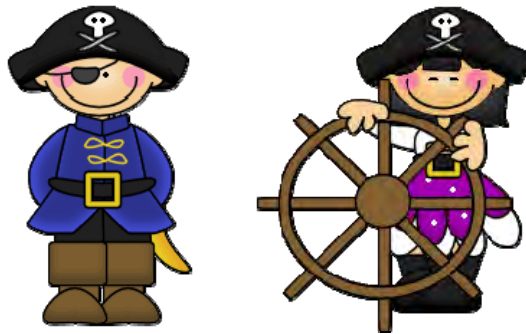


TREASURES OF THE HEART PRESCHOOL AND CHILD CARE



~ PARENT HANDBOOK ~



A 4 Star Rating Child Care

Jean Lang
St. Paul, MN 55130
651.778.****
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www.treasureschildcare.com

“Coloring Your Child’s World all the Colors of the Rainbow”

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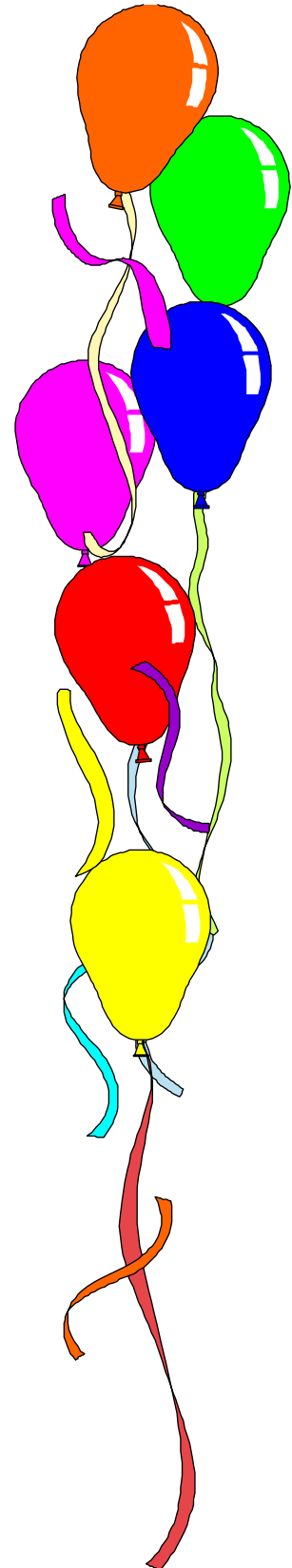
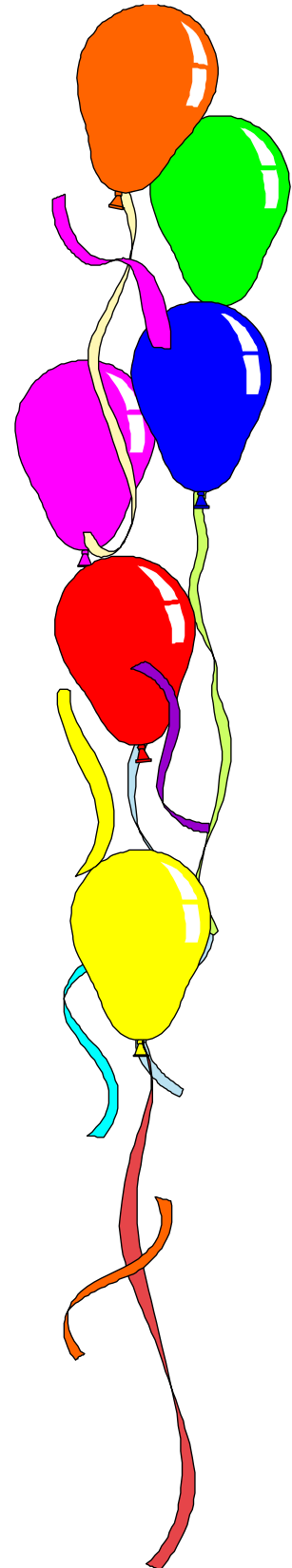


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TREASURES OF THE HEART PRESCHOOL AND CHILD CARE

JEAN LANG

**** ***** ST.

ST. PAUL, MN 55130

651.778.****

WEBSITE:

WWW.TREASURESCHILDCARE.COM

Parents,

Thanks you for choosing “**Treasures of the Heart Preschool and Child Care**” for your preschool and child care needs. Enclosed you will find a copy of my ~Parent Handbook~. There may seem like a lot of information, but this is to let you know what you can expect from me as you child’s care giver and in turn to also let you know what is expected once my contract is signed.

Please take the time to go over this handbook. We have viewed it during your interview, but this copy is for you to reference back to. If, at any time you have a question regarding my policies, please don’t hesitate to ask. I want to always have an open line of communication with you.

A new contract will in signed by all families at the beginning of each year. I reserve the right to make changes in policies as I deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least a two-week notice of new changes.

I look forward to welcoming your child/ren into our preschool / child care.

Sincerely

Jean M. Lang



Here's to the kids who are different.
The kids who don't always get A's.

The kids who have ears,
Twice the size of their peers.

And noses that go on for days!

Here's to the kids who are different.
The kids who they call lazy or dumb.

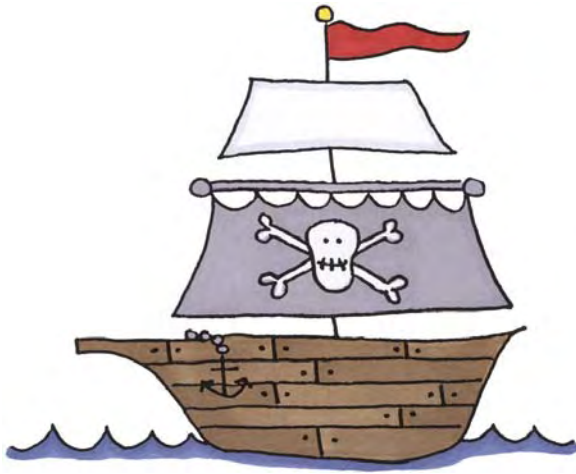
The kids that don't fit,
With the guts and the grit.

Who dance to a different drum.

Here's to the kids who are different.
The kids with the mischievous streak.

For history has shown,
It's their differences that make them

UNIQUE!!!



TREASURES OF THE



CHILD CARE

Thank you for choosing **Treasures of the Heart Child care** for your child. I started "**Treasures of the Heart**" Childcare in 1985 when my own children were 1, 3 and 5 years old. It was a strong desire to spend more time with my own children and provide them with playmates in a safe and happy environment that led me to start doing in home child care.

As a family child care provider, my goal is to provide a safe and happy environment for each child that will stimulate their physical, intellectual, social and emotional growth at their own pace. I offer loving care that focus on each child as a unique and wonderful individual and in doing so, builds self-esteem and respect for others.

As your partner in caring for your child, my inter-actions with you the parent is as important as my inter-action is with your child. I encourage parent involvement in the child care setting.

For clarification purposes:

Regarding all statements in this policy book directed to the parent, the word parent shall mean parent or guardian or adult person responsible for the child's physical and financial well being.

Infant - any child 12 months or younger.

Toddler - any child 12 months to 30 months.

Preschooler - any child 30 months to kindergarten.

Kindergartner - any child attending kindergarten.

Schoolager - any child attending grades 1st or higher.

All policies shall remain in effect as stated herein unless provider gives notice of change of any said policy in writing. Provider retains the right to enforce these policies at will. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

TREASURE'S OF THE HEART PRESCHOOL AND CHILD CARE

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. NO EXCEPTIONS! Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to "Treasures of the Child care" before or on your child's 1st day.

- * Financial Agreement
- * Registration Form
- * Food Program Form
- * Permission to administer
- * Immunization Record

AGES SERVED

The ages of the children that I care for are 6 weeks up to 5 yrs old. I am geared for ages 5 and under. Because of this, unfortunately, once your child starts kindergarten, alternative care will have to be arranged - unless there is a full-time younger sibling in care. Please keep in mind that I do not provide transportation to and from school and my home.

DAYS AND HOURS OF OPERATION

Child care is open Monday - Friday, from 7:00 a.m. to 4:30 p.m. Child care is never offered on week-ends, evenings, or holidays. Please remember that your fee is based on the hours you contract for, not the hours that I am open. I will provide care for your child from _____ a.m. until _____ p.m. You are scheduled for child care at the above hours. If you (or any of your designated drop off or pick up persons) drop off before or pick up after your contracted hours, you will be charged a early/late fee of \$1. per minute per child per every minute that you are early or late. This applies if your contracted pick up time is 4 p.m. even though my child care is open until 4:30 p.m. This also applies if your contracted drop off time is 8 a.m. even though my child care is open at 7:00 a.m. Please choose your drop off and pick up times carefully as I do strictly enforce this rule. **Late drop-off does not constitute late pick up.**

Child care is for work, not to do appointments, grocery shop, working out, etc. Please schedule appointments, etc., during contract child care hours.

SIGN-IN SHEET

Parents will be required to sign-in and sign-out your child on the sheet provided each morning. This will also include a space for times.

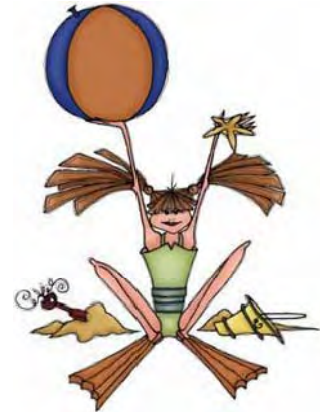
FEES

My fee for child care is \$ _____ per week or \$ _____ bi-weekly, whether your child is in attendance or not. You are paying for a contracted spot for your child. I don't offer part-time child care. I will be taking 3 weeks' vacation per calendar year. These are paid vacations. Please note: No special rates for school teachers. Teachers will be bounded by this policy. If school teachers take summer months off, there is no guarantee that your spot will be available in the fall. Holding fee will not be refunded if you lose your spot in the fall. To hold your spot for the summer you are required to bring your child at least 3 days a week. You are expected to find your own back-up care during this time or if I should become ill. You will receive at least a 2-week written notice. I receive 4 paid sick/emergency/personal days and 1 paid Professional Development day per calendar year.

I require payments to be made Monday mornings, prior to each work week. A late fee of \$10.00 per day will be charged for payment not received by Monday's pick-up time. A fee of \$30.00 will be charged for any returned checks. When fees are not current, children will not be admitted.

At the termination of this contract the following applies: I am entitled to vacation pay pro-rated per month as follows:

- 1 Month of care = 1 Paid Vacation Day
- 2 Months of care = 2 Paid vacation days
- 3 Months of care = 3 Paid vacation days
- 4 Months of care = 4 Paid Vacation days
- 5-6 Months of care = 5 Paid vacation days
- 7 Months of care = 6 Paid Vacation Days
- 8 Months of care = 7 Paid vacation days
- 9 Months of care = 9 Paid Vacation days
- 11-12 Months of care = 10 Paid Vacation Days



This is used if no vacation days have been used, and is per calendar year.

HOLIDAYS

I will be taking 8 paid holidays. They are: New Year's Day, Provider's Appreciation Day (Friday before Mother's Day), Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving and Christmas Day. If I am working on Christmas Eve Day, I request that pick-up time be by 12:00 noon. If any of the above days fall on a Sat. or Sunday, the day designated by the Federal Government will be taken off.



HOLDING FEE

I do not charge an enrollment fee; however, before your child is admitted into child care (or to hold a future spot) a holding fee must be paid. This holding fee is equal to one week of child care and will be credited towards your last week's 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.

Child care fees will automatically increase by **\$5.00** effective the 1st Monday in January of each year. This increase is per child. A year-end statement of all child care fees paid during the year will be given to you in January of the next year for tax purposes. You may request a receipt at any time.

MEDICATIONS

If your child is on medication and it must be administered while at child care, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time or with the meal you specify and a written record kept.

DIAPERING

Latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Hands of the child and care giver are washed thoroughly. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasion that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications or teething.

PROPER ATTIRE

Child's play is messy work. Your child will be painting, playing on the grass, in the sandbox, playing with chalk and other various activities. Please do not expect me to keep your child's clothes clean and free from stains. Please dress the kids appropriate. I will not be responsible for "Cute" clothes getting messed. The children will participate in all activities regardless of their dress.

Children (and parents) do not wear shoes when inside my home. They must be taken off in the entrance and left with coats. This helps to keep carpets more sanitary for crawling infants and children.

TOYS AND PERSONAL ITEMS

Toys brought from home will be placed in bins except on Mondays when we have show and tell. I am not responsible for broken toys.

A TYPICAL DAY AT “TREASURE’S OF THE HEART CHILD CARE”

- 7:00 – 8:30 Children arriving and breakfast being served.
8:30 – 9:00 Breakfast cleaned up / free playtime..
9:00 – 10:00 Begin class time with good morning song. Weekly theme projects.
(Colors, shapes, numbers, art’s & crafts – alternate days).
10:00 – 10:30 Group play, free play, music, story-time.
10:30 – 11:30 Lunch preparation time / hand washing, lunch and clean-up time.
11:30 – 12:00 Channel 2 viewing / Wind down time.
12:00 – 2:00 Quiet time. All children will be expected to rest at naptime.
. They may quietly look at books or watch a movie occasionally.
2:00 – 2:15 Wake up time.
2:00 – 2:30 Snack time.
2:30 – 5:00 Free play, large muscle play, flannel stories. Close to closing, wind-down
Time. Pick – up.

*(This schedule is typewritten---it is not set in stone.
This is an idea of what we do during the day)*

OUTDOOR ACTIVITIES

Our outdoor activities will include using the playground equipment in the backyard, riding toys and playing organized games. Children, no matter the age, will NOT be allowed outside to play unsupervised.

During the summer most of the day is spent outside. During the winter, children will go outside if the temperature is above 15 degrees. If your child is too sick to play outside, he is too sick to attend child care. If your child is not appropriately clothed for the weather, you will be required to return to child care with the correct attire. Please be sure your child is prepared to start their day.”

MINNESOTA WEATHER / MINNESOTA WISE



We are all aware of how unpredictable MN winters can be. I know that weather and driving conditions can cause late pick-ups. These are unavoidable, but please try to remember the hours you are contracted for. Please pay close attention to the weather to help avoid late pick-up.



PRESCHOOL PROGRAM

Treasure’s of the Heart Child Care is proud to offer a "Preschool Program" September to June of each year. This program targets children ages 2 to 5 yrs. This program is called 1 – 2 – 3 Learn Curriculum, which I develop and also sell to other child care providers across the U.S. and Canada. There are many learning stations in our daycare playroom. There is a housekeeping area, blocks, trucks, puzzles, books, dress-up items and much, much more. Children actively learn while playing....

ILLNESS AND SICK CARE

The health and well being of all of the children here are the utmost importance to me. It is for the protection of the children that I must insist on a strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making the decisions based on emotion instead of logic. Even with all our precautions, children do get sick and or hurt. Due to my concern for all of the children enrolled in my child care there are certain guidelines that I require all my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. This is to ensure that a child does not return to child care when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are a number of immunizations required by law before your child may attend child care. Upon application for enrollment you will be asked to fill out an immunization record. You will be informed of any immunizations that will be needed before your child starts child care.

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort.

There are also some illnesses that by law exclude the child from attending child care. Some of those illnesses are but not limited to:

- * Infectious Conjunctivitis
- * Infectious Diarrhea
- * Impetigo
- * Chicken Pox
- * Hepatitis A
- * Scarlet Fever
- * Scabies
- * Ringworm
- * Strep Throat
- * Lice

When a child has certain symptoms, he should be kept at. Some of these are:

FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 101 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to child care until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a high temperature and you administer a fever reducer, this generally only lasts a few hours and I will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to come immediately to remove your child. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

DIARRHEA

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the child care setting and this child must remain at home. Please use your discretion with this. If the child has diarrhea that's not contained, you will be called to come pick your child up from child care.

RUNNY NOSES

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, and then rub them on other children, toys and on surfaces. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These cases will be handled on a case by case basis. Your cooperation will be greatly appreciated. Also, once the cold season starts, you will receive a notice for you to supply the childcare with a box of tissues. Once supply has run out, you may be requested to supply another box.

Some of the features that help to insure your child's health are:

- * NO SMOKING ON THE PREMISES
(We are a non-smoking home)
- * My health policy is strictly adhered to
- * Current immunizations are required
- * Good hygiene is stressed at all times
- * Every attempt is made to keep toys and play areas sanitized
- * Napping is done on individual nap mats
- * Food preparation is done in a safe and hygienic manner
- * Menu's follow Federal Nutritional Guidelines
- * Hand washing before eating, after diapering, use of toilet, outside play, touching body secretions, messy crafts or projects.
(About 100 other times during the day....)



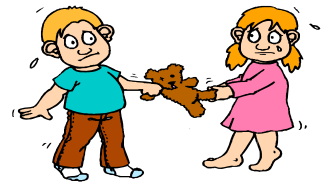
DISCIPLINE

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency and firmness. 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 home 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 feeling's. 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
- * Redirection 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 between our homes. These types of behavior 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 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, name calling or isolation used. 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.

SMOKING

This is a non-smoking home and there will be no smoking anywhere on the premises. Cigarette butts are not to be discarded in the driveway, yard, planters, etc. Please respect this.



BIRTHDAYS

Each child's birthday is his/her "Special Day." We will celebrate everyone's birthday by playing games and I will buy a gift that is from all of us. It will be the parent's responsibility to provide cake or treats if desired.

HEALTH AND SAFETY

If your child becomes ill while at child care, he/she will be isolated from the other children and one parent will be called immediately. If I am unable to contact a parent I will call the designated emergency contact person on their emergency card. The child will be unable to remain in child care if ill and I will expect them to be picked up WITHIN the hour. No exceptions--If a child is not picked up within one hour you will be billed a late fee of \$1. per minute.

If your child is unable to go outside or participate in daily activities, please inform me. Special needs required by one child restricts the activities of all the children. Prolonged requests for special treatment may result in a request to keep the child home until they are able to participate in normal activities.

Should your child require a modified diet due to recovery from an illness or injury, please inform me. You may be requested to supply the necessary foods required.

I am required to keep SYRUP OF IPECAC in my first aid kit. This will be administered in cases of accidental ingestion of a poisonous substance only after receiving this instruction from Poison Control. PARENTAL PERMISSION IS REQUIRED. All poisonous household supplies are kept out of reach of children.

EMERGENCY

In case of an EMERGENCY, I will administer necessary first aid. The St. Paul Police Department or Paramedic Unit will be called and your child will be transported to the hospital designated on your emergency card. YOU WILL BE NOTICIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be covered by the parent or guardian.

PARENT/CAREGIVER COMMUNICATION



Communication is very important to me. When I accept a new family into my child care, 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 child care 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 outside of regular child care hours either by telephone or conference.

Conferences will not be a 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.

I publish a monthly newsletter that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, my days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

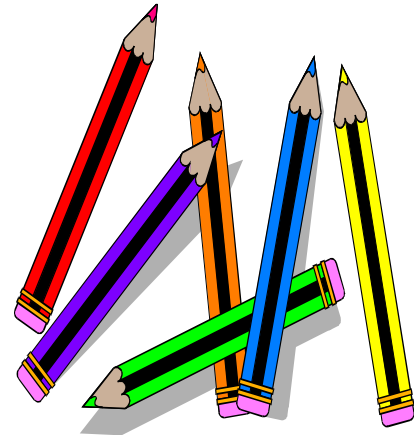
FRIDAY FOLDERS

Children put their artwork and work sheets into their **FRIDAY FOLDERS** each day. The folders will be taken home with them on Fridays. The folders are to come back every Monday to store their work throughout the week. Children who remember their folders will get a sticker to put on their folder. Please go through the folders with your child each Friday. I will also put notices, information, etc. into their folders for you when necessary. If you don't take the time to check each week, I will not be liable if you don't know of future days off, etc.

LEARNING EXPERIENCES AND PLAYTIME

Attending "**Treasures of the Heart Child Care**" should be an enjoyable experience for the child as well as the parent. While at child care, your child will be exposed to many kinds of learning experiences including:

- * Arts and Crafts
- * Music and fingerplay
- * Story and listening adventures
- * Poems, books, flannel stories
- * Computer time (4 yrs and older)
- * Large and small muscle play
- * Self initiated play
- * Numbers and counting
- * Letter recognition
- * Social development and kindergarten readiness
- * Individual play time
- * Weekly themes



Parents can be confident their children are being well cared for in a cheerful environment. Parent involvement is encouraged. Parents may visit any time (during daycare hours).

TOILET TRAINING

Children should begin toilet training no sooner than 18 months. Forcing your child to train before he/she is ready can result in bedwetting, frequent accidents, constipation or regression, in times of stress. I believe that most children are ready to begin toilet training around two years of age. Of course, all children are different. While some may be ready at 18 months, others are not ready until 2 years. Some readiness signs to look for are (1) language skills, the ability to say "potty" or some other term which indicated that your child needs to use the toilet. (2) An interest in staying dry or clean. (3) Self-help skills, the ability to dress and un-dress themselves. (4) Staying dry for longer periods of time throughout the day. It is not a good idea to dress your child in overalls, pants with difficult fasteners or *onesies*. This will be frustrating for your child. Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience; punishments for accidents are very inappropriate.

MEALS

To meet the nutritional needs of your child, I serve well-balanced meals and snacks that meet the guidelines of the Federal Government Food Program. Breakfast is served until 8:30 a.m. Please have your child here by that time if you want them to eat breakfast here. If your child arrives after 8:30, I will have expected them to eat at home. Lunch is served at 11:00 a.m. and I serve a p.m. snack at 2:15. I believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat it. Children, who choose not to eat, will not be served food until the next meal or snack.

NAPTIME

All children are to lie down for a rest period in the afternoon. Even older children will benefit from a short period of "Quiet Time". Naptime is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes and do activity planning. I provide cots and child size blankets. If your child has a special blanket or stuffed animal that he/she sleeps with, please send it along. I would ask that you please avoid picking up your child during naptime, as it disturbs the other children' quiet time. Please come before nap at 12:00 or after naptime around 2:00.

MISCELLANEOUS

1. Please make sure to send along extra clothes, to be kept here, in case their clothes soiled. (Marked with their name).
2. Please help me to keep floors clean and safe for the children by removing your shoes if they are wet or muddy or wait on the rugs that I have provided.
3. Please call me in the morning if your child will not be coming that day.
4. Be prompt in picking up your child after work. And please remember that child care is for child care only and not so that you can do errands or pick up a couple of things at the grocery store. This will only create hard feeling between us.
5. Please share information with me that will help me better care for your child. For example: Child complaining of tummy ache, throwing up over the week-end, etc.
6. Please respect me, my profession and my home. The respect that you show me, Including my home, furnishings, equipment and yard will communicate itself to your child and will make for a better working relationship.
7. Please, don' ever walk into my house unannounced. If door is unlocked, please ring door bell. This is my home 1st and my business 2nd.
8. If your car leaks oil, please park in the street.



TRIAL PERIOD AND WITHDRAWAL

A two week trial period will be given – upon enrollment, to determine the suitability of the arrangements. If, at any time during the two weeks, you feel the arrangement has not proven workable, then you will be required to give a two week notice in writing. I will also have the right to terminate, with the same notice, if I feel that it is not working out. If there is a problem where I feel that it is affecting the safety and welfare of the other children that I care for, I have the right to immediate dismissal. If, however, you are happy with the care that your child is receiving and your child is settling in, then we will enter into a permanent contract. I do require a two week notice, (in writing) if and when you intend to withdraw your child from my care. Your one week holding fee will be applied towards the last 2 weeks of child care fees.

ABSENTEEISM AND ILLNESS

If a child or parent is ill, or for any other reason the child will not be here for the day, please call me in the morning to let me know. If you know the night before please call before 8:00 p.m. I would appreciate this courtesy. The main reason child care provider's charge for absent days is to provide stability in their budgets. In home child care is a home based business, not a BABYSITTING service.

Parents should have alternative arrangements available in the event of emergency, illness, vacation or such, if the situation should occur.

If you are having someone else pick up your child, please let me know in advance. I will need to know the name of the person picking up your child, and please let them know I will be asking for some form of I.D. I will not let a child leave without the parent's written permission.

PERSONAL POSSESSIONS

- * Please label your child's personal possessions.
- * Please be certain that boot's slip on and off easily, zipper's zip, etc. as the malfunction of these things can hinder and frustrate the child learning to dress him/herself.
- * Please encourage children to take responsibility for their own belongings.
- * I am not responsible for replacing lost or broken toys. This is why I request you keep such items home. If toys are brought, they will go into their bin unless it's Monday.
- * Accepting responsibility for their own possessions is an important skill for a child to learn.



HOUSE RULES

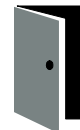
Please go over this section with your child so they may also know what is expected of them while at child care. I expect all children (age taken into consideration) to know the rules of the house. These I assume are quite similar to the ones you have in your own home. I don't intent for these to sound as though I don't allow the children to play and enjoy themselves, but I feel it is important with the number of children in a child care setting to follow these rules to insure safety and lower maintenance of my home.

- * No hitting, biting, pushing, kicking etc.
- * No throwing or intentionally breaking anything.
- * No running, jumping, wrestling in the house.
- * No picking up babies or toddlers.
- * No leaving the house or the yard.
- * No name calling, teasing etc. Everyone is treated with respect.
- * No food or drink brought into the home. NO GUM

Sometimes at pick-up time, the children may get rowdy because someone else is here <you>. Your child has listened to my rules all day. Please show your child that you respect me and my rules by reminding them and enforcing them while you are here. Believe me, when they get older, you will thank me....

Please remember there are times we have places to go or appointments that we have to meet at the end of the day. For this reason, please don't be late. Child care hours END at 5:00 p.m. (Remember your contracted pick-up time.)

OPEN DOOR POLICY



At "[Treasures of the Heart Child Care](#)", you can always be assured that the door is open to you. Please feel free to drop in and check on your child. However keep in mind a child just adjusting to a new surrounding will want to leave with you if you pop in for a visit.

Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and I will call as soon as I am able. You may also communicate with me via email. There may be those times when something comes to you at work that you don't want to forget to relay to me. If you have an email, please feel free to drop me a line and I will generally reply during rest time. (email: JeanieB506@aol.com or JeanieB506@comcast.net.)



ON THE JOB



A happy child is one whose family child care arrangement is stable and secure. Avoid common mistakes to keep it that way.

HOW TO PREVENT A CHILD – CARE DILEMMA

When Joan first brought her three children to my house, she agreed to pick them up at 5:30 each evening. Says Sue M., who cared for six children in her home. All went well for the first three weeks, but then Joan started coming late. She always had an excuse. She stopped at the grocery store or she had to drop off clothes before the cleaner closed. Soon she stopped offering apologies altogether and began coming late regularly. One evening when I reminded Joan of the agree-upon pick-up time of 5:30, she simply brushed me off. I can understand being late once in a while,” Sue continues, “but she didn’t seem to care that her lateness was disrupting my life. After 2 more weeks of her disregarding our agreement, I told her to find another provider.” Divorce, child-care style, can mean not only loss of income to both the provider and working mother, but, a loss of security to your child. If he is under 3, an abrupt change in the child-care situation can affect his emotional, intellectual and physical development. Here are the most common problems between parents and providers.

NOT PICKING UP YOUR CHILD ON TIME

Usually the provider’s fee is based on specific hours. If you change them without her consent, you take advantage of her financially by causing her to work without pay and you inconvenience her family as well.

FAILURE TO PAY

Providers not only need the money they earn, but they depend upon being paid regularly, just as you do. If you want to keep your child’s provider, pay her on time.

FREQUENT UNPAID ABSENCES

Some family child-care providers avoid this problem by insisting that a weekly fee be paid whether your child is there every day or not.

DROPPING OFF A CHILD WHO IS SICK

Obtain clear guidelines as to what kinds of illnesses the provider will care for. This will depend on the needs of the majority of her clients and any regulations she must abide by.

Avoiding these problems will help you maintain a friendly, stable relationship with your provider. You can work more productively, if you have complete confidence in your provider. She can concentrate on providing quality child-care if she trusts you. And best of all, your child will be able to thrive in an emotionally supportive environment.

(reprinted from an article in Family Circle)

TRAINING



As a licensed "Child Care Provider", I am required to attend 6 hours of training per year. As a "Child Care Professional", 6 hrs just isn't enough time per year, and so I attend more than the required hours.

Below is a list of some of my training I've taken since becoming licensed.

- Emergency Response
- Inside Family Daycare Homes A Good Way to Start the Day
- Cutting the Fat from Your Diet
- The Family of Family Childcare
- What to Do When a Child Bites
- Parent/Provider Communication
- Montessori in the Home, Is That For Me?
- Music Magic
- Super Snacks
- Domino's Field Trip
- Caring For Those "Short People"
- Kits, Freebies and Other Junk
- Fire Prevention and Safety
- Children's Fitness
- Art's and Crafts
- Savvy Shopping
- Flannel Board
- Stop, Drop and Roll
- Food Safety
- Holiday Make it - Take it
- The Best Things in Life Aren't Things
- Family Child Care Home Tour
- Themes for Use in Family Daycare
- Enabling Our Children to Succeed
- Baby Sign language
- Cycle Menus
- EPN Home Tour
- Taxes and Record Keeping
- Sign 2 Me
- Sing Along
- Double Your Income-Double Your Fun
- Make it-Take it Workshop
- Put Sanity into Your Crazy Day
- Toy Safety
- Contracts & Policies
- Summer Activities For All
- Menu Conversion Training
- "Heart Art"
- Lets Just Blow Bubbles
- Rainbow Field Trip
- Hands On Rubber Stamping
- Story Time
- Roxy's Food and Crafts
- Fall and Winter Celebrations
- Parent Communication
- Home Your and Slide Presentation
- Love Them Just Because They Are
- Marketing Yourself as a Childcare Professional
- Little Hands, Big Hearts
- Mastering Record Keeping and Tax Preparation
- A New Year, A New You
- Creating Healthy Lunches
- Contracts
- A Choice Care package