

2008 Policies

Meals

I serve 2 snacks (morning and afternoon) and lunch each day. Snacks consist of fruits, crackers, breads, muffins and juice. Lunches consist of a meat (protein), bread, vegetables and/or fruits and milk as stated by the USDA food program. Children should arrive each morning dressed, fed breakfast and ready for the day. If your child is eating something in the morning, please have them finish it in the car. On 1/2 days for school children please have them still eat their lunch at school since by the time they arrive home, I have already fed my younger children, Please no gum during daycare hours.

Toys

Please keep toys at home, they create problems with sharing and can be a choking hazard for my smaller children. Fridays is Fuzzy Friday and the children may bring a stuffed animal from home.

Clothing

Each child is supplied with a cubby to keep their things in. Things that need to be brought to daycare in a ziploc bag with child's name on it: Shirt - Pants - Socks - underwear - hairbrush. Rubber boots with child's name on them to be left here for outside play so that child's shoes don't get dirty and they keep child's feet dry when the grass has dew on it. Children not able to tie shoes need to please wear slip ons or Velcro shoes that they can do themselves. Please have your child bring a coat or sweatshirt everyday. Please save overalls, belts and snap pants for weekends and not daycare hours as it is sometimes much too hard for children that use the bathroom, especially when they are in a rush to go, which also helps with less accidents. Please, no tie strings on coats or shirts, necklaces or rings because of safety reasons. These things can get caught up on play equipment. Children need to wear socks everyday or bring a pair with them if they have on sandals or flip flops during the summer months.

Transportation

We do go on field trips during the summer and sometimes on school breaks therefore I will ask for a few dollars from the parents at these times. Please pay in cash only. On hot days parents need to please put suntan lotion on their children in the morning. Children will be buckled up at all times. I supply booster and car seats.

Sick Children

If your child is running a fever, vomiting, appears to have an infection such as a runny nose that is not clear or a really bad cough, please keep your child home, he or she needs you. If your child comes down with any of the above symptoms while in my care, he or she will be tucked into bed and separated from the other children and you will be notified so you or your pick up person can come. Children having had fevers or vomiting may return after this has subsided for 24 hours. That means 24 hours since their fever broke without the aid of tylenol and 24 hours since the last time they vomited (no exceptions) If I feel you have brought your child back too soon after being sick and they are still too sick to be around the other children, I will be calling you to return to pick them up. If you stay home with a sick sibling you need to keep your other child home as well so that they do not infect my daycare children or me. I have a responsibility to the other parents and children.

Preschool

I teach preschool during the school year for parents that are interested. My fee is \$20.00 for the program I purchase. This is due before the 1st of each month, payable in cash only. This is for 3 years old and up.

Medications

If your child has a common cold such as coughing, runny nose, sore throat, (mild cases) and you are giving them medicine for their discomfort, please be sure to bring this with them so they can be comfortable during the day and at naptime. No cough drops please! Only medicine already opened and a written permission slip allowing me to administer it, these forms are in your packet. I will administer only the dosage recommended on the stated label of prescription and non-prescription drugs. Please try to keep childrens doctor and dentist appointments in the mornings or late afternoons so as not to disrupt our schedule or the children's naptime.

Daycare Fees

*My fees for full time child care per week is as follows:

\$250.00	0- 1 years
\$205.00	1- 2 years
\$180.00	2 to 3 years and not potty trained
\$155.00	3 years and potty trained and up
\$100.00	Before and after school care
	(1/2 days and no school days add \$11.00 per day.)

*My fees for Part time childcare:

These fees will be accessed depending on the hours & days needed. Once you have picked times and days for your child, there are no exchanges in days. This is your childs spot and I try to fill the other days to cover a fulltime spot with other part timers. If you wish another day you will need to pay for that day in addition to your regular day saved. (If I have an opening for that day) If your work hours and days change for the week just let me know and I can adjust your new hours and tuition. Part time is usually \$5.00 extra for each day less 5 days.

Payment is due on the 1st of each month or each Friday morning (which covers the following week) If a parent continuously is forgetting to pay me on Fridays they will be automatically switched to pay monthly. There will be a \$10.00 late fee for each day late. Any returned checks will need to pay a \$39.00 fee and all other fees if any and then to be paid in cash thereafter. Full payment will be required whether one day or five days are missed. My operating hours are 7:00 - 5:00. Anyone arriving past 5:00 will be charged a \$1.00 per minute. (unless I have okayed it Prior) Anyone arriving past 5:00 continuously needs to find daycare elsewhere with longer hours to fit your schedule better. If on occasions you need to be here earlier then 7:00 just let me know the night before. If you get off early please pickup your child then. My 5:00 close time is for parents still working. There is a \$50.00 - non refundable (per child) registration fee at time of enrollment. If you are no longer in need of my services you need to give me 1 month written notice or payment for the weeks. I in return will also give 1 month notice, if I am unable to keep a child, unless there is unavoidable circumstances such as abusing my policies. There will be a \$1.00 a day increase every January.

Holidays

Major holidays will be observed by my daycare, and paid for, such as: New Years Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving day and the Friday following, Christmas Eve, Christmas Day and the day following Christmas. If your child has a birthday party and you wish to include daycare children please include all children or none. This saves from little hurt feelings. Thank you!

Vacations

I take 3 weeks vacation each year, which is split up throughout the year, I will always give plenty of notice . 2 of the weeks need to pay 1/2 your fee for my vacation and the 3rd week is split up in separate days here and their. I do not charge you for the single days that I take off. Parents taking off time for their vacation, need to pay 1/2 their childs fee (this applies only if you have given me 1 month written notice.) this is only for fulltime children, part timers still pay full. This is only for Monday thru Fridays. Not a split up week. If you take vacation with a holiday, this day is still charged full. This holds your childs spot in my daycare.

Diapering & Potty training

For children in younger years, parents are to supply for the week, their diapers and wipes every Monday. When your child is showing interest to be potty trained I will help teach them during daycare hours if you are also working with them at home. I feel this is a team effort on all adults and the children will learn faster. Please have them wear sweatpants or easy pants that they can manipulate themselves, jeans are hard for them to zip and snap and too stiff to pull down and up. No underwear please until they are not having accidents. Pull-ups are recommended.

Naptime

Naps will be taken on mattress pads with a fresh washable sheet cover, blanket and a pillow. Each child will have his or her own personal character bedding for the protection of your child. At nap, each child picks a stuffed animal of their choice to sleep with. Any child not potty trained at naptime will need to wear a diaper or pull-up to insure not to soil the child's clothing and bedding. All children 6 years and under are required by state licensing law to take a nap or rest.. Rest time ranges from 12:30 - 2:30. If you need to pickup your child early you need to do this before or after naptime so as not to disrupt my other children resting.

Discipline

Spanking will not be used as a discipline in my daycare. I prefer the use of redirection. Time out will be used only when nothing else seems to be working. If after a 2 week period, your child is not adapting well in our environment I will discuss with you an alternative daycare more suitable to your child's personality.

Drop off & Pickup

If on occasions your hours will be different than your usual times for drop off or pickup could you please call ahead to let me know of the changes, it would be greatly appreciated. If you pickup early and do not let me know we may not be here and that would be an inconvenience for you if you have an appointment to keep. At drop off and pick up could parents please do your goodbyes in the entry please and as quick as possible, since children tend to become a little silly and forget my rules when their parents are present.. Also, please make sure you either talk or make eye contact with me before you leave your child in the morning. At pickup and drop off, for safety reasons, please turn off your vehicles engine. If for some reason you need to enter my home, could you please remove your shoes. I keep a board posted on the wall with upcoming news, please be sure to watch for it. Please sign your child in and out each day, this is a licensing requirement and they will fine me \$75.00 if they drop in and it is not up to date. This will be passed on to the parents not signing in.

Weather Conditions

I reserve the right to close my daycare in the event that most parents are not attending daycare due to severe weather conditions, and I feel that it would be too hard to do daycare, such as no heat or lights for a long length of time, or a lot of snow. This would only be for extreme times.

Daycare Equipment

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|-------------------------------------|----------------------------|----------------------|
| 1. Art Supplies | 8. Computer | 15. Games |
| 2. Musical tapes and instruments | 9. Theme Units | 16. Water play table |
| 3. Dramatic play equipment | 10. Learning toys | 17. Sensory Tubs |
| 4. Blocks of many varieties | 11. Manipulatives | |
| 5. Puzzles for all ages | 12. Academic aids | |
| 6. Books and tapes | 13. Crafts | |
| 7. Dress Up, Puppets, Flannel Board | 14. Outdoor play equipment | |

*My fee includes all meals suggested, toys, supplies, etc. and the unlimited amount of hugs your child needs during the day while you are away. My general attitude behind childcare is to nurture a secure, happy feeling within the children during the hours when they are away from family and home as well as instilling a respect for others and a feeling of self worth. I hope to contribute to the creativity, social and academic development of each child to make the time spent in my daycare a good and positive experience. My children are grown and I had planned on seeking another job yet I love kids and enjoy doing daycare and feel for the parents that have to work and are looking for quality daycare where they can leave their children and not have any concerns or worries. My services are for parents that work, if you are looking for a daycare so that you can run errands, please seek childcare elsewhere.

Admission Requirements

1. Read my policies. Both Mother and Father need to sign and date.
2. Immunization Form - parent required for maintaining accurate and up to date your child immunization record.
3. Childcare Home Register
4. Enrollment fee of \$50.00 (non refundable)
5. Tuition for first month or first week (non refundable, to hold your child's spot)
6. Permission Form
7. Childcare Agreement.
8. Library card registration.

Please keep these papers on hand for your records so you may refer back to them in the future. If you ever have any concerns or questions please feel free to call me. Good communication is key to a successful provider and parent relationship and benefits your child's growth. I look forward to being a special part of your child's life.

Thank You!

Kristi L. Koontz

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Please read all of the policy and procedures and sign below and return this page to me prior to your child starting daycare. Thank you!

I/We have read and understand the entire contents of the policy and procedures contract and agree to all.

Signatures:

Mother _____ Date ___/___/___ DOB ___/___/___
Mothers work schedule (days & hours): Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____
*Do you have text messaging ___ Yes ___ No Email: _____

Father _____ Date ___/___/___ DOB ___/___/___
Fathers work schedule (days & hours): Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____
*Do you have text messaging ___ Yes ___ No Email: _____

Please fill out questions below and any information on your child which will help to make it an easier transition for your child into my daycare.

Previous daycare your child attended and phone number:

What foods does your child like? _____

What foods does your child dislike? _____

Does your child get scared of anything, _____

What time does your child usually nap and how long _____

What comforts your child when they become upset _____

Any problems at previous daycare _____

How do you discipline your child _____

Any other additions you would like me to be aware of: _____