs; to complete changes of clothing; crib sheet and blanket.

Toddlers: Please bring disposable diapers and wipes (until potty trained); a complete change of clothes (seasonally appropriate); crib sheet and blanket; an old clean adult size t-shirt to be used as a paint smock.

Please be sure to label all of your child's belonging

Miscellaneous

- ♥ Any changes in personal address or phone numbers will be given to provider as soon as possible. Names and phone numbers on emergency forms will be kept current.
- ♥ Parents are free to call at anytime to see how their child is doing.
- ♥ Note that your child will not be given released to persons other than the parent or legal guardian only if their names appear on the signed emergency form. In case of emergency, a phone call from you will suffice as long as the person picking up the child shows identification.
- ♥ All possible care is taken to provide a safe and healthy environment; however, children do have accidents. I am certified in CPR. In a case of an accident I will tend to the child and notify the parent. In case of an emergency, I will tend to the child, call 911 and notify the parent. Your child will be taken to the nearest hospital if that becomes necessary.
- ♥ I am a mandated reporter of suspected child abuse. Your child's welfare will ALWAYS come first. I will consult with you if possible. Please understand that I have few options.
- ♥ Any person picking up your child in an impaired condition {in my estimation, inebriated or on drugs} will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a legal guardian, but if I feel the child is in jeopardy, I will not hesitate to contact the police.
- ♥ Please check your child's bag, cubby Parent board and clipboard for daily information.

♥ Children must be in by 10 am because many activities begin at this time. I do not want your child missing out on vital information crucial to the daily activities.

♥ Parents must sign children in and out DAILY.

Changes to the contract are necessary and will be posted on the sign in clipboard and must be signed promptly.

If you have any question or need further clarification please ask more signing

I look forward to a very prosperous adventure with you and your child

Thanks Polly's Playroom

