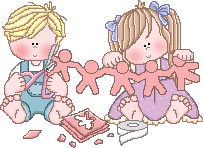
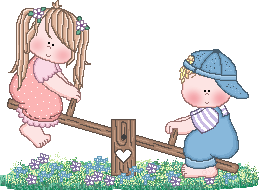
***Handbook***

*** Learn***

***Play ***



***Explore …and much more***

**Definition of a Child Care Provider**

Child Care Pro-vi-der (child'kâr prõ vid'er)n. chef, baker, janitor, sock and shoe finder, coat buttoner, boot fitter, bottle washer, grocery shopper, diaper changer, protector, dish washer, nose wiper, vegetable pusher, floor sweeper, waiter, story teller, playground attendant, PE teacher, activity director, driver, zoo keeper, inspector, aerobics instructor, tutor, entertainer, therapist, manager, derby instructor, performer, bookkeeper, self-esteem builder, teacher, helper, well-wisher, nurse, traffic controller, noise controller, life saver, thinker, problem solver, engineer, designer, counselor, safety instructor, arbitrator, creator, inventor, companion, musician, historian, technician, dietitian, athlete, beautician, fire marshal, analyst, artist, dentist, scientist, biologist, technologist, accountant, manicurist, receptionist, environmentalist, pharmacist, hygienist, speech therapist, reader, builder, informer, composer, supervisor, author, navigator, peacemaker, friend. . . . . . .

***About Me, My Services, and My Philosophy of Quality Childcare***

Thank you for considering ----------- for your childcare needs.

A little about me: My husband and I have 4 children ages 14, 7, 3, and 4 months. Family, and early childhood education are my passions in life. I have 6 younger siblings, and grew up baby-sitting them and all the neighborhood children from as far back as I can remember. I was raised in this business, as my grandmother was (and still is!) a licensed childcare provider before I was even born. I attended her program as a child and she has been my inspiration to operate my own business. I worked in her childcare home, and also volunteered in a childcare center through my teen years.

I started my own adventure in family childcare in 2002 while living in -------. I closed my business when I moved to -----------. I spent a few years pursuing other opportunities, but ultimately was drawn back to childcare and re-opened in ----.

I attend many wonderful early childhood trainings throughout the year from many different programs. My certificates are displayed underneath our communication board for you to review at any time. In addition, I meet regularly with my coach from ---------- to work on ways to improve my program. Mine and my husband’s fingerprint clearance cards and CPR & First Aid certificates are also displayed on the communication board.

I also work with -------------Children’s Services mentoring other family childcare providers.

I offer a loving, safe, and educational environment for your child to grow, learn, and play. I will provide nutritious meals and snacks, outdoor play, and activities that are fun and educational. I will assist your child in developing important values such as manners, caring, sharing, patience, responsibility, as well as communication and cooperation/teamwork. I believe that children learn best through play, and implement these important values throughout the day. I use Gee Whiz Education Curriculum to enhance and direct our play so all early learning indicators are met and to prepare them for kindergarten.

In order for me to achieve these important goals, and because I am a professional childcare provider, not a babysitter, it is necessary to establish a set of guidelines upon which my program will operate.

I am licensed through ---, I follow all rules and regulations set forth for me. I have unannounced inspections throughout the year to ensure compliance with all rules and regulations. My program also participates in ------------------- is a program that works with providers to improve and maintain quality care for children. I work hard to exceed the standards they set for early learning programs.

My goal is to offer your family the high quality childcare experience An open and honest relationship is the key to a successful childcare experience for everyone involved. As such, please feel free to openly discuss any problems, concerns, or suggestions with me at any time. I always welcome, and encourage, parent input.

Please, read this document in its entirety, and ask any questions you may have before signing our contract. It is important that you are aware of all policies, as you make your decision about childcare. These policies are enforced for the same reason that policies are enforced in any working situation -for fairness, safety, and respect.

Please fill out all forms that are included in this packet and return them before your child’s first day of care along with a copy of their immunization record. Your child cannot legally attend until I have these documents.

Again thank you for considering Building Blocks.

Table of Contents

Required Registration Forms4

Termination of Contract4

Provider Termination4

Parent Withdrawal4

Hours of Operation4

Days and Hours of Operation4

Provider Illness4

Holidays4

Provider Vacation5

Substitute Providers5

Parent’s Night Out5

Tuition and Attendance5

Payments and Rates5

Registration Fee5

Taxes5

Drop-ins5

Late Fees5

Returned Checks6 Scholarships6

Daily Operations6

Open door policy/Phone Calls6

Arrival and Departures6 Sign in/out6 Birthdays and Holidays6 Toys7 Supplies7 Meals and Snacks7 Quiet Time7 Cubbies8 Shoes and Clothing8 Potty Learning8 Guidance Policy8 Preschool8

Parent-Teacher Conferences & Child Assessments9

Transportation and Field Trips9

TV9

Facebook Group9

Health and Well-being9

Medical Emergencies9

Illness and Medications10

Tobacco and Alcohol11

Biting11

Child Abuse and Neglect11

Pets11

Emergency Procedures and Fire Drills12

Policy Revisions12

1. **Required Registration Forms:** 
   1. In order to comply with licensing, I must keep updated and accurate records on all children in my care. Before I assume responsibility of caring for your child, you must fill out all of the paperwork included in your packet.

If there are any changes in the information provided please let me know as soon as possible. Please be sure that I always have a phone number where you can be reached while your child is in my care.

Immunization records are also required for enrollment, I can make a copy of your records here. As your child gets new vaccinations I need updated copies.

1. **Termination of Contract**
   1. **Provider termination**-If I am no longer able to provide care for your child I will give you a minimum of two weeks notice. Immediate termination will occur if:  
      \* A child is a danger to himself, my family, or to others enrolled in ------

\* Parent is habitually late in picking up child  
\* Parent does not make payments when due   
\* Parent or child is continually disrespectful to the toys, equipment, policies or procedures of the business, or disrespectful towards the families or children enrolled in my care or to me and/or my family  
\* Parent is in breach of contract

\* I reserve the right to terminate care at will to a particular child if I feel I am unable to meet the needs of the child without jeopardizing the quality of care provided to the other children in care.

* 1. **Parent Withdrawal**- A two-week written notification is required to end our contract. Check, cash, or money order to cover the required two-week notice period must be attached to the written notification letter. If payment is not made upon receipt of letter, the two-week notification period begins when payment is received. Tuition will be paid for the notice period whether your child attends those two weeks or not.

1. **Hours of Operation** 
   1. **Days and Hours of Operation**- My business hours are from 7:00am-5:30pm Monday through Thursday. On rare occasions I may be able to provide care outside these times for an additional fee. You will reserve the hours and days you need on our contract. Any changes to this schedule must be discussed and rescheduled based on my ability to meet your new needs. Please keep in mind that I may not be able to accommodate schedule changes as I have limited spots. If your child will not be attending, please let me know no later than one hour prior to your scheduled time. For the safety of your child, I will always contact you if your child does not arrive within 15 minutes of their expected arrival.
   2. **Provider illness**- I make every effort to be open during every business day. Rarely, I may need to close if my children or I are ill. I will always give you as much notice as possible if I need to close. I strongly encourage all parents to have a backup childcare provider in case I am unable to provide care. A credit for tuition will be given if I need to close due to illness.
   3. **Holidays-** I am closed, with pay, for the following holidays: (regular tuition is due for each of these days) New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas
   4. **Provider Vacation-** I use a maximum of three one-week vacations annually. You will be responsible for finding other arrangements for your child during this time. Two of my vacations are regularly scheduled; one week beginning after Christmas, and the first week in June. The third vacation will be used with a minimum of one month notice to you.
   5. **Substitute Providers-** I do my best to be here during regular business hours. However, there may be times that I have to be away for a day, or for a few hours (doctor appointments, professional industry training, etc.), in this event my husband, ---, will substitute for me. He attends training throughout the year including CPR and first aid. The kids become familiar with Dan very quickly as he interacts with the children daily.
   6. **Parent’s Night Out**

Approximately every three months I will offer a free parent’s night out for full-time families. This is a free benefit of my program. Hours and day of the week will vary. Look for scheduled times in our newsletter! Siblings are welcome when space allows.

1. **Tuition and Attendance**
   1. **Payments and rates-** All payments are due on Monday, prior to care being provided (if your child does not attend on Monday, payment must be made the week before); I accept checks, money orders, cash, and electronic payments via checking account through childcarepay.com (there is no fee to you for this service). All checks should be made out to Sheena Wheeler.

Regular Tuition Rates

|  |  |  |  |
| --- | --- | --- | --- |
| Age Group | **0-2 Hours** | **2-6 Hours** | 6-10 hours |
| 0-2 | **$15** | **$25** | **$30** |
| 2-5 Years | **$10** | **$20** | **$25** |

**You are responsible for tuition for all reserved days, even if your child does not attend. Although they are not in my care, I must hold that spot open for their return.** No credits are given for absences. If your child will not be here for a period of time (e.g. family vacation), payment must be made the week prior.

* 1. **Registration Fee**

There is a $25 registration fee for each child due with your first tuition payment.

* 1. **Taxes-** You will be given a receipt at the end of the year with my EIN number (you will also find this number on your rate agreement) so that you may deduct child care fees paid to me. It is *imperative* that we claim the same information on our taxes, or it may result in an audit on both parties. If you feel that the end of year receipt is inaccurate please discuss it with me prior to filing your taxes so we can fix the problem.
  2. **Drop-ins-** If you contract for drop-in status, no spot will be held for your child. You must call in advance to see if there is availability. Rates are $30 per day regardless of the number of hours, or age of child, and is due upon drop off. If you call and reserve a spot for your child, you are responsible for tuition even if your child does not attend.
  3. **Late Fees-** The fee for late pickup is $1 per minute after the first 10 minutes, if you are going to be late please call to alert me. Please be courteous to my family and arrive on time whenever possible. The fee for late payments is $10 per day. If payment is more than two days late, be aware that services will stop until payment is made in full including all late fees. Regular tuition fees and late fees will continue to accrue. Should it be necessary to take the account to collections the parent/guardian will be responsible for all costs involved. Please remember that I need to be paid on time, there are expenses associated with the care of your child and my family depends on this income.
  4. **Returned Checks-**A $25 fee as well as any fees my bank charges will be charged to the parent for returned checks. You will also be responsible for late payment fees until the check is paid. After a returned check, payment will only be accepted in cash or money order for a term of one year.
  5. **Scholarships-**As a participant in ------------- we are given a limited number of scholarships to help with tuition. There is more information about scholarships, including income limits and how to apply in your enrollment packet.

1. **Daily Operations**
   1. **Open door policy/Phone calls-** While your child is in my care the door is always open to you. I have a keyless entry system for the childcare entrance; all parents will receive a code for entry. Please do not share this code with anyone, if someone other than a parent/guardian will be picking up your child, I will let them in. The code will only work during normal business hours, if you are late or early the code will not work. I would appreciate your considering our schedule when dropping by or calling.

Please keep in mind that there are times when it is not possible for me to answer the phone (diaper changes, bottle feeding, comforting a child, etc.) If the phone goes unanswered, leave me a voicemail, and I will return your call as soon as I am able. You can also text message me and I will respond when I can. This option usually works best as it takes little time away from the children and I can respond as time permits.

* 1. **Arrival and Departures-** Children are to arrive clean and fed (unless arriving before a meal time). If you are arriving just before or during outdoor play, please put sunscreen on your child. Children must wash their hands before they join the group. I prefer no pickups or drop offs during the designated quiet time.

Some children have a hard time leaving their parents in the morning. This is normal and will happen intermittently from infancy through kindergarten. The best thing that you can do for your child in this situation is to smile, tell them you love the, tell them what time you will be back for them, then leave. In my experience, most children will stop crying shortly after you leave. If your child is having an especially hard time with departure after you leave, I inform you so that we can resolve the issue together. Do not try to sneak out the door. This might make things easier for you, but causes great stress for your child. They need to know that you are leaving, and they need to be assured that you will return.

* 1. **Sign in/out-** Each child has their own attendance sheet, and must be signed in and out each day. Your signature must match your legal signature on your driver’s license or state ID. No initials.
  2. **Birthdays and Holidays**-We celebrate birthdays and holidays here. If you wish for your child not to participate in any celebration, please contact me in advance. In addition if there are certain non-religious holidays or traditions that you would like us to incorporate please discuss it with me. You are welcome to bring treats for any occasion. Please tell me ahead of time, and be sure to bring enough for all in attendance.
  3. **Toys*-*** I discourage toys being brought from home, unless it is for a planned activity within our curriculum. If your child brings a toy, it will be put in their cubby until they are picked up. I will not be held responsible for damaged or lost items. Children may bring a small stuffed animal to sleep with during nap. This is especially encouraged during the first few weeks of attendance. These will be left in their cubbies, except during nap time. Stuffed animals must be washed once per week. You can take them home and wash them, or I will wash them on the weekend.
  4. **Supplies-**Parents will supply all diapers. You may bring in a large supply of diapers or a daily supply. Be aware that I do many diaper changes. Children are changed every 2 hours at a minimum, and checked frequently. I change diapers as soon as I am aware they are wet or soiled. I charge $1 per diaper if I need to use some from my own supply. If you prefer cloth diapers you will need to provide a clean wet bag each day. Used diapers will be placed in the wet bag after solids are removed, and the wet bag will be sent home each day. Pocket diapers must be pre-stuffed. If you use covers and pre-folds, send extra covers in case they become soiled. Please ensure I have plenty of diapers for the day. If I run out, your child will be put in disposables. I supply baby wipes, namely Pampers Natural Clean and Seventh Generation. If you require a different brand, you must supply it.
  5. **Meals and Snacks-** I participate in the USDA nutrition program for family childcare homes. They perform compliance checks through the year, and provide me with training and support for child nutrition. While in my care, your child will be served a wide variety of nutritional foods that meet or exceed the nutrition standards of the USDA. Meals and snacks are served at scheduled times throughout the day. If your child will be arriving after a scheduled mealtime, please make sure that you have fed them. All children will be offered the same foods, but will never be forced to eat any food. I request two “no thank you” bites but do not require it. I serve meals family style. Children can choose what food and how much they put on their plate within reason. If your child has any special dietary needs for medical reasons (e.g. milk allergy, peanut allergy), I will need instructions in writing from your child’s physician. This is a requirement for the USDA Food Program.
  6. **Quiet time-** All children are required to rest for quiet time each day after lunch. Your child is not required to sleep, but they must rest quietly. If your child does not sleep in a reasonable amount of time, they will be given a quiet activity to do until the other children wake up. I will provide sleeping mats/cots, blankets, pillows and sheets for quiet time. Children do not share bedding. You may provide a blanket if your child has one they prefer to use. It must be “travel size”, and fit completely in the cubby. I will launder the bedding at least once a week, and more often as needed. If you provide a blanket for your child, you will have the option to leave it here to be laundered or to be taken home each weekend. To reduce on the spread of germs, I ask that you do not return it until it’s laundered. Infants will sleep on their own schedule in a pack-n-play (no blankets or pillows are permitted in the pack-n-play) until they are able to nap with the older children. I typically transition around 18 months of age.
  7. **Cubbies-** All personal belongings (hats, coats, book bags, diaperbags, etc.) are to be stored completely in the "cubby" provided. **DO NOT leave medicines, sunscreens, or small items that may pose a choking hazard in any bag.** Theseinclude, but are not limited to: hard candies, earrings, hair elastics, coins, hand sanitizer, diaper cream, and broken or small toys.
  8. **Shoes and Clothing-** The children are actively involved in their day, meaning paints may be spilled and puddles may be splashed through. **Dress your child in durable, washable, seasonally appropriate, clothing so your child may play and explore without worrying about stains**. All children should have at least one full change of season-appropriate clothing in case of accidents. Accidents come in all sizes! Children must have good running shoes, if you prefer for them to have flip flops, boots, or slip on shoes for drop off and pick up please leave a pair of running shoes in their cubby. Shoes with Velcro are preferred unless your child is learning to tie their shoes. Shoes must come off before stepping on the carpeted areas to keep the carpet clean for the babies and prevent goat heads (ouch!) from being spread.
  9. **Potty Learning-** I will assist with the potty learning process for children over the age of 22 months, with the understanding that it will only be successful if we work together. Keep in mind that children can be more receptive when they are not pushed into it. Children should initiate the process. Clothing should be easy to manage, and encourage self-help skills. I always encourage children, even before potty learning, to take-off and put on their own clothing. Buckles, belts, overalls, onesies, or constricting clothing may create a problem for children. Under no circumstances will your child be punished for accidents. When the time comes I will supply you with my complete guidelines for potty learning.
  10. **Guidance Policy-**I use positive discipline and guidance techniques. If a child is having trouble following directions, treating others or equipment with respect, or following the rules; appropriate methods of guidance will be used. I use the following methods to help them achieve positive behaviors and experiences; active listening, negotiation, setting limits, and modifying the environment. Should I have to interfere, in addition to the aforementioned methods, I will use redirection; removal from the stressful situation; limiting participation in activities; and as a last resort, “time-out”. If time-out is used, the maximum amount of time is one minute per year of age. Parents will also adhere to this positive discipline policy when in or around my home.
  11. **Preschool-** I incorporate a preschool curriculum into our daily activities. There is no additional cost to parents, and I include this for all ages. I use a play-based curriculum with developmentally appropriate activities for each age group. Themes are set up on a bi-weekly basis (rarely weekly or monthly). Daily activities include: art, stories, music, games, science, social-emotional, and sensory experiences. These activities help children develop fine-motor and large-motor skills, help them to develop and use language skills, and expose them to new ideas, experiences, and cultures. My program encourages creativity and imagination through the use of various materials and mediums, and allows children to be successful and to feel good about themselves. Occasionally we have fun family projects that will be sent home to complete, they will be shared and displayed when they are returned. Our weekly lesson plan can be found on the parent communication board as well as on our private facebook page. Note that we do not always have time for all planned activities. I keep flexible to allow for changes based on the children’s interests and for days when we have extra challenges.
  12. **Parent-Teacher Conferences and Child Assessments**

Parent-Teacher conferences are conducted upon request. These are scheduled outside of normal business hours. Assessments are conducted daily during children’s activities to assess progress in the areas of social, emotional, cognitive and physical development. I use a variety of methods to track progress including; developmental screenings, observations, written notes, child’s artwork, and photos/videos. I maintain a portfolio for your child that you can view upon request.

* 1. **Transportation and Field Trips**

Rarely, we may schedule a field trip. I love taking the kids on adventures, but with only one adult, I only do this when I have low attendance or if Dan happens to be home. I give as much notice as possible for these outings. If I unexpectedly have low numbers, we may go to the park or somewhere else nearby, I will always discuss this with you prior to our departure. I only provide transportation when I have enough car seats to include all the children in my care.

* 1. **TV Policy**

We generally do not watch TV. There are few exceptions; if a child in attendance becomes sick and I need to isolate them, I will let them lay on the couch, and turn on the TV for them until they are picked up. In this event I will let them choose a video from PBS Kids (Curious George, Arthur, Martha Speaks). We will occasionally view brief Youtube videos that are related to our theme or to the children’s interests. TV is not used for children under the age of 2.

* 1. **Our Facebook Group**

I have created a private facebook group for our ------------- family. It is a great way for you to be involved with what we do each day. At the end of each week, I post pictures of our activities and provide parents a summary of our week. The page is set to “secret”, meaning that only members can see the group and its content. The only people allowed in the group are parents of children that attend my program, or individuals directly associated with my program. Please, do not share pictures containing images of children other than your own. If you would like to share an image, contact me and I will send you an altered version of the image. Please, be respectful of other families and their wishes, I want to keep this an enjoyable, safe space. You will be able to choose photo privacy options when you fill out your enrollment packet.

1. **Health and Well Being**
   1. **Medical Emergencies-**Minor bumps and scrapes are inevitable, but I make every effort to keep children safe through supervision and child-proofing. Minor injuries will receive appropriate first-aid. If an emergency injury or illness occurs you will be contacted as soon as possible. Please make sure you keep all emergency contact information up to date. If necessary, your child will be transported by ambulance to Verde Valley Medical Center or Urgent Care. Parents are responsible for costs involved in emergency medical treatment including transportation, if required.
   2. **Illness and Medication Policy-** Your child should not attend if they exhibit any of the following symptoms;

-Fever of 101\*f or higher (child needs to be fever free for 24 hours without the aid of medication)

-Diarrhea - Two or more abnormally loose stools within an 8 hour period, or diarrhea that cannot be contained within a diaper

-Vomiting - child needs to be symptom free for 24 hours without the aid of medication

-Discharge from ears or eyes (except when in relation to seasonal allergies, please check with your doctor when your child has drainage from the eyes as pink eye is highly contagious)

-Lice - child needs to be treated and nits removed before return, I will check your child’s head for a period of time at drop off after an incident of lice

-Infected sores- sores with yellow or green drainage, bright red sores with no known cause, or that cannot be covered by bandages.

-Breathing- difficulty breathing, hacking or continuous hard coughing that is not related to allergies.

-Communicable diseases - chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities. If your child is not immunized please be aware that there is a long incubation period during which they will need to be excluded from care if there is an outbreak of certain diseases.

If you are unsure about whether your child is well enough to attend, please call and discuss it with me. Masking your child’s symptoms with over-the-counter medications and bringing them to care anyway will not be tolerated, and will result in immediate termination. A sick child should be allowed to recuperate fully after an illness, so that the others do not risk unnecessary exposure. Your child may be brought to care if they have a common-cold (which means a slight cough, clear runny nose, sneezing); however, I will call you to pick-up your child if they are clearly miserable (excessive whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our regular activities (e.g. a child wanting to sleep all day, lie on the couch and watch T.V., etc.)

I reserve the right to refuse care for a child I consider to be sick. If your child develops any of the above symptoms while in my care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of my call a $10.00 fee for every 30 minutes or portion thereof charge may be assessed. I understand and respect your need to be at work, but your cooperation is critical.

I must have written authorization before I can administer any medication to a child. I will only administer medication based on the instructions on the container, unless instructed otherwise by the child’s doctor in writing.

All medication must be in its original container and must have your child’s name written on it. DO NOT LEAVE MEDICATION IN YOUR DIAPER BAG. Please, hand medication to me when you come in.

* 1. **Tobacco and Alcohol Policy**

At no time will there be any smoking in my home. I am allergic to cigarette smoke and I will not allow smoking around any of the children. If you smoke please do not do so around my home.

No alcohol will ever be consumed by anyone on the property during business hours, including clients.

* 1. **Biting Policy**

Biting is a typical behavior often seen in infants and toddlers. Children often outgrow this behavior as they develop communication skills. Children bite for many reasons, if your child is bitten, I will work with the offending child and their parents to correct the behavior quickly. Unfortunately, some children take longer than others to outgrow this stage.

If a child is bitten, I follow these guidelines offered by the National Association for the Education of Young Children:

 If you see the biting incident, move quickly to the scene and get down to children’s level. Respond to the child who did the biting. In a serious, firm tone make a strong statement: “No biting. Biting hurts. I can’t let you hurt Josie or anyone else.” Next, offer a choice: “You can help make Josie feel better, or you can sit quietly until I can talk with you.” Help the child follow through on the choice if necessary.

 Respond to the child who was hurt by offering comfort through words and actions: “I’m sorry you are hurting. Let’s get some ice.” Perform first aid if necessary. The child who did the biting can help comfort the bitten child—if both parties agree. Help the child who was hurt find something to do.

 Finally, talk to the child who did the biting. Maintain eye contact and speak in simple words using a calm, firm tone of voice. Try to find out what happened that led to the incident. Restate the rule, “Biting is not allowed.” Model the use of words that describe feelings: “Kim took your ball. You felt angry. You bit Kim. I can’t let you hurt Kim. No biting.” Discuss how the child can respond in similar situations in the future.

* 1. **Child abuse and Neglect**

It is legally required, and my responsibility, to report any and all suspected abuse or neglect performed on a child.

* 1. **Pets**

I have three indoor only cats; Vash, Angie, and Yoshi. Two of them mostly stay away from the children but Yoshi adores them and constantly seeks their attention. Yoshi is still fairly young and loves to play, I teach the children to let the cat come to them. I also encourage them not to pet him if he is laying on his back as that means he is ready to play. If he is getting too playful I remove him from the area.

* 1. **Emergency Plans and Fire Drills**

If there is flooding, or any other unexpected situation that will make it unsafe to pick up your child, we will communicate as we are able and I will keep your child safe until they can be safely returned to you. In the event that we lose power or water, I will contact the utility company to find out an estimated time-frame for the outage. If the outage will be for longer than 2-3 hours parents will be required to pick up their children as I cannot properly change diapers and feed children without the use of hot water. We practice fire drills every two weeks. You can find our evacuation plan posted on the communication board.

1. **Policy Revisions**

Revisions to policies and procedures, contracts, and forms that I make may be done with a minimum of two weeks’ notice UNLESS it is a new regulation-these changes will take effect immediately. Policies, contracts and forms will be reviewed annually, and updated as needed. I will notify you in writing of any changes that will occur.

I will provide a safe and loving environment that supports the physical, social, intellectual, and emotional needs of your child. I am an equal opportunity provider, as such no child will be discriminated against because of sex, race, religion, gender, or disability. Your child is an important part of my childcare family and will be given the same rights, responsibilities, opportunities and privileges as the other children in my care and will be expected to abide by the same rules and policies.

I hope that your experience here is a rewarding one. If you ever have any questions or concerns with the services being provided, please feel free to discuss with me at any time. I welcome and encourage your input. If the issue is presented it will give me the opportunity to better myself, and serve you and my other families better.

Kind regards,

---------------------

--------------------------------------------------------------------------------------------------------------------------------------------

Please sign below after reading this handbook and initial the bottom left side of each page. A copy of the entire handbook will be made and given to you.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parents/guardian’s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have read this handbook in its entirey.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date