



PARENT HANDBOOK

Parent Handbook for The Playground Childcare Center, LLC

WELCOME

I want to start off by welcoming you to The Playground Childcare Center, L.L.C.. To facilitate greater understanding between us I have created this handbook. It covers my childcare philosophies, business policies and expectations.

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 this handbook carefully, and feel free to discuss with me any questions that you may have.

MY CHILD CARE PHILOSOPHY

As a child care provider, my goal is to provide a safe positive Christian environment for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. I believe children learn through play and benefit from a structured yet flexible schedule. 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. Children will also be taught about Christ and others from the Bible along with memory verses to promote their Christian/spiritual growth as well. I do not believe in being politically correct. I still require our teachers to teach The Pledge of Allegiance with God in it and we continue to hug the children and let them know they are special and important. I believe in maintaining a family type environment for the children. This is a place where they are cared for, loved, and respected. I consider your child as a child and not a number or another source of income.

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 the child(ren). Sensitive issues will be discussed in private. I may request a private conference outside of regular childcare hours to discuss your child's care.

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.

For all information on the center please visit our website, www.theplaygroundchildcare.com. In an effort to be more "green" and cut down on the use of paper, I no longer send notes home. I found most notes were misplaced or not passed along to the proper parent anyway. The website is updated weekly unless something needs added sooner. We also have a Facebook Page. Please join us on our page and please feel free to join in discussions and ask questions.

Parents of infants can check the Baby World Tab on our website for daily feedings, diaper changes, nap times, goals we are working towards, how we are progressing with the goal, what was fun about the day, and any other information we need to pass along to you.

You are encouraged to call me at any time between the hours of 7:00 a.m. - 5:00 p.m. please be aware that I may be busy with the children and may not be able to answer the phone. If you would leave a message, I will call you back as soon as possible. The best time to call during the day is during our daily quiet time between 12:00pm and 1:00pm.

I am looking forward to a terrific relationship with you and your child!

ENROLLMENT POLICY

There is a packet of forms that I must have completed and in my possession before I can assume the responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from me. It is also a violation of my license issued by the State of Missouri not to have these forms on file at all times. These forms include, but is not limited to, 2 enrollment forms, current shot record, medical form, & contract.

SECURITY DEPOSIT

Before your child is admitted into childcare, you must pay a two-week security deposit. The deposit protects me from NSF checks, unpaid balances, unexpected family departures from child care and any other situation in which I would be left with a balance due on an account. This deposit will be credited towards your last two weeks of childcare if you should ever decide to terminate services from The Playground Childcare Center, L.L.C.. I say credited because your rates may be higher when you leave The Playground Childcare Center than when you initially enroll so you may still owe an undetermined amount at the time of termination. Deposits are equal to your normal two week fee. In the event your child does not

start care by the agreed upon date, your position will be forfeited and your deposit to hold the position will become non-refundable.

For all slots held longer than two weeks in advance, you will pay ½ regular weekly fee for each week your child is not yet in attendance. All fee rules apply. This is in addition to your two-week security deposit. These monies are non-refundable should you withdraw your child before our agreed-upon starting date.

MATERNITY/EXTENDED LEAVE

In cases of your potential absence due to maternity or extended leave from your job, I still require full childcare rate payments for the entire time of your absence to hold your child's position. In cases of maternity leave where you will be placing your new baby into my care, you will be required to fill out all necessary enrollment forms no less than two weeks prior to the baby's starting date. A security deposit is also required at this time equal to the difference of your new weekly rates and your current rate. See Security Deposit for details.

PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Rate Agreement. Payment is payable in advance and is due **no later than 12:00 noon** on Monday of each week prior to services being rendered. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is due BEFORE you leave. In cases of illness, your payment is still expected unless other arrangements have been previously made. If I close the childcare due to my own illness or emergency, payment will be accepted on your first day back to childcare.

Payments may be made by cash, check, or credit card. Credit card payments must be made through Paypal only and a 3.5% convenience fee must be added. There will be a late fee of \$20 for each day your payment is received late. If your payment is not received by Wednesday, you will not be allowed to leave your child for care until your account is paid in full. This includes all late fees. You will also be charged for any days missed due to non-payment. Repeated late payments may be grounds for termination and your deposit will be non-refundable. I ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed? You don't forget to bring your child for care, so please do not forget to pay for that care. I do not enjoy charging the late fee, but you **WILL**

be assessed the fee if your payment is late. I will give you a minimum of two-week's notice in the event of any increases in your childcare fee.

TAXES

Upon request, I will supply you with a year-end summary of all childcare fees paid during the year for tax purposes. You may request a statement at any time.

HOURS OF OPERATION

At this time, our hours of operation are from 5:00 am til 7:00 pm. However, this does not mean you are allowed to leave your child from open to close. The regular rates include a ten hour period of time. If extra time is needed, you may pay an extra \$8.00 per hour. The maximum amount of time your child is allowed to remain in care is twelve hours per the State of Missouri. Your specific hours will be outlined in your Contract. I require two-week's notice if you need to change your enrollment hours. I also reserve the right to terminate if the new hours will not work well for my childcare business.

I offer full-time, part-time, drop-in, and hourly care. Full-time positions will generally be preferred over part-time positions. I reserve the right to terminate a part-time position, if the position can be filled with a full-time family. You may opt to pay for a full-time slot in order to keep your part-time position.

I do accept children for drop-in care if I have a space available on any given day. If you tell me that you will not be bringing your child, there is a chance I will fill your spot for that day and you could potentially lose your day if I do so. Therefore, I do require that you give me a minimum of 48-hours notice if you change your mind and want/need to bring your child after all on your day. This is a service that I provide for the benefit of all the parents.

You are still responsible for paying all fees for your contracted days regardless of attendance. I do it as a service to all of my parents, which may possibly include you if you would ever need/want childcare on an unscheduled day. Your 48-hour notice is not only put into place because I may schedule a drop-in on your day, but this will give me time to adjust my menus and activities accordingly. 48 hours would give me ample notice to readjust should you decide to bring your child after all.

Hourly care is provided on a first come first serve basis, space proving. Hourly care is at a rate of \$8 per hour. The more notice you are able to give, the better chance you have of space being available to

accommodate your needs. You need not be fully enrolled in the center to take advantage of the drop-in and hourly care.

OPEN DOOR POLICY

I maintain an open door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular childcare hours. You will find our doors are locked from the outside at all times, so you will need to knock and/or ring the bell to be allowed into the building. I would appreciate your taking into consideration your child's schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur. Also keep in mind that you may in fact upset your child if you are stopping in for a visit and are not here for pick-up. Your child will develop a routine here and disruptions in the routine may cause your child to become very emotional. I encourage you to call and enquire about your child at any time.

OVER TIME FEES

You are scheduled for childcare for the hours listed in your Contract. For every hour after your 10 hour limit, you will be charged \$8.00. Minutes will rounded up to the next hour. Calling me to inform me that you will be unavoidably late does not waive your late fees. Overtime must be pre-arranged with 24 hour notice, my fee will be \$8.00 per hour. This is to assure that children are picked up on time. Payment of any fees incurred are expected at the time of pick up or drop off. These rules will be strictly enforced, and your habitual tardiness may result in termination of services and your deposit will be forfeited.

It is your responsibility to have your child picked up on time. If you know you will be unavoidably late, it is your responsibility to have an **authorized** alternate person pick up your child. I do understand situations arise causing you to be late, but you will be charged a late fee. Expenses caused by your lateness are still incurred and must be paid no matter what the reason, so there are no exceptions. Continued late pick-ups will mean breach of contract and you will forfeit your child's position in the childcare center as well as your deposit.

ARRIVALS & DEPARTURES

Children are to arrive clean and fed (unless arriving just before a mealtime). It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times; **the longer you prolong the departure the harder it gets.** A

smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider), and all the children will test to see if the rules still apply.

When picking children up at the end of the day, you are asked to always come to the entrance and knock so we can hear you. You will need us to open the door for you.

For parents of children currently in diapers, I will try my best to send your child home with a clean dry diaper, and would appreciate the same consideration when you drop off.

During arrivals and departures, I expect you to back up my rules (see Center Rules), but if you do not, I will remind your child that their behavior is inappropriate and take action to correct, if needed. Please be in control of your child during these times.

I prefer that there are no pick-ups or drop offs during the designated daily quiet time, but if it is necessary please be as quiet and brief as possible. Children who arrive during quiet time will be expected to remain quiet (they may read quietly) until quiet time is over, so that others will not be disrupted from their naps.

Do not allow your child to run out to your car while you are still inside. The safety rule is "No one goes outside without their parent with them."

If there are issues to discuss at pick-up or drop-off, I would like to step into my office before the discussion. Little ears and minds hear and understand everything. I am not comfortable discussing children in the presence of anyone except their parents for the sake of privacy. Topics that concern day-to-day events, or light-hearted discussion are fine.

My normal procedure is to release the child only to his/her parents or someone else the parents designate. If someone other than the parent is to pick up the child, please notify me ahead of time. A verbal notice is fine on that day if this person is on the list of people who are authorized to pick up your child. **If the person is NOT on that list, I cannot release your child.** Please inform emergency contacts, or people designated to pick up your child, that if I do not know them, I would need to ask for photo identification. I do not mean to offend them. This is simply a measure taken for your child's protection. I will not let a child leave without a parent's verbal permission even if that person is listed as one of your designated pickup people. Also

remember to inform whoever you put as an emergency contact that you have done so. I do not want to surprise anyone with a phone call.

SIGNING IN & OUT

A record of your child's attendance will be kept daily by the provider. It will be located by the entry door. It is a record of your child's daily check-in and check-out times and who picks your child up. These records are kept on file.

ABSENCES

There will be no refunds or adjustments made to your child care fee for your time missed due to illness, holidays, or days off. A place has been reserved for your child and you must pay for it.

Although I will make every attempt to be available each day, there may possibly be occasions when employees, family members, or I are ill and I am unable to provide service. You will be notified as soon as possible of any personal or family illness, funeral, or emergency. It will be your responsibility to obtain substitute care on such occasions and to arrange payment to the substitute.

HOLIDAYS & VACATIONS

The holidays of Easter, July 4th, Thanksgiving, Christmas Day, and New Year's Day we will be closed.

We will close at 5:00pm on Christmas Eve and New Year's Eve.

Once enrolled for six months, you may take up to two weeks unpaid vacation per year, **providing that I receive a minimum of 2 week's advance notice in writing. NO EXCEPTIONS!** Payment will be required for any other time off that is taken. One-week's vacation will be equal to the same number of days you are contracted with me for childcare services. Example: if your child attends childcare on only three days per week, you will receive six free vacation days per calendar year. If you would prefer to use your two-week's vacation as separate days that would be acceptable, but I also require a **two-week's written notice. NO EXCEPTIONS!** Any vacation days not used within your one-year period will be forfeited. Vacation days may not be applied to your final two weeks of childcare nor may they be applied to any outstanding child care debts you may owe such as late pick up or late payment fees, etc. You may not use any of your vacation days for days when your child is in attendance. I will keep a record of your vacation days used; however, it will not be my responsibility to remind you that you have so many days left that you may use before the end of the year.

PERSONAL BELONGINGS

No toys should be brought from home unless donating them to the center. I will not be responsible for your personal toys. Exceptions being their "lovey" for nap time, which will be put up until then, and Show and Tell and other special activity days. I am not responsible for personal belongings being brought into the center under any circumstances. All personal belongings brought into to center by parent or child must fit in the child's cubby, including all bags.

SUPPLIES

You are responsible for supplying diapers, wet wipes, a full change of clothing (including socks and underwear) appropriate for the weather and child's current size, and any other personal supplies that your child may need. Any lotions, cremes, or pharmaceutical products that you bring must be labeled with your child's name. We can only administer items that you provide for your child and with written consent. You may bring a whole package of diapers (I will let you know when your supply runs low). If your child is undergoing the process of potty training, please provide an ample supply of underwear and bottoms. All blankets and bedding will be laundered every Friday. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If your child should have an accident and is without a change of clothing, you will be notified to bring clothing immediately. If there is a special occasion that calls for special clothing (a visit or party right after child care or photo day), please send the special clothing with your child and I will help them clean up and get dressed prior to your arrival. I will request certain items for certain times of the year such as boots or snow suits. **All items need to be labeled with your child's name.** You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

DAILY SCHEDULE

We do provide your child with a full preschool curriculum. Your child's teacher is not a babysitter. Young children, toddlers and babies enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of

goals. I will adhere to my written schedule to the best of my ability, keeping in mind that anything can happen when children are involved. There will be times when I have to make adjustments to the schedule. I would appreciate it if you consider my schedule when picking up or dropping off your children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest quietly until the rest period is over. It is also difficult for your child(ren) to leave during an activity so also keep this in mind. The activities are of great importance to your child and they may become very emotional if asked to leave before completing it.

MEALS

Nutritious meals will be served to all children. I have set meal times. Menus for the week are posted and all menus are available for you to look over per your request. You are responsible for feeding your child if he/she will arrive after a mealtime. NO EXCEPTIONS. Breakfast will only be served until **8:30am** and lunch will be served at your child's scheduled time depending upon which class he/she is in. If your child is an infant, you are responsible for your child's meals. Infants are always fed on demand. Written feeding instructions are required from parents of infants including type of food and/or formula, amount of food and/or formula, and feeding times.

Except for special occasions and when requested, please do not send any food, drink (this includes a morning sippy cup), or candy with your child. I will not allow your child to eat or drink anything we have not provided. You need to keep all food and drinks in your car. These cause disruptions to the rules and routines of the center. Your child will only be allowed to eat and/or drink in the dining area. I believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat it. I do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! If a child refuses to eat their meal, an alternate meal will not be prepared.

I will not administer a modified diet to your child except for certain food allergies that I am notified of in writing ahead of time. This must be documented by your child's physician. If there is a special type/brand of food or beverage that is required for your child, you are responsible for providing such items. If your child is arriving after mealtime, please feed them before their arrival to the center. I will not allow them to eat a Happy Meal etc. This is not fair to the other children.

CLEANLINESS & HYGIENE

Please make sure that your child arrives clean and well groomed. I will assist in getting your child ready in the mornings if needed. I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. Infants sleep in separate cribs, with clean sheets used only by them. Beginning at about 12 months, cots with sheets are used. Sheets, blankets and pillows are washed weekly (unless soiled, then they are washed as often as necessary).

Children use separate cups, plates, bowls and eating utensils that have been washed in the dishwasher and dried on the heat setting. High chair trays, tables, etc. are cleaned and sanitized after each use.

We will do our best to keep your child clean, but there will be times it is out of our control. Please do not send your child in his/her best clothing. The children sometimes get a little messy in their eating and crafts. Keep in mind I only use washable paints and markers.

TOILET TRAINING

Toilet training will be done in a relaxed manner with the cooperation of the family. If potty training is begun when your child is ready, the task is easy and quick. If a parent undertakes the task of potty training when they want it to happen, the task is arduous and painful for all concerned. Around two years of age is a good rule of thumb to start checking for signs of readiness. When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, he/she should wear clothes that promote their independence. In addition, your child must have at least two complete changes of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove "in a hurry".

I ask that you begin toilet training at home during a weekend or vacation. I will follow through and encourage your child while in my care. When a child is ready, the process should go pretty quickly. We will start off taking your child to try to go potty every twenty minutes. As time passes your child will get the hang of it and be able to tell when it is time to go. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home.

Your child's readiness is something we can discuss because consistency between us will be very important. We do not like to use pull ups during this time because it is too difficult for your child to distinguish between it and a diaper and it is also too hard for us to tell when there has been an accident. We have also

found that wearing big boy/girl underwear is an incentive all by itself for your child to conquer going on the potty. Accidents will happen and are expected. For this reason, please bring an ample supply of clothing and underwear that we can keep here and launder as needed. Just because your child has an accident or two does not mean that he/she needs to be put back in diapers. Once potty training has been started, it is in the best interests of everyone to remain consistent. If we join together in this endeavor, it will go much smoother and faster. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

NAPS & QUIET TIME

All children, with the exception of the school-age, are required to lie down for a rest period in the afternoon. All children must nap or rest quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

I provide nap cots with fitted sheets and blankets for your child to use. If your child requires something additional to sleep with, please make sure it fits in his/her cubby. Keep in mind when starting a new routine is the best time to stop old ones. I would ask that you please avoid picking up or dropping off your child during naptime, as it disturbs the other children's rest period.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, I will attempt to put them on the scheduled nap/rest period.

ACTIVITIES & CURRICULUM

The main goals of this childcare center are to have fun, improve social skills, and encourage creative expression. I will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing.

Some of the activities include letter, shape, color, and number recognition as well as many others. Some of the projects will be taken home to share with the family and others will remain on display at the center. Children learn best from participating in and observing the environment around them. We feel that a hands

on approach works best when it comes to teaching small children. We will teach most things through crafts, music, and other non-traditional teaching methods.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times.

PARENTAL INVOLVEMENT

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

Lending objects for units of study

Coming and talking about your job, when asked

Helping your child at home with the concepts we are studying here (see monthly newsletter)A

Helping your child prepare for "Show and Tell"

Helping to provide treats or other items for our parties

BIRTHDAYS & PARTIES

On the birthday child's "Special Day." If you feel you must purchase a personal gift for that birthday child, I ask that you give this outside of the childcare center. It will be your responsibility to provide a cake, cupcakes, or treats for your child's special day. I also have holiday parties occasionally throughout the year. At Christmas time, parents are asked to purchase a toy or book gift to be presented to your child at our Christmas party.

CENTER RULES

Please respect my profession, my center, and me as well as my staff. The respect that you show will pass on to the children. There are certain center rules that all children will be taught and expected to follow.

The following rules are enforced for the safety and well being of everyone. There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs, tables, or furniture. There will be no use of obscene, derogatory, or disrespectful language. Children may not walk around the center with food, cups, or bottles. Children are not permitted to lift and/or carry other children while in the center or on property. 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. Toys are meant to be

played with, and if they break it is most likely from wear and tear. Unless a child deliberately takes a toy and breaks it, you or your child will not be held accountable. Please support me in the enforcement of these rules, in order to create a better environment for all.

No smoking is permitted on the premises and this does include the parking lot. Please discard cigarette butts somewhere else.

Children and families are welcome in any areas of the center that are used for childcare purposes.

INDOOR & OUTDOOR PLAY

Indoor play: I provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up, when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times and wearing closed shoes. Our activities will include, but are not limited to playground equipment, water play, bike/toy riding, and more. We follow the weather guidelines set by Children's Hospital.

DISCIPLINE

My philosophy is that positive reinforcement of the good things all the time, leads to very few times needed for disciplinary action. I achieve this through love and consistency. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care center frequently, so they are all familiar with the guidelines.

Please keep in mind that there WILL be disagreements between children. Young children, especially, who are not adept at communication; have a hard time expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases.

The following methods of discipline will be used:

Encourage children to solve problems themselves

Intervention and discussion

Re-direction to another play area

Loss of privileges

Time out

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, or name-calling. Neither food nor sleep will ever be withheld from children as a means of punishment.

As a child care provider, I have a responsibility by law to recognize and report any evidence of child abuse--physical or emotional-or neglect. This is strictly for the benefit of your child.

ILLNESS POLICY

Under no circumstances will parents be allowed to bring a sick child to the center. Sick children expose other children, as well as myself and staff, to the spread of their illness and require additional care and attention that I am unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to child care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. If I become ill due to exposure to a sick child, all of the children may need to arrange alternate care, and it is possible that I may lose a portion of my income. Because this is disruptive to other children and their families, as well as my own, your cooperation on this issue is extremely important.

The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE

Fever: Fever is defined as having a temperature over 98.6°F taken under the arm, over 99.5°F taken orally, or over 100.4°F taken rectally. A child needs to be fever free for a minimum of 24 hours before returning to childcare; that means the child is fever free without the aid of Tylenol or any other fever reducing substance.

Diarrhea: runny or watery stools, or 2 or more loose stools within last 4 hours.

* As for infants with fevers and/or diarrhea and as it pertains to teething, I will only accept a child with these symptoms back into care after the child has seen a doctor and a note is sent from the doctor stating that these symptoms are due to teething.

Vomiting

Runny nose: Your child may be brought to care if he/she has a common cold (slight cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in childcare.

All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are not acceptable in childcare.

Unexplained Rash

Excessive Crankiness: Child is irritable, excessive whining or crying, wants constantly held, or requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care.

Your child will not be accepted into childcare if he/she has had any of the above symptoms within the last 24 hours. A sick child should be allowed to recover fully after an illness so that other children in the group do not risk exposure and so that the child is able to fully participate in childcare activities. If you are unable to remain at home with your sick child it will be necessary for you to make substitute child care arrangements at your own expense. If your child becomes ill while in my care, I will notify you immediately. You are required to pick up your child within 60 minutes of notification. If you cannot be reached then your emergency contact will be called. If you refuse to pick your child up from care, I will call the Hotline for Child Abuse and Neglect and inform them you have abandoned your child. I will then contact the local police department. If your child is out ill regular fees still apply. I reserve the right to determine when a child should be sent home due to illness. Children may return 24 hours after symptoms of illness end or with written authorization from your doctor stating the name of illness and when child may return to group care. Please notify me as soon as possible when your child becomes ill.

If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. He/she will be isolated from the other children and given special attention and comfort until you arrive. Your child will be accepted back into care when no longer contagious. All other parents will be notified of the

possibility of a communicable disease and what symptoms to watch for. Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are not acceptable in childcare.

Many times the childcare center may get blamed for the illness of a child, meaning that I have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to the center we are all at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? I will always respect your need to be at work. I ask, however, that when deciding if your child should be at home, you give consideration to the other children. Ask yourself how you would feel if another child were as ill as your child. Would you want your well child exposed to these symptoms?

Further, there are times when a child is not that ill, but is terribly uncomfortable, and really needs some "one on one". At those times I strongly urge you to consider keeping your child at home. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

I Reserve the Right to Require a Physician's Release Before Your Child May Return to Care.

MEDICATIONS

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. All written instructions shall be valid for six months unless a shorter time period is designated by the physician, dentist, or parent. These must be labeled with the child's name. NO EXCEPTIONS! I may not exceed the manufacturer's recommended dosage unless with written physician's instructions when administering nonprescription medication. I may not administer nonprescription oral medication for longer than 3 consecutive days without written permission from your child's physician. I may not administer nonprescription topical ointments, creams, or lotions for longer than 14 consecutive days when used for skin irritations without written permission from your child's physician.

MEDICAL EMERGENCIES

In case of EMERGENCY, I will administer the necessary first aid. 911 will be called and your child will be transported to the hospital designated. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility.

I am prepared with emergency care givers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness or accident. You will be notified when an emergency care giver will be used. If an emergency care giver can not be located, you may be requested to pick up your children. You are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. **The Playground Childcare Center, L.L.C. will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the myself during outings.**

Emergency SAFETY

I have a written fire evacuation and tornado plan. Fire drills with the children will be performed at least once each month and tornado drills once every three months. In addition, I incorporate emergency safety curriculum into my program.

Termination Policy

I reserve the right to terminate for the following reasons (but not limited to):

Failure to pay

Failure to complete the required forms

Lack of parental cooperation

Failure of child to adjust to the child care after trial period.

Physical or verbal abuse of any person or property

My inability to meet the child's needs
A Lack of compliance with handbook regulations

Serious illness of child or provider

Extreme Violence

False information given by parent either verbally or in writing

I appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. You are required to give two-week's written notice when you decide to terminate childcare. The two weeks will be paid in full, regardless of whether or not your child is in attendance.

I will give two-week's written notice of termination for which full tuition is due, whether or not your child is in attendance. I reserve the right to give written notice of immediate termination where there are extreme

circumstances that affect the well being of myself or other children in attendance. In this situation, the two-week's payment of tuition is still required.

Termination notice will not be accepted while provider or parents are on vacation. You may pay two-week's fees in lieu of two-week's notice.

If you fail to give a written two week notice of termination of services, you will be required to pay for two weeks of care as well as forfeiting your deposit.

REVISIONS TO HANDBOOK AND CONTRACT

There will be periodic revisions to this handbook and the accompanying contract. All families are required to sign the revisions. I reserve the right to make changes in rates and policies, as I deem necessary. You will be notified, in writing, of any changes that may occur.