A Lot of Love Daycare & Preschool

**Policies and procedures handbook**

**Hours**

Open 6:30am-5:30 pm Monday through Friday. Extended hours of care, past your child’s agreed upon departure time may be arranged with me. With family and personal responsibilities, it is not always possible to stay open past 5:30pm, so be sure to contact me as soon as possible, rather than assuming that I can. That will allow you time to make alternate arrangements if needed. Overnight and weekend care can be occasionally arranged. NOTE: You will be charged a fee if child is picked up after 5:35pm. The charge will be $10.00 per 10 minute increments. 0- 10 minutes $10.00. 11- 20 minutes $20.00. 21- 30 minutes $30.00. 31- 40 minutes $40.00 unless previous time has been discussed with provider in writing. There will be a late fee of $35.00 assessed to any account that is past due by one skipped payment date. These will accrue by added skipped payment dates and be subject to termination of contract.

Initials\_\_\_\_\_\_\_\_\_\_\_\_

**Admission**

Registration Fee is $65.00 per calendar year. This is due annually by July 30th.

Children must be between the ages of 2 months thru 11 years of age.

Availability of care of school aged children continuing may depend upon the number of children age 2 months through 5 years waiting for placement.

To care for children over the age of 12 years a waiver must be obtained.

Forms: WAC 170-296A-2000, WAC 170-296A-2025, WAC 170-296A-2050

We will check and update all files in our records yearly.

* Enrollment form
* Immunization: These need to be updated every time your child has a vaccine.
* Child Care Agreement Form
* Child Care Register- Consent to treat form: Good Samaritan Hospital or Mary Bridge Children’s Hospital or- other (must be notarized).
* Permission Authorization and/or off-site permission form
* To transport child in a motor vehicle on field trips, to & from school, to obtain medical card, on occasional errands. To take child on walks, public transportation, swimming, to take photos of my child, to give my phone number and/or address to other parents. ( optional).
* Permission to administer non-prescription medications
* Contract
* Parents will be required to initial each page of the policies and procedures handbook.
* Turn in to provider an emergency kit as outlined in policies and procedures handbook.
* Records are kept confidential. WAC-(170-296A-2025).

Initial\_\_\_\_\_\_

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**Tuition Policies**

Tuition is based on reserving a space for your children for the entire school year regardless of days or times unused. You are charged for all days that your child is scheduled. For example: if you have a full time space Mon thru Fri, you will be charged Monday thru Friday regardless if your child has been in attendance. Rates are based on registration and not attendance. These fees are based on 52 wks per year. All holidays are included in weekly fees. Fees are paid year around, no deductions for winter or summer breaks. You will be given credit for my vacation and this has been calculated in your yearly rate. This can be taken when I'm on vacation or whenever you choose.

Your rate will remain the same the month you are gone or I'm on vacation.

If you reserve a spot for a future date, you will need to pay the tuition every month and a deposit to hold the space. The tuition and deposit are non-refundable. Rates are based on not more than 10 hours per day. If child is at childcare longer than 10 hours per day you will be charged a late fee.

Vacation days have been set aside that I will take in the school year. School calendars will be given in September and will have school closures marked.

**OUR HOLIDAY CLOSURES**

* Presidents Day February
* Memorial Day May
* July 4th & 5th
* August ( 2 weeks planned summer vacation)
* Labor Day September
* Columbus Day October
* Veterans Day November
* 2 days for Thanksgiving
* December 24th, 25th, 26th ( Christmas Eve and Christmas Day, day after

If Christmas Eve and /or Christmas Day is on a weekend the 23rd will be taken off.)

* New Year’s Eve December 31st
* New Year’s Day January
* Martin Luther King Day January
* 3 personal days per year. Dates to be determined during year.
* \*Dates are subject to change.

**Sick Policies staffing plan** WAC (170-296A-3210/ 5600/5775)

If the daycare will be closed due to illness I will try to phone the evening before. My first course of action would be to hire a substitute to fill in and keep the daycare open if possible.

WAC-(170-296A-5775).

Please keep your child at home if there is flu, fever, coughing, rash, lice, vomiting, diarrhea, eye infection , sore throat, etc.. Your child can only come to daycare 24 hours after they have been sick. It works best if you have a backup situated like a friend, neighbor , grandma/grandpa, or a

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relative so you can leave your children with them if you really do need to go to work that day. They will not be allowed at the daycare when they’re sick. Some illnesses will need to be

reported by me to dept. public health. We have strict hand washing practices WAC(170-296A-3850). Toys, tables and surfaces are also cleaned with a bleach/water solution.

 Initial\_\_\_\_\_\_\_

**Contract:**

Signing the child care contract will reserve a space for your children for the district school year. Parents will be responsible for payment for the entire district year regardless of time or days used.

**Maternity Leave:**

If you are on maternity leave your spot is saved with your monthly tuition. This payment needs to be made every month when you are on maternity leave.

If payment is not received by the 15th of the first month's maternity leave the spot will be terminated.

Open daycare spots are held by paying the monthly tuition in full in addition to the registration fee.

Parent will be responsible for and litigation fees occurred on either side resulting from breech of contract.

**Termination Policy:**

Immediate Termination will occur if any of the following conditions take place:

* Late or non- payment of tuition
* Non-cooperation of parents or child to include discipline
* problems, abusive language, abusive actions, disrespect for

daycare staff, other adults or children, disregard for policies

of the daycare and for non use of proper safety restraints.

* Parent will be responsible for all legal fees resulting from

any litigation.

* Termination of childcare due to the terms listed in the

childcare handbook does not release you from your tuition

obligation for the district year. Initial\_\_\_

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**Trial Basis:**

There will be a two-week trial or adjustment period to determine the suitability of this daycare home to your child, and vice-versa. The compatibility of all of the children is very important. Two weeks is a reasonable time to allow a new child to settle in if he/she is going to. Provider or parent may cancel at any time during this period, providing that they give a minimum three days notice (or payment in lieu of). After the initial two-week period, the contract goes into effect for the school calendar year.

# Open Door Policy/ Parent Involvement

 You are always welcome to come and visit your children and/or interact with their daily activities. I would ask that you respect the schedule that we have while planning your visit. Please also consider that for some children it is not best to visit and then leave again during the day. If you wish to speak with me, please do this during 1:00pm-3:00pm. If this time is not good for you, we will set an appointment time that is. **NO UNAUTHORIZED** person that Miss Monique hasn’t authorized,will be allowed around the children.

We will also send home progress reports in fall and spring. Conferences will be scheduled in Spring. I am available for any parenting question you may have. You also have the right to see any staff training and professional development records upon request.

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Arrival and pick-up –WAC (388-155-100)

-Please sign your children in and out- Please call the daycare if you are planning on an early or late arrival or if your children will be absent so I can plan accordingly.

-In addition to your verbal messages PLEASE WRITE ANY MESSAGES, changes of scheduling, medication info etc. On a note card and hand it to your provider or place in the IN box located on top of the cubbies in the playroom.

-Parents wishing to pick-up their children during naptime should give advance notice so their children can be placed in a easily accessible area to avoid disrupting other napping children.

-Parents wishing to pick up their children other than the scheduled time should phone ahead so their children can prepare to leave, otherwise the departure will be delayed while the parent waits for the children to put their things away.

-Children will remain inside the daycare until the parent is at the door and ready to leave. The parent must accompany their children to the vehicle.-Prior arrangement by phone or note card must be made if someone other than the parent will be picking up the children. A driver’s license or other I.D. will be required to verify such person until that person is known to the staff.

Initial\_\_\_\_\_\_

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**Special Needs –WAC (170-296A-0050) Let me know if your child has any special needs and we will try and meet your needs.**

# Diapering and Toilet Training- WAC-(388-155-270)

All hands will be washed before and after changing diapers or assisting in toilet training. Children are required to wash their hands using the bathroom. I will begin toilet training when the child shows an interest and when the parent permits it I will not force a child to toilet train if the child is not ready. I ask that you begin this at home. I will follow through and encourage your child while in my care. Please understand that the distractions at the daycare can keep your child from responding to the urge, more so than at home. While training, Please provide extra clothing for accidents (three sets including socks). I would ask that the clothes are easy for the child to manage. This would be elastic waist clothes. No overalls, buttons or snaps. I will also ask that the parents bring thick cloth underwear to leave at the daycare for potty training. Pull-Ups will only be used at naptime during the actual potty training.

**Bottles & Feeding: WAC-(170-296A-7125-7200 Use glass or plastic bottles labeled with "1","2","4", or"5" on the bottle.**

Plastic baby bottles must not contain the chemical bisphenol-A or phthalates.

**Bloodborne-Pathogens- WAC-(388-155-250)**

The daycare will treat every blood, feces, vomiting, body fluid spills, nasal and eye discharge, saliva, urine as a contamination. Caregivers will be taking proper precautions as in wearing gloves, protective clothing and eyewear when appropriate, wrapping contaminated items in plastic bags and disposing the contaminated materials in a proper sanitation can marked hazardous waste. Clean up of the area will consist of bleaching the surfaces on and around the area to kill any bacteria and active viruses that may form.

Initials \_\_\_\_\_\_

# Clothing

A reminder that your children have come to daycare or preschool to have a good time. Please dress your children in play clothes. These are clothes that you will not mind if they become soiled, torn or painted on. This includes coats and shoes. Please no loose boots (they will fall off while running) nor sandals or cowboy boots, as the grass is still wet at times when we go outside.

All children over 2 years of age should wear shoes that can Velcro or have laces that are the Pull and go type. At this age they are learning to put their own shoes on and when they have mastered the art of tying they can wear regular tie shoes to daycare.

Please send one full set of clothing to daycare for extra’s

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**Please dress your children according to the weather as they do engage in outside activities. This includes socks, coat, hat, even mittens if wintertime!!!** They will go outside every day.

Initials\_\_\_\_\_\_\_

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# Non-Furnished Items

You will need to supply the following items for your children as needed:

Diaper rash cream Beginning foods for infants Comb, Labeled

Diapers (disposable) Bottles and formulas (till age 13 months) Labeled

Baby Wipes Sun Block, Labeled

Toothbrush (to be replaced every 4 months) Rest time toy (used only for naps and rest time)

Extra change of clothes (including socks)

Disaster Kit (Gallon Ziploc bag with emergency supplies listed on page 12)

Initials\_\_\_\_\_\_

# REST PERIOD- WAC (170-296A-6800)

**-**All children under grade 1 will have a rest period between 12:30-3:00pm.

-Those whom have rested quietly without disturbing others will be allowed to get up after 45 minutes and play quietly until the others finish their naps. Those who choose NOT to play quietly will return to their mats for the remainder of rest time.

-Children causing disruption in the nap room will be removed to a remote area to finish their rest time

-Please inform me if your children had difficult night before or a late night so that I could understand any changes in your Childs behavior.

-During the first 2 weeks of daycare, children may bring a blanket or a special “lovey” from home for use during nap time, after 2 weeks the parent needs to bring a blanket that remains at daycare or I will supply one for your children.

-Parents not wishing their children to rest may wish to choose a daycare that better meets their needs. (Remember, children play harder at daycare than at home and need a good rest).

-Infants and toddlers using a pacifier/ blankie / lovey /stuffy will be permitted use of such for naptime ONLY unless under the age of 1 year, at which time we will begin weaning. Pacifiers are not used past the age of 2 years at daycare.

# SIDS

-WAC (170-296A-7100) requires that infants must be put to sleep on their back, in a position consistent with the American Academy of Pediatricians recommendations unless the parent request otherwise in writing.

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Discipline Policy: WAC ( 170-296A-6075)

Corporal Punishment will not be allowed on my premises anytime. It will not be tolerated by myself, assistants, or parents of the children. Action will occur if any corporal punishment is acted upon on the daycare premises, yard, parking area.

Discipline Policy

I do not find it necessary to yell or threaten the children in order to have acceptable behavior. I show the children where things are to be put, how the items in my home should be used and treated, and what the rules of the home and playground are. My home is not a place where pushing, shouting, fighting, or belittling should exist. The children learn social skills like compromise and negotiation, respecting others, Dealing with situations positively, and taking responsibility for their own actions. I really enjoy the children and it is very fulfilling to watch them grow and become loving, independent and responsible individuals. If it becomes necessary for disciplinary action to be given we use the time-out method. I remove the child to the step for a short time to give them a little space between himself and others. If that does not work then we remove the child completely out of the room for a period of time totally by themselves except adults. If I continue to have problems then I will lay them down on their nap mat and suggest that they get some more rest and when they awake they will be as good as new. When they have had a rough day, I will report to you when you pick up your child that maybe you could talk with them and see what the problem was. Please let me know if it is anything that needs to be addressed here at the daycare. Feel free to call me anytime if you have any questions about their day. If it ever comes to the point where the child becomes uncontrollable I will call you at work and have you either talk to the child or come and get them from daycare. Alternative childcare may be advised.

Animals WAC(170-296A-4800)

We have a daycare cat named Nala, Boo, and a dogs named, Penny, and Hershey. Bird called Blue. They love the children and daycare!! Sometimes a cat or dog might defend themselves by barking or biting or scratching if they feel scared or in danger. However, my cat & dog are very sweet and have not behaved badly. They also have current licensing requirements met for Pierce County. They are kept in home 98% of our day.

Pet Feces will be cleaned daily before and after daycare hours, and kept away from the children and following the appropriate hazardous waste disposal.

Pet/Animal health and safety WAC- (170-296A-4850)

When children interact with any of the animals we will wash our hands as required under WAC-(170-296A-3625. or after handling an animals toys, bedding, litter or equipment.

Primary Staff persons will directly supervise, or instruct staff to directly supervise, children preschool age or younger when the children are interacting w/ pets or other animals. There will also be a written plan established to keep a pet or other animal

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inaccessible to the children if the pet or animal is known to be dangerous or aggressive. The animal then would not be permitted in any licensed daycare area during daycare hours.

 If you or your child have any issues regarding the cat or the dog, please bring it to my attention.

Initial\_\_\_\_\_\_\_

 WAC-(170-296A-6550)

Daily Schedule

6:30am-daycare opens-quiet time

7:30 am-7:45- Breakfast Served

7:45am-8:35am- Free play

8:35am Bus Stop- Take children to school

8:45am-9:30am- Free play

9:30am –10:45 - Preschool, Free Play (crafts, arts, reading stories, exercise and music time, circle time)

10:45-11:15- Outside Time

11:15-11:30 Getting ready to eat lunch, wash hands, potty break etc..

11:30am-12noon- Lunchtime

11:45-12:00 Clean up after lunch, reading time, potty time, wash hands etc..

12:15-3:00 Nap time, Rest Time

3pm-3:30pm Wake up and potty time, wash hands get ready for snack

3:30 pm- Snack

3:30-5:30pm- Homework, free play, clean up, outside time (weather permitting)

 5:30 Close

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If your child cannot perform any of the listed activities, please let me know. The schedule may vary depending on how the children are feeling, bus schedules, School time changes and etc….Remember that schedules can be flexible and sometimes the best-laid plans don’t work out but there were always good intentions.

Initial\_\_\_\_\_\_\_\_\_

Medications-WAC (170 -296A-3325)

I will not be giving medications due to the changes in the Washington State Licensing W.A.C. Always check with your doctor before giving your child any medications you are unsure of. Please let me know if you have given medications for your child so I can watch for anything during the day with your child. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schools

School children who attend in this area include Maplewood Elementary, All Saints, if there is transportation available to them. The children will be driven from the daycare or they will walk w/ parent permission only. Please be informed I am only responsible for children on my premises!!

Transportation- WAC (170-296A-6475)

I can provide Transportation for your child if an emergency arises or a situation comes up that your child needs to be somewhere during the day and you are unable to get them there. This is only if authorized people are available to be here to watch the other children. I will transport only with approved car seats or seat belts restraints (RCW 46.61.687 and other applicable law regarding child seats. In the summer months I transport children to and from places for day trips, rarely in the school year except on days that there isn’t any school and an outing can be planned. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Off-site activity policy-WAC (170-296A2450)

There will be parent notification and permissions before your child is allowed on any off-site field trip. See WAC 170-296A-6400. If there is a fee this will be collected on a specific date before the activity and you will know the amount needed ahead if time for each activity. Appropriate staffing and policies would be followed during the off-site time.

Initial\_\_\_\_\_\_\_

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Program Philosophy:

Quality is never an accident, it is always the result of high intention, sincere effort, intelligent direction and skillful execution; It represents the wisest choice of many alternatives..."author unknown

I believe children should be treated with respect and dignity. I believe children should be nurtured and be in a creative learning environment. We have a monthly curriculum which gives the children the variety of learning and doing new things each month. We stimulate and love every child in our care.

Initial\_\_\_\_\_\_\_\_\_\_

Child Abuse Policy-WAC (170-296A-6275)

Since I am the person that is with your child so much, I get to know them very well. I know what kind of eating habits they have, what their favorite toys are, what their individual temperaments are like and so on and so on… I watch them as they grow from one stage to another. When a child is young part of growing up is taking on new challenges. They go from crawling to walking, on to running, and then to climbing trees (and anything else they can climb). As we have all experienced, accidents do occur along the way: skinning a knee, bumping heads, a bruise here and a bruise there, but at times some of these look questionable and they should be questioned. I as your caregiver may at times have questions concerning your child if a suspicious injury occurs. You as well may have questions if you have any concerns as to the welfare of your child in this daycare. The State has provided me with a form that is meant to inform you, the parent, of any injury or incident that has happened to your child in this daycare. As a State licensed provider I am required by law to report any evidence of child abuse to the States Child Protective Services or Local Law Enforcement. I finish each day thankful that we

are all working together to provide for our children the things they need for happy and healthy lives.

Medical Emergency Policy- WAC-(170-296A-3575/3600/2275)

In case a medical emergency arises, you will need to be informed of the actions I will take:

* I will call **911** at all times when a major medical emergency occurs.
* I will immediately call you or your spouse at the emergency number you have provided.
* CPR or First AID will be administered if deemed necessary until medical help arrives.

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* I will meet you at Good Samaritan Hospital or a designated place that you have requested with your child and will remain with your child until you arrive. In the case where your child needs immediate help and needs to be transported immediately to the nearest hospital, I will go with your child, if possible, and remain with your child until you arrive.
* I will be using your personal insurance policy that you have written down in your child’s personnel file.
* I carry commercial daycare liability insurance only to be used as a secondary insurance policy.
* I will not be held responsible or expenses incurred from ambulance or any other emergency care services!!

Initial\_\_\_\_\_\_

Religious Activities- WAC (170-296A-6775)

In the WAC it is stated that the rights of persons in care to observe the persons faith shall be respected and facilitated consistent with State and Federal Law. Persons shall not be punished for exercising these rights. The subject in this home is brought up occasionally by the children. I answer their questions to the best of my knowledge, but always tell them to discuss it with their parents at home.

The subject of different religious customs can come up when we are learning about holidays in other lands. You may also find us giving thanks before a meal as do a lot of families in their own homes this is at the request of the children.

Non-Discrimination- WAC ( 170-296A-6775)

We will not discriminate due to race, color, religion, handicap or ethnic background. I will not allow the children or the parents to discriminate while the children are in my care. Everyone has his or her place and special qualities that we can learn from one another. If a child has special needs that I feel that I am not educated or qualified in caring for, then I may elect to not care for that child. My goal is to do the best I can to

provide for the children and I do not want to put a child in my care that I cannot properly care for. This would not be good for the child, the parent, or myself.

Disaster/Emergency Plan- WAC ( 170 -296A-2825/2850)

We will practice emergency evacuation plans monthly. The children will be taught the fire emergency evacuation plan from different areas of the house and know their meeting place. They will be taught to check the batteries in smoke alarms and stop, drop, cover and roll. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In the event of a major disaster (Earthquake) and the children are in care, I will also be teaching them to protect themselves (as much as possible) against falling objects. If a disaster does occur, I will keep the children in my care until the parents or emergency contact has picked up the child/children. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event of a different sort (Mt. Rainier), I will discuss this with parents. My first action would be to make sure the children are safe. This neighborhood is considered to be in the evacuation area. Puyallup School District has been practicing a LAHAR drill in the schools and they will be going up 7th past my street 18th and continuing up Fruitland and ending up at Fruitland Elementary School. The daycare will remain here at the daycare location until further advice from the Police, State Patrol, and government agencies. These are not subjects we like to think about, but it could happen and my first concern is to keep the children and my family safe. In the event that this was to happen while the children were in care, I know the families would be very scared for their children and I will do all that I can to be sure we are all safe. Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick an out of state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out of state than within the affected area).

My contact is Jennifer O'Keefe 1416 Pamela Ct, Templeton, CA 93465

1-805-434-9333.

We will practice monthly fire, earthquake and LAHAR drills. We will also be doing a "Lockdown" 1 time per year.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WDL#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WDL#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Supply List:

The following supplies are for your child’s individual earthquake kit. Place these items in a 1 gallon Ziplock Plastic Bag:

1 can of ready to eat soup

2 small boxes or cans of juice

1 small can of pork and beans

1 small box of dry cereal

2 granola type bars

1 candy bar

3 plastic spoons

2 large heavy-duty trash bags

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If your child is an infant you may want to substitute baby food, cereal, formula 2-3 diapers and juice. Or you may purchase the package for $14.95.

Initial\_\_\_\_\_\_\_

NON-SMOKING POLICY WAC-(170-296A-4050)

This is a non-smoking daycare facility. There is no smoking on the premises or play areas during daycare hours.

DRUGS and ALCOHOL WAC- (170-296A-4025)

We do not allow alcohol, illegal drugs, misused prescription drugs when on the daycare premises. This will not be tolerated by parents, staff, volunteers, and visitors.

Initial\_\_\_\_\_

MENUS- WAC (176-296A-7500)

At the daycare we strive to give your children the healthiest nutrition throughout the day. Attached is a sample menu of daycare meals that may be served during breakfast, snack, lunch, and afternoon snack. Meals are provided here at the daycare. We discourage any home brought food to daycare unless it is under a doctor’s recommendation that a special food and/or diet is followed. These items can be labeled w/ your child’s name and dated for storage at the daycare facility.

I will provide meals and snacks at scheduled times only. Children must be at the daycare 15 min. prior to mealtime in order to have the meal being served. Children present will be offered food but I will not force a child to eat. If the child chooses not to eat, the child will not be offered to eat again until the next scheduled time. I will need a note from a doctor indicating any food allergies or other problems with certain foods (this includes Milk). Please do not send food with your child to the daycare (unless arrangements have been made due to the child's diet). I do allow the children to drink water whenever they are thirsty. Meals will be based on the USDA food program or on a USDA menu guideline. I do not provide Infant foods. When the child is eating table foods I will provide the meal.

Sample Menu:

Breakfast: Oatmeal, blueberries, and milk

Snack: String Cheese, apple juice

Lunch: Meat Lasagna, green beans, peaches, roll and milk

Snack: Oranges, Bagel w/ cream cheese, milk

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Communication

I will communicate with you on a monthly basis about your children’s progress and monthly activities either verbally or written daily activity forms. You may request a conference in Fall and Spring to go over your child’s progress .

I have many resources at my disposal and I am happy to support you with any question or concerns you may have regarding your child(ren) or parenting. I occasionally hand out parent educational information brochures, parent newsletters and other information sent to me for parents. This information usually located by the sign in/out sheet area.

I provide information for the kindergarten program in the Puyallup School Dist. This will make their transition a smooth one. Parents are informed of all activities, registrations.

Childcare Agreement Form

Termination of Care

I agree to give the parent at least two (2) weeks notice of termination of care, unless it is during the trial period or due to non-payment.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent) agree to give at least a Four (4) week notice, or a Four (4) weeks payment in lieu of notice.

I have read and understand the conditions of this contract and do hereby agree to abide by its stipulations for childcare.

Arrival Time requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of child Age Date of birth

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Name of child Age Date of birth

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Signature of Parent Date Signature of Parent Date

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 Parents address Phone Home/Cell Phone Work

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Signature of Provider/ Monique Thometz Phone of Provider Date