

# PARENT HANDBOOK CFC PRESCHOOL AND CHILDCARE

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
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PARENT'S NAME \_\_\_\_\_ PARENT'S NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
STARTING DATE OF CARE \_\_\_\_\_

The following is a list of rules and regulations governing our childcare 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 prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

## ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before I assume the responsibility of caring for your child. No Exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to **CFC Preschool** before or on your child's first day.

Forms needed:

- \*Completed Parent Handbook (on site)
- \*Financial Agreement
- \*Registration Form and release form
- \*Admission and Arrangements (State Form)
- \*Immunization Record (State Form)
- \*Birth Certificate (State Form)

## AGES SERVED

The ages of the children I serve are 6 weeks up to and including 12 years (for before and after school care). We are also available for drop-ins. Arrangements must be made in advance. Please keep in mind I do not provide transportation to and from school and your home.

Daycare is open Monday - Friday. Childcare is Not offered on weekends, evenings, or holidays. Childcare hours are 6:00 am to 5:45 p.m. Please remember that your fee is based on the hours you contract for, not the hours that I am open. The maximum hours we allow for your child to be here daily is 10 hours to allow for transport back and forth from your place of business.

**Late fees will also be charged for pick-ups past your agreed upon times of \$1.00 per minute. (See financial agreement).**

## SIGN-IN SHEETS

There is a sign in tablet on the desk Please sign your child in and out each day and swipe them in if you have that capability.

## ABSENCES/LATE ARRIVAL

If your child will be absent or late, please call to let me know. This will help us plan our day and is especially helpful in planning meals. Your child's absence will **NOT** reduce your weekly fee. If you do not arrive on time, and have not called, you risk us not being available to take your child in the future.

## ARRIVING ON TIME

Please remember that this is a business not a babysitting service. If you suspect that you may be late in picking up your child, you will need to arrange for a backup person to come in your place. Please don't assume that I will be available to stay with your child. In the event that you use a backup person to come for your child, please call me in advance and instruct this person to show me their photo identification upon arrival. As a reminder, your childcare hours are outlined in your contract, if you are scheduled to arrive at 4:30, please stick to this schedule as closely as possible.

## HOLIDAYS

CFC Preschool is closed all major holidays. The following are observed holidays:

- \*New Years Day
- \*Memorial Day
- \*July 4th
- \*Labor Day
- Day before Thanksgiving ½ day
- \*Thanksgiving Day
- \*Day after Thanksgiving
- \*Christmas Eve
- \*Christmas Day
- \*New Year's Eve ½ day

Please arrange for back-up care if needed. ***These are paid holidays and your fee will not reduce during daycare closure.*** Depending on the day of the week that certain holidays fall, I may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, I will take off the Friday before or the Monday after. Normally this would be the same day that most businesses observe.

## CHILDCARE RATES

Your weekly childcare rates are outlined in your *Financial Agreement*. As stated in that document, upon acceptance into CFC Preschool, and the signing of the contract, you will be required to pay an annual registration fee. *This deposit is nonrefundable.*

You may pay weekly fees by cash, check, or credit card. Payments must be made each Friday by 5:30 p.m. ***If payment is not received by 5:30pm Monday, this will result in a 25.00 late fee being assessed and an additional \$10.00 per day that payment is late more than 2 days. Continuing to pay late fees will result in immediate termination of your contract and you will lose your position at CFC Preschool.***

What you pay will buy quality childcare, nutritious meals and a nurturing environment for your child. Your fees must provide my income including taxes and social security. Beyond that, your fees pay for special childcare insurance, training, food, toys, equipment, art supplies, and all of the other things that your child will use. For children over age 2 it also pays for a preschool program. Like other self-employed workers, Childcare providers do not receive the benefits many employees take for granted. These include health/dental insurance, life insurance, retirement/pension, paid personal days, workers comp, paid vacations, flexible time off and unemployment insurance. These benefits often amount to as much as 35% of an employee's wages. Unlike other forms of self-employment, childcare is very restrictive. There is no room for growth. The state dictates the size of my business, and I cannot take time off for appointments or obligations without careful planning and covering of my responsibilities. To protect my rights and income, you will find that a guaranteed wage is part of my contract. To protect precious time with my family you will find late fees in this contract. Most people have a 40-hour work week. Mine is 55 hours and up and that does not include my training, preparation, bookkeeping, paperwork, shopping, or cleaning time. I really do NOT want the extra fees, but it's unfair to have family's cutting into my already limited family time.

I hope this gives you a better picture of the true cost of childcare.

## LATE FEE'S / ADDITIONAL FEE'S

You will be required to contract for specific times and days in which you will need care for your child. Any additional hours must be approved by CFC Preschool and will only be available at an additional fee. All late / additional fees are outlined in your signed Financial Agreement.

## NSF CHECKS

Checks are always an acceptable form of payment until you present me with a bad check. You are responsible for all charges I may incur from my bank as a result of your bad check. You will also be charged \$35 or the amount currently allowed by law. Childcare will be halted until you reimburse me the amount of the check and all expenses that have been incurred. Reimbursement will be in cash only. Future payments will be required to be made in cash. In the event you do not pay for this NSF check, you can expect to be taken to small claims court to settle the dispute.

## MEALTIMES

- Breakfast 7:30- 8:30 a.m.
  - Lunch 11:00 – 11:30a.m.
  - Snack 3:00p.m
- These times are approximate.

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate, we do ask them to try everything just once. If your child has any allergies, please let me know. At no time should your child bring food from home unless enough is brought for all. Please allow your child time to finish all uneaten food prior to arriving inside **CFC Preschool**. If your child wishes to bring an occasional treat, please call me to verify quantity and approved foods. All treats etc, must arrive in sealed packages. We practice manners at childcare. We use thank you, please, your welcome and many more! All children join us at the dinner table, learn proper seating and table manners and how to bless their meal. Children will also help clean up afterwards. Menus are posted on the bulletin board weekly.

### **INFANT FORMULA AND BABY FOOD**

Infant formula and baby food will be provided by you for your child until he/she turns age 1.

If your child is taking breast milk, there are a few extra steps that you will need to follow.

#1 Please make sure your child has made the transition to a bottle prior to their first day at daycare.

#2 Please send more than enough breast milk for us each day.

#3 All breast milk should come in tightly sealed bottles.

#4 Bottles must be packaged in a spill proof zipped bag.

#5 Protective gloves will be worn by anyone handling breast milk at **CFC Preschool**.

#6 All breast milk/supply bottles will be sent home with you each evening.

### **SAFETY**

I pride myself in having a warm, loving, and safe environment in which your child can explore, learn and experience many different things. Some features that help insure your child's safety are:

#### **Inside**

\*Adequate Ventilation throughout the Center.

\*Fire extinguishers are maintained properly.

\*Toys are age appropriate and in safe manner.

\*Electrical outlets are covered.

\*Cleaners and chemicals are out of reach.

\*The hot water heater is regulated at 120 Degree's.

\*A well-stocked first aid kit is kept near and expiration dates observed.

\*Providers are CPR and First Aid certified.

#### **OUTSIDE**

\*Safe grassy area's to play.

\*Playground free of splinters and harmful objects.

\*Safety approved play equipment and toys.

\*Yard routinely treated to prevent insects.

\*Entire back yard is fenced and gate locked.

\*Children do not play outside unsupervised.

### **ILLNESS OR SICKNESS**

High fever or communicable diseases, vomiting, upset, stomach, diarrhea will not be admitted. A child who has been vomiting can easily spread germs through vomit. The child may also need my help. The added time to clean up after the instance takes my attention away from the other children. If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to come and pick your child up. The child must stay home until 24-48 hours has passed with no vomiting or diarrhea episodes.

I have on file information on several common and or communicable diseases often seen in a family childcare setting. If you have any questions please feel free to inquire. It is my wish that we may work together to keep our children happy and healthy.

### **MEDICATIONS**

**Medications is administered at CFC Preschool and Childcare.**

### **DIAPERING**

The diapering surface is waterproof and free of cracks. Disposable paper cover and 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. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions 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. *Cloth diapers are not used at CFC Preschool.*

## HAND WASHING

### Children's hands are washed:

Before eating.  
After diapering or use of toilet.  
When coming in from outside play.  
After coming in contact with a sick child and/or runny nose.  
After completing messy crafts or projects.

### Provider's hands are washed:

Before preparing food.  
Before feeding an infant or giving a bottle.  
After diapering and or assisting a child using the toilet.  
After touching body secretions.  
And about 100 other times during the day.  
Hands are always dried with single use paper towels.

## REST TIME

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon between the hours of 12:00p.m. and 2:00p.m. Children are not required to fall asleep, but many do.

## SUPPLIES NEEDED FOR YOUR CHILD

- \*Bottles and pacifier until age 1 year and Sippy cup there after
- \*Diapers and wipes, a full bag and we will notify you when you require any additional refills.
- \*A COMPLETE change of clothing for each child
- \*A blanket if you like for the child.

*Please label all items and they will be kept in your child's cubbie.*

## PROPER ATTIRE

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. Excuses like "that is what she wanted to wear" or "I couldn't get him/her to put on anything else" are not acceptable. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure we have a garment that fits. Please have them wear shoes that is easy for them to maintain.

## TOILET LEARNING

I am always willing to assist a child with toilet learning. However, your child must be ready and you must be ready as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well.

## TERMINATION

**If you decide to remove your child CFC Preschool, I require a two-week written notice. You are required to pay for these two weeks.** If I decide I can no longer provide care for your family I will also provide you with a two-week written notice. If violations of this agreement occur, you may be given immediate termination from **CFC Preschool**. Examples of why I would terminate your child's care include: (but are not limited to)

- #1 Failure of parents to pay fee.
- #2 Failure to complete and sign any required forms.
- #3 Lack of parental cooperation.
- #4 Failure of child to adjust after a reasonable amount of time.
- #5 My inability to meet the child's needs without additional staff
- #6 Gross misconduct on the part of the parent or child.

**Welcome to CFC PRESCHOOL and CHILDCARE!**

**AGREEMENT**

I have read and fully understand this **CFC Preschool** Parent Handbook. I now agree to enter into this agreement with **Gloria Britt** of **CFC Preschool**. I understand that the contents of this contract may be changed at any time by **Gloria Britt** providing two weeks written notice to me. Anytime a change is made, I will be given a new contract if I intend on continuing childcare at CFC Preschool. I have received an exact copy of this Parent Handbook for my own records.

Parent Signature_____	Date_____
Parent Signature_____	Date_____
Provider Signature_____	Date_____