



Hey-Diddle-Diddle Day Care Handbook & Policies

Quality In Home Care for Infants, Toddlers & Preschoolers

Stacy Ransom

Family Child Care Provider
Owner

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☆ Hey diddle diddle, the cat and the fiddle, the cow jumped over the moon.
The little dog laughed at such a sport as the dish ran away with the spoon.

August 23, 2007

About the Day Care

I started caring for children in my home in February 2004. My son was just over 1 year and I wanted to be home with him. I was working at an office in Madison, 4 days/week. I felt I wasn't able to accomplish as much as I wanted to at work or at home. Also our desire to add to our family caused me to think seriously about a job at home. Brett was in a family child care setting and after experiencing this kind of care for my child, I felt that was something I could do, provide quality child care in my home.

I started with two children part time, two mornings a week. After some advertising and lots of referrals, within two years or less, my child care was full.

Hey-Diddle-Diddle Day Care got its name from when Brett was a baby. He had some Carter overalls with a cow jumping over the moon that said "Hey-Diddle-Diddle". When he was just a few months old, I would say "hey-diddle-diddle" and he would smile and kick! He loved it. I also liked the theme of moon, stars, and the idea of the cow doing something extraordinary. The name and theme has been successful. It's cute, memorable and I was able to make it mine while still being familiar to all.

Licensing

Hey-Diddle-Diddle Day Care is licensed by The Bureau of Regulation and Licensing in the Division of Children and Family Services. A copy of license is posted near the front door. Results of the most recent inspection, notice of enforcement action and any stipulations, conditions, exceptions or exemptions that affect the license will be posted next to it.

Insurance

The premises, child care operation and vehicles are all covered with general liability insurance. The parent's insurance is primary, child care provider's insurance secondary.

Hours

Monday-Friday

6:00 a.m. – 6:00 p.m.

Night time care is not provided.

Full-time, part-time and drop-in care may be available for up to 8 children ages 6 weeks - 12 years without discrimination of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Parents may call or visit and observe the daycare anytime during operating hours (unless parental access is prohibited or restricted by court order. If so, a copy of the order must be supplied.) The door may be locked when you come for safety purposes but I will quickly answer the door as soon as you arrive. If it is near your regular pick up or drop off time, I will unlock the door in anticipation of your arrival.

Pets

We have one pet in our home, a small box turtle, named Speedy. For health and safety reasons, Speedy will not be allowed out of his tank to be held or to crawl around, and children will not be allowed to touch him. His tank has a lid and is kept in Brett's room, at a level where the children can view him. Children are only allowed in the room by the turtle while supervised.

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About the Provider

Mother of 1 to Brett, preschooler
Early Childhood Teacher
Red Cross CPR/First Aid Certified
Licensed by the State of WI, Department of Health & Family Services

Education:

High school diploma	1993
Waupun High school	
Waupun, WI	
Child Care Assistant Teacher Certificate	1992
Associate Degree Interior Design	1995
Fox Valley Technical College	
Countless continuing education hours	
Registry Certificate	Level 2

Currently working on my Preschool Credential, 15 credits
(Registry Level 6)

Work Experience:

Babysitting for many neighborhood families from age 12-18
Child care in my home since 2004
House of Blinds window treatment sales
Shop at Home Sales Associate for Eddie Z's window treatments
The Village Furniture Sales
Thomasville Home Furnishings Sales/Designer
Ahern Fire Protection Design Administrative Assistant

Family Child Care Professional Contributions:

Children Are Our Specialty Newsletter Editor
Children Are Our Specialty Secretary
Children Are Our Specialty Website Editor
And related committees

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Enrollment

The following is required for enrollment:

1. Schedule interview with parents and child or children
2. Review polices together and ask questions, tour of daycare
3. Enrollment forms

Required for first day of care:	Required within 30 days:	Required within 90 days:
Child Enrollment Health Report Health History & Emergency Plan (if applicable) School-Age Agreement Intake Information for Children Under 2 HDD DC contract	Day Care Immunization Report	Child Health Report – Signature from Dr. required

4. Copy of “Your Guide to Licensed Child Care” will be provided
5. A parent / provider agreement must be signed
6. **\$20 non-refundable registration fee per child is required**
7. **If not starting care within one (1) week, a \$30 / week fee (per child) will be required, in advance, to enroll and for the child’s spot to be guaranteed.**
 If there is a current opening but care is not starting until a later date fee is not refundable. If the opening is not available until the start date, deposit will be applied to first week of care.

A two-week trial period is required for each child to allow him / her to adjust. If after two (2) weeks, he or she has not adjusted, other care will be recommended. During the trial period either the provider or parent may terminate child care without written notice. Payment is required for the 2 week trial period.

All child information will be kept confidential.

Parents to Provide

- Infant formula
- Bottle for water, formula and/or milk
- Diapers
- Change of clothing for each season including socks and underwear
- Clothing suitable for outdoor play for each season
- Wipes, Ointments & powders
- Sunscreen / Insect Repellent
- Immunization records
- **Back up care provider for times of illness or vacation of child or provider**
- Consent forms for emergency medical care & authorization to administer medication
- Emergency phone numbers for someone that can be reached while your child is in care

Day Care to Provide

- A licensed regulated facility
- Safe and clean, non-smoking home inspected for safety, furnishings, exits, smoke detectors, fire extinguishers, and emergency phone numbers. Also all adults living in my home have had criminal background checks.
- Toys & craft materials
- Wash cloths, towel, plate, silverware, cup/glass, and bib.
- Toothbrush/paste
- All meals and snacks, including baby foods
- Daily recorded information as to what and when the child ate, when diapering took place, activities participated in, and nap times.

Holidays

Hey-Diddle-Diddle Day Care will not be open on the following holidays:

New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving & following day, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday, the day care will be closed the previous Friday. If a holiday falls on a Sunday, the day care will be closed the Monday following.

If holidays are normal care days, full payment will be required. (Example: Holiday falls on a Wednesday and child normally is in care on Wednesday, then the day is considered a paid holiday.)

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Vacation

Children with FULL TIME HOURS (30 hours or more per week) are given five (5) days of vacation annually without fees. No credits will be given for unused vacation days. Any other days, the child is not in attendance after the five (5) days of vacation are used, full payment will be required.

PART TIME (29 hours or less/week) schedules require full payment for days scheduled, whether in attendance or not, unless ill. (See illness policy below.)

Closings

Hey-Diddle-Diddle Day Care will be closed for up to two (2) weeks per calendar year for provider's vacation, appointments, conferences, etc. Both weeks will be paid vacation from the parents to the provider. Prior notice will be given to allow time to make other arrangements, usually a year in advance. Please also give prior notice in writing of your vacation so dates are not confused. In addition, occasionally, the child care may need to close early and prior notice will be given so arrangements can be made for early pick up. On the days that the provider/persons in the home is ill, parents will be notified as soon as possible so they can make alternate arrangements. No payment is required for these days.

Absences & Early Arrivals

If you need to arrive earlier in the day than scheduled, please call ahead so that I can be ready. Every day is different for me, and I may not be planning on anyone until later in the day.

Please call by 8:00 a.m. to notify me if your child will not be coming for the day, or as soon as possible if unknown at 8:00 a.m.

In order to prevent tragedies (children can die if left in a car on a warm day) and to ensure children are transported safely, I have a plan in place for when children are absent without notification. If a child has not arrived by the normal time, I will call the parent who normally drops off the child within 30 minutes. I will document on a form whether I spoke to someone, left a message or if there was no answer. I will continue to call until I've reached someone who can verify where your child is. Therefore, if you are going to be late, or your child will not be coming, please call me as soon as you can.

Maternity or Extended Leave

In order to ensure that your spot will be kept for your child that is currently in my care and for any additional siblings, a non-refundable holding fee of half the normal week's fees will be required each week until regular care resumes. This fee must be paid before going on leave or a payment plan can be arranged. If you wish to continue to send your child to care while you are on maternity leave, you may do so at the hourly rate previously agreed upon, plus the holding fee for the infant.

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Illness

This child care is not authorized to care for mildly ill children at this time. (Mildly ill refers to a child who has a common, temporary illness that is non-progressive in nature and is not listed on the communicable disease chart.)

If your child becomes ill while in care, he / she will be isolated from the others within sight and sound and the parent notified to make arrangements for pick up **within 45 minutes**. If a child must be sent home because of illness, a form will be provided that explains the illness policy, lists symptoms and times noticed, and the date that the child may return to care, if possible.

Each child is allowed one sick day per month without charges. Full payment is required for additional sick days. Sick days can only be used for illness, not as additional vacation. No credits will be given for unused sick days. I allow 12 sick days / year without fees to encourage you to keep a sick child home. Parents expect me to protect their child from the other children's illnesses.

Please understand that while you may feel your child "isn't that sick" or "it's just a cold", no one else wants it! Be considerate if your child is showing symptoms of being ill. It is a good idea to plan ahead and arrange care in case your child is sick since a sick child is never in our daily plans! It is your responsibility to have a back up provider if your child is too ill to come. Please do not be offended if you are asked to take your child home. The final decision as to the care of a sick child will be made by me.

Kids will put things in their mouths, not cover their sneezes and coughs and get a cold. It's to be expected and kids with colds will be allowed to attend if they are able to participate in activities as normal. Please do not ask "who had it first" as I cannot discuss anyone else's health with you.

Please do not send your child if he or she has any of the following:

- a fever of 100° or higher **or is on medication to reduce a fever**. A fever last night or this morning means the child does not attend today. **The child is to stay home for 24 hours without the use of medication, before he/she can return.** If your child's temperature requires use of medication to keep it down please realize your child is still ill. Your child needs to be able to maintain normal temperature without the use of medication to be well enough to return to my home. I want the children to share toys and learning experiences - not illness and communicable diseases!

It's important to remember that by itself fever is not an illness - it's usually a symptom of an underlying problem. Fever has several potential causes:

Infection: Most fevers are caused by infection or other illness. Fever helps the body fight infections by stimulating natural defense mechanisms.

Illness (Cont.)

Overdressing: Infants, especially newborns, may get fevers if they're over bundled or in a hot environment because they can't regulate their body temperature.

Immunizations: Babies and children sometimes get a low-grade fever after getting vaccinated.

Although teething may cause a slight rise in body temperature, it's probably not the cause if your baby's or toddler's temperature is higher than 100 degrees F.

- **Vomiting or diarrhea has occurred more than once in the past 24 hours.** Diarrhea is an increase in the number of stools that are unformed, watery or loose. Your child will be sent home if s/he has two watery stools. Children with diarrhea that is a direct result of antibiotic treatment will not be excluded if the stool is containable in a disposable diaper. A child cannot return to day care if experiencing diarrhea within the last 24 hours.
- has an unidentified rash
- has a constant, thick colored nasal discharge.
- is infected with a contagious disease such as chicken pox, strep throat or pink eye. Please notify me if your child has been exposed to any contagious illnesses. If your child has shown any symptoms in the prior 24 hours, please tell me. This may or may not be cause to remain at home, but I can provide better care by knowing what to look for.
- **Has not been on a prescribed medication for 24 hours or continues to have symptoms of illness.**
- *In addition, if a child is too ill or irritable to participate in normal activities, please keep your child at home until they are ready to participate in normal activities. Unfortunately, I will be too busy to sit and hold a child who is ill. They need their parents' attention during this time.*

When it is determined that a child attending the center, or my own child, has a reportable communicable disease, such as chicken pox, the local public health officer and parents of all the enrolled children will be notified. A child may be readmitted if the child's parents provide a statement from a physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.

Children may return to day care when they are symptom free, have been appropriately treated, or have been given medical approval to return.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

Hands will be washed before and after eating, after diaper changes and throughout the day to promote good hygiene. The diaper changing surface is also cleaned and disinfected between uses.

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Medications

Prescriptive and non-prescriptive medication will only be given to children if parents have authorized me to do so in writing. A form is provided for giving this permission. Authorization forms must be complete, dated and signed. Medication must be in the original container and labeled with the child's name and with the dosage and administration directions. Authorizations that exceed the period of time or exceed the age-related dosage on the label are prohibited without a written doctor's authorization.

All medication administered, accidents or injuries occurring on site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside my care will be entered into the center's medical log book. Sunscreen and insect repellent may be applied with written authorization of the parent. The authorization should include the brand and ingredient strength of the sunscreen or repellent.

Welfare of Child

A medical log book is maintained and any injuries received by a child will be recorded. Also, any evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of center care or medication dispensed to a child will be recorded. I am trained to be able to identify children who have been abused or neglected.

Child abuse is defined as hurting or not caring for a child. It can be physical as well as sexual, verbal and emotional. Adults and children inflict physical abuse by hitting, kicking, and beating a child. Sexual abuse includes both sexual assault and sexual exploitation. Verbal abuse includes name calling and belittling a child. Emotional abuse includes acts of emotional cruelty that harm a child. Neglect is considered abuse when it results in harm or the threat of harm to a child's welfare and health, including actual abandonment, inadequate supervision, denying medical care, being unclean, repeated diaper rash, dirty appearance, and dirty clothing and supplies. As a licensed provider, I am required to report suspected child abuse or neglect to local authorities.

All firearms on premises are kept in locked storage. There are no pools, hot tubs or trampolines on the premises.

Children will not be released to any person who has not been previously authorized in writing or phone call by the parent to receive the child. A driver's license or other picture ID may be requested. Children will also not be released to parents or guardians that appear to be under the influence of alcohol or drugs. All reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian; I will not hesitate to call the local authorities if I feel the child is in danger.

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Emergencies

If there is a need for emergency medical treatment, children will be taken to Mercy Hospital or Mercy Clinic East. Parents are responsible for all costs incurred for medical/dental care and/ or transportation provided during a medical emergency.

If an accident / injury is serious enough, I will:

1. Call 911
2. Call the parents
3. Provide EMS with your child's forms

In case of a fire: Children will be evacuated through the nearest safe exit. Children will be taken to a neighbor's home on Sandhill Dr. The attendance records and emergency contact information will be brought along.

Fire and tornado drills are practiced and documented monthly.

In the event of a tornado warning or severe thunderstorm: the children will be taken to the basement. Blankets, a radio, and flashlight are kept in the basement at all times for this purpose. The attendance records and emergency contact information will be brought along.

In the loss of the home's services, such as heat, telephone, electricity or water, parents may be requested to pick up children early if determined to not be temporary, or could prevent care for the day. Families would be notified as soon as possible if Hey-Diddle-Diddle would need to be closed for such reasons.

If a child became lost or missing, I will check all areas and then police and the child's parents would be notified immediately.

If all the kids are sleeping when an emergency occurs, I would get all the older kids together, call them or help them to wake up. I would put the babies in a pack & play crib with wheels and wheel them outside in a safe place in event of a fire or to the stairs to take them downstairs to the basement if emergency is due to a storm, and we would all exit together. In all cases, I will use my best judgment to make necessary decisions to the best of my ability in an emergency when circumstances cannot be anticipated and pre-planned for.

If there were threats to the home or occupants, all doors and windows would be locked, police notified and the children would be taken to the basement. If the home could not be occupied, and could be evacuated safely, the children would be taken to the home of our neighbor, on Sandhill Dr.

In the event of an emergency, a medical or family situation, I will call another person to help or supervise the children and / or call parents if I need to leave. I will call my husband, Damon at work to come home. Damon sometimes may fill in if I need to leave for an appointment at the end of the day.

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A Typical Day

Our schedule may vary depending on the children's needs and is flexible.

Schedule may vary daily.

Morning

6:00- 9:00 Arrival Times - Free Play

7:00-7:15 Breakfast is served

9:30 - Morning Snack Time

9:45 - 11:00 Circle Time & Projects

11:15-11:45- Lunch

Brush our Teeth

Afternoon

12:15-12:45 Outdoor Play

12:45 -Story time

1:00 - 3:00 or 3:30 Quiet Time / Naps

3:00-3:30 Afternoon Snack time

3:30 - 5:30 Departure Times - Free Play

(inside or out depending on weather)

- Clean up as necessary through the day
- Music listening throughout the day, daily

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Meals and Snacks

Hey-Diddle-Diddle Day Care will provide a balanced nutritional breakfast, a.m. snack, lunch, and p.m. snack in accordance with the Wisconsin State Food Program, administered by Community Coordinated Child Care (4 C's). The daily menu is reviewed and must meet strict nutritional guidelines. The day care is partially reimbursed for such meals and snacks. This benefits not only the day care, but the child by ensuring quality food and nutritionally balanced menus. It is my policy to serve all items on the menu and the children are given free choice to eat or refuse what is given them. School aged children will be served whatever meals and snacks served while they are here, and will be offered a snack upon return from school.

Meals and snacks will be served at flexible intervals and will be served at least every three hours. Meals and snacks are normally served at approximately:

Breakfast: 7:00 a.m. **Must arrive by 7:15 to be served breakfast**

A.M. Snack 9:30 a.m.

Lunch 11:00 a.m.-11:15 a.m.

P.M. Snack 3:00-3:30 p.m.

If you come after the normal snack or meal time, please feed your child before he/she arrives.

Meal records are available for review.

Parents must provide formula or breast milk for each meal and snack for their infants as required by the Food Program. If you do not comply with or choose to not participate in the Food Program, food must be provided by the parent or care may be terminated.

Breast milk will not be heated in the microwave. Drinking water will be offered to infants and toddlers over 6 months. Left over formula or breast milk will be discarded after each feeding. Baby food is provided and may be homemade.

Children with special diet requirements will be accommodated with written authorization of a child's physician and upon the request of the parent. Food Program documentation is required. Milk is served at meal times. Juice usually is served once a day at snack times, otherwise milk or water will be. Water will be offered in between snack times and meals. Juice will not be diluted, in accordance with the Food Program. Juice will not be served in bottles, only in sippy cups. Sippy cups will be introduced around six-eight months of age. Cups and food are not allowed to be carried around the house.

Around 1 year of age, I will introduce spoons at meal time. When children are eating regular foods, a child sized, plastic spoon and fork will be provided at each meal. Children are encouraged to use their spoons and forks.

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Meals and Snacks (Cont.)

To prevent waste, small food portions will be served and extra will be available if your child needs more but seconds on the favorite foods will not be served until the other foods are eaten. According to the food program and licensing rules, food cannot be used as a punishment. I encourage them to eat but never force. All children will be offered the same foods. If your child chooses not to eat, they will not be offered anything else, until the next meal time.

Please feel free to offer to send treats for special holidays or birthdays as long as there's enough for everyone.

Activities

Play is the major component of Hey-Diddle-Diddle's program and will include indoor and outdoor play (when weather permits), active and quiet activities, individual and group activities. I will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language Development: Books, music, story time, finger-plays, flannel board stories, phonics
- Large Muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts/crafts, stringing beads, blocks
- Creative Expression: Dramatic play, puppets, music/instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors

Hey-Diddle-Diddle Day Care uses a professionally preplanned curriculum from Funshine Express, called Sprouts. It's a comprehensive curriculum for 2-5 year olds that provides exciting and creative activities. This on-going preschool program is both entertaining and educational. Your child will enjoy activities ranging from art & craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science and much more.

Some of these projects will be taken home to share with you and others will be group activities that you can ask about. Funshine Express fulfills the Head Start Domain Elements, Standards, and Indicator Guidelines and is consistent with the National Association for the Education of Young Children Guidelines for curriculum content.

Projects and crafts are open-ended and curriculum includes observation and assessments. Three themes are provided each month including many creative art and craft projects each month.

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Activities (Cont.)

During summer months an activity calendar is provided with a new theme each week with fun, summer themed activities. The schedule remains less structured for plenty of outside play in the sun and water.

In addition, some Jolly Phonics is introduced.

Self Help Skills

Throughout the day I will work actively with children to promote self-help development such as washing hands and face, using eating utensils properly, putting on and taking off coats and shoes, cleaning up after activities, serving meals and setting the table.

Television & Computer Use

We do not have a television in our home although a computer will be available for all ages to use, under supervision. Age appropriate, educational or entertaining DVDs may be used to supplement the daily plan of activities. Children are not required to watch and other activities will be available during that time for the children.

Religious Practices

No religious instruction or practices will be given or followed. We will celebrate the following occasions: the four seasons (rather than Easter, Christmas, Halloween), St. Patrick's Day, Valentine's Day & Fourth of July and each child's birthday. Hey- Diddle-Diddle Day Care respects the religious beliefs of all enrolled families and is open to discussing any changes to the current practice in order to best support the culture of the families enrolled.

Field Trips

Field trips are rare due to the number of children in care, number of car seats needed and insurance requirements. We may be able to go on field trips depending on ages of children in care a couple times a throughout the year.

Outside Play

We go outside daily as the weather permits. On nicer days we may go out twice, once in the morning and again after lunch. A swing set, climbing area, slide, sandbox, bubbles and other outside toys are available for outdoor play. We will not go outside on days with inclement weather including: heavy rain, temperatures above 90° F, wind chills of 0° F or below for children 2 and above, wind chills of 20° F for children under age 2.

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Activities (Cont.)

Infants & Toddler Activities

Infants and toddlers will be kept on a flexible schedule, which reflects the growing baby's changing needs. They will be given individual attention. Infants and toddlers will also be offered this wide range of activities to meet their developmental needs. Only age-appropriate activities will be available, to ensure their safety at all times. Small components to toys will not be introduced in the room until the children have reached an age where it is safe to do so. For all ages safety is a priority and at all times every item in the classroom will meet safety guidelines.

School Age Activities

School age children will have a quiet place to study or relax, and have ample time for large muscle activities and to participate in food preparation. School-aged children may have Internet access, upon parental request, but only while supervised.

Regarding Toys from Home & Play

If a child brings a favorite toy, they need to share or it will be put up. I will not be held responsible for any personal toys that may get lost, broken or damaged in any way. Please do not allow your child to bring coins and other small items. They are a choking hazard.

Children are not allowed to have in their possession any items that pertain to the WWF, Power Rangers, Powerpuff Girls, Poke'mon or other characters that promote fighting and/or violence or trading cards of any type. Children are not allowed to wrestle or fight. At no time will I allow the children in my care to pretend play as if they have guns and / or other weapons of any kind. I do not allow them to use other toys as pretend weapons and I do not allow them to make sounds of the weapons.

Please work with me on this matter. If you allow this type of play in your home, then you need to explain to your child(ren) that this type of play IS NOT acceptable at day care. This is to ensure the safety of all children and others that come into my home. Also, other families in my care may not approve of their child being exposed to this type of play. I feel similarly in regards to my son.

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Activities (Cont.)

Transportation

We occasionally take field trips, including walks around the neighborhood. Transportation may be provided for field trips. Transportation to and from schools is not provided at this time. A Child Care Center Transportation form will be used to obtain permission prior to transportation. Emergency information will be carried in the vehicle for each child transported. Vehicle used is safety inspected annually. Each child under 4 years or 40 lbs. will be properly seated and restrained in a child seat. Children not required to be in a child seat will be restrained by a seat belt. No children are allowed in the front seat. Children will not be left unattended in a vehicle. A checklist will be used to document which children are in the vehicle, times of arrival or departure of our destination to ensure that all children are accounted for when we enter or exit the vehicle and to ensure no one is left behind.

Clothing

Please provide an extra set of clothing for your child. We want to keep your child dry and looking nice! I am very careful to keep your child's clothing clean while we eat and play. I know children's clothing can be expensive and how much work it can be to remove stains. Understand that children do get dirty while playing outside and doing arts and crafts or eating. I will wipe off dirty spots on children's clothing or change their clothes if they become dirty to keep them presentable for you and others, and to prevent my furniture and carpet from getting soiled. Occasionally I may wash your child's clothing (with your permission, please let me know if you object) if time allows, or if very dirty. Otherwise, dirty items will be placed in a bag for you to take home at the end of the day. We wear paint shirts to prevent staining when painting, but Tempra paint is messy and can stain. I will put a bib on your infant or toddler when eating, until he or she eats with more control. Please don't send your child in something that you absolutely do not want stained!

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Rest Time

Rest or naptime will be provided for all children less than 5 years of age who are in care for more than 4 consecutive hours. A sleeping bag will be provided for children over 1 and will be washed at least after 5 uses or as soon as possible if wet or soiled. A crib or a playpen is provided for each child less than 1 year of age. Children under 1 year must sleep in a crib / playpen. Children who do not sleep after 30 minutes and children who wake up early will be allowed to get up and have quiet play time so the other children are not disturbed. Children are allowed to wake up on their own. I do not disturb a sleeping child because they obviously need the rest. Children who arrive before 7:00 a.m. will be laid back down.

To reduce the risk of SIDS:

- Parents will be given an informational pamphlet and infants will be laid down to nap on their backs, unless otherwise specified in writing by the child's physician.
- When infants can easily turn over from supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- Mattresses for cribs or playpens will be firm and snug fitting.
- A baby will not be placed on a soft surface to sleep such as a waterbed, sheepskin, pillows, sofa or other soft surface.
- Pillows, quilts, comforters, stuffed toys and other soft items will be removed from the sleep area.
- If a blanket is used, the infant should be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head will be kept uncovered during sleep.
- **If a child falls asleep in a swing or car seat I will move them to their crib.**
- Tummy time will be provided for children who do not yet crawl.
- SIDS risk reduction methods orientation will be provided for all employees, emergency back-up providers, substitutes and volunteers before they begin caring for children.

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Potty Training

I will be more than happy to help assist parents with the potty training experiences, as long as we both feel that your child is showing some signs of readiness. Signs of readiness are:

1. Your child can pull their pants down.
2. Your child can remove their diaper/pull up.
3. Your child can recognize when they are wet.
4. Your child can recognize when they have a BM.
5. Your child can verbalize that they have to go potty.
6. When asked if they are wet or have had a BM, they are able to answer correctly.

I will provide a potty chair or a potty seat. Please do not send your child in clothing with snaps, zippers, one piece outfits, bib overall or long shirts. While these are cute outfits, they are very hard for little ones to get out of in time. Children will get discouraged if they can't make it to the potty on their own. Your child needs to remain in diapers or Pull-ups during day care hours until they have shown the ability to remain accident free in your home for a period of at least 3 weeks. This is for several reasons: children often appear to be trained in a (calmer, quieter) home situation, but are not yet able to "listen" to their body's signals when presented with the distractions of a group care environment.

Pacifiers and Other Comfort Items

Please understand in order to prevent SIDS, stuffed animals, blankets and other "lovies" cannot be put in a crib with an infant. I do not use blankets in effort to prevent SIDS. My home is kept a very comfortable temperature and babies are usually appropriately dressed and do not need a blanket. These items can be kept at home or will be stored in the closet while in my home. Older children, over 1 year, who desire a blanket or stuffed animal may bring them for use at nap time. Because children do not want to share their favorite toys and blankets and can also carry or pick up germs, they will be put away until/after nap time.

At 1 year of age, the need to suck goes away and I recommend weaning children from both pacifiers and bottles at this time. At about 9 months, or as soon as the child is eating mainly solid foods, I will start to wean the child from the bottle, offering a cup at snack times and meals, with a goal of weaning from both bottle and pacifier at one year. I will use other ways to soothe babies rather than to use a pacifier. Nap time is no problem after the first day or two when they learn to calm themselves and fall asleep on their own.

Be aware that pacifiers hinder oral communication, and can cause speech and dental problems. Also they carry germs (dropping them, putting them back in their mouth, others handling them/putting them in their mouth, etc.) They can also be dangerous if the child falls with a pacifier in their mouth. Older children, who have pacifiers, don't need them as they are designed for infants, but they want them because they've grown used to having one.

If my personal style and thoughts on these topics differ from yours, please let's discuss it.

August 23, 2007

Guidance Policy

Hey-Diddle-Diddle Day Care's environment promotes positive behavior and self-esteem through age appropriate expectations, routines and transitional activities. Guidance policy is in accordance to the State of WI regulations and helps children develop self-control, self-esteem and respect for others, providing each child with experiences that encourage these qualities through social interaction, self expression, large and small muscles development and intellectual growth.

My goal is to provide a quality care environment at Hey-Diddle-Diddle Day Care. I will provide reliable consistent care and early education with each child benefiting from lots of one-on-one care and be treated, as they were my own, in a positive, safe, nurturing manner.

Each child will be valued as part of the group and as an individual whose presence is important to us all. I hope to give children a sense of self worth by helping them develop at their own individual pace while learning basic skills in a respectful atmosphere. I will encourage each child to feel confident and secure enough in themselves to explore and grow in a stimulating educational and social environment.

All the while, I hope that through mutual respect, we can build relationships that will benefit the child.

Each child will be closely supervised by the provider to guide the child's behavior and activities, prevent harm and assure safety. Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (example: "You need to walk" rather than "Don't run".) Undesirable behavior will be redirected to another activity.

Time-outs may be used for children over 3 years of age for unacceptable behavior. First the child will be reminded of limits and rules and redirected to another activity. If correction is need again, a 2 minute time-out will be used. Time-outs will not exceed 5 minutes. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. I will stay with the child and talk about what behavior was unacceptable, and what else he/she might have done or said. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others, so the emphasis is on relax/cool down, rather than isolation and punishment. The child will be praised after completing the time-out, and will be helped to rejoin the group. I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or termination of care.

August 23, 2007

Guidance Policy (Cont.)

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms will never be used, even at the request of the parent.

Children will be taught these three rules and posted in the play area: (Colored coded for learning purposes)

1. Be a friend. (blue rule)
2. Play nicely with toys. (red rule)
3. Use an inside voice. (purple rule)

Divorce / Separation

Divorce and separation is an adult issue and children, while they are involved, should not be put in the middle. This includes being the "go between" and being aware of insults and information they shouldn't be burdened with. Good communication is necessary, between each other and me, for the sake of your child.

I will never be put in the middle of disputes. Please do ask me to keep notes or inform one another of information.

Pick-ups will be allowed by either parent unless I have a copy of a court order that proves it is not allowed by the court.

If payments are being shared, please arrange this between yourselves, and make one payment, rather than writing two checks, for your child's care. The contract must be signed by both parents.

August 23, 2007

Other Notes

1. No shoes past the entry way please.
2. Quick drop-offs and pickups are much easier on the children. If we need to discuss something, I can always be reached by phone, voice mail or email for any concerns you might have. Please leave a message if I do not answer and I will respond promptly.
3. For safety reasons parents must maintain control of their children when arriving and leaving child care. Please take your child by the hand or pick up and carry if necessary.
4. Children should never be left unattended in the car.
5. At no time will children be allowed to jump on furniture, wrestle or climb in the house.
6. At no time will children be allowed to hit, kick, bite, push or otherwise hurt anyone. Exceptions will be made for toddler biting, and I will do my best to teach toddlers not to bite as quickly as possible.
7. At no time will children throw or intentionally break anything.
8. At no time will children pick up babies or toddlers.
9. Together we can make Hey-Diddle-Diddle Day Care a happy & safe place for everyone!

Communication

- A daily contact sheet is provided for each child in care, indicating meals and snacks, diaper changes, rest times and activities.
- A newsletter and activity calendar is provided monthly.
- You will have the opportunity to purchase Scholastic books monthly through the day care.
- Pictures are taken often in our home. Please see the enclosed photo permission sheet. Photos may be displayed online, in the monthly newsletter, on the walls or used in projects. A picture CD can also be provided.
- Up to date information on the website for your convenience or to share with family members and friends: www.hey-diddle-diddle.com

August 23, 2007

Termination of Care

Reasons for termination of care:

1. Failure to pay fees on time. Grounds for immediate termination, without advance notice. Court procedures may be started to collect fees due.
2. Repeated failure to pick up the child at scheduled time.
3. Failure to complete and return required forms.
4. Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
5. Non-cooperation of parent/s to help day care provide quality care for the child.
6. or at provider's discretion.
7. Please give a two weeks written notice of intent to withdraw child(ren). **Two weeks payment will be required whether or not children continue to attend** unless the provider terminates care immediately. All outstanding fees must be paid.

If termination of care is necessary due to the provider, written notice will also be given as soon as possible, at least 2 weeks in advance ***except when due to parent's failure to keep current with fees owed or a lack of cooperation or respect from the parent(s).***

August 23, 2007

Rates

Full-Time (30 hours or more/week)	Part-Time (29 or less hours/week)*
\$4.25 / hr. under age 2	\$4.50 / hr. under age 2
\$4.00 / hr. over age of 2	\$4.25 / hr. over age 2
	*minimum of \$65/week for part time

- Fees are hourly based on normal weekly schedule. The hourly rate will not vary with actual hours in attendance. If your schedule change is permanent, agreement changes will be made.
- Payment is due on last day of care for the week, when you pick up your child.
NO EXCUSES / EXCEPTIONS! Your child cannot return to care until the fees are paid. Remember that you expect to receive your pay check on time and so do I.
- Post dated checks are not accepted. I do not accept checks for which no funds are available. Checks will be held as a courtesy, only for select clients & situations. Please ask.
- Late payment non-refundable fee: \$10.00/day including weekend days.
- Yearly receipts will be provided. Weekly receipts available upon request.
- The charge for a returned check is \$30 plus any other fees my bank charges due to your NFS check. This includes any fees charged by the banks, and fees charged by any retailers if my checks bounce due to YOUR returned check. Afterwards payment must be made by cash or money order.
- W-2 is accepted. A written authorization must be received before starting care; otherwise all regular fee / payment procedures apply. Parents agree to paying for any care provided that's not authorized through W-2 including co-payments. A separate W-2 agreement is required.
- Each child is allowed one sick day per month without charges. Abusing the consideration given for illness, or inappropriate use of the allowed day per month, is cause for termination. Full payment is required for additional sick days. No refund will be given for days when children do not attend for other reasons (after vacation days are used).
- No sibling discounts are offered. I am limited to the number of children that I may care for at one time.
- Drop in care is unscheduled, temporary or occasional care, without contracted hours. Drop in care is available at half-day (\$20 for up to 4 hours) or full-day (\$40 over 4 hours, up to 8 hours) rates. Based on space and availability that may vary from day to day. W-2 is not accepted unless care is for three (3) days or more. A drop in care contract is required.
- **Late Fees:** Additional fees apply when child is not picked up at time agreed on at a rate \$5.00 per 15 minute interval (or any fraction thereof) per child. In the event you are going to be late or have an emergency, please call me as soon as possible. Notice must be given within two hours of arranged pick up time to avoid late fees. Normal hourly rates will still apply.
- Fee schedules will be reviewed annually in January.

Parent/Guardian Signature

Parent/Guardian Signature

August 23, 2007

**Hey-Diddle-Diddle Day Care
Parent / Provider Agreement**

Full Time Care 30+ hours/wk

Name of parent/s: _____

This agreement is made for the care of :

Name of child/ren: _____ Hourly Rate: _____

_____ Hourly Rate: _____

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off time					
Pick-up time					

Full time care specifics:

- Hourly fee charged for hours present on days of attendance
- 5 days of vacation, no fees. After days are used, full payment is required for days off
- One sick day per month without fees
- Provider’s vacation/holiday pay required

Special Agreements: (including W-2, scheduling, etc.)

Parents have read & agree to the policies and fee schedule of Hey-Diddle-Diddle Day Care.

Parents understand that policies are subject to change and may be updated from time to time. Parents will be provided a copy. A new Parent / Provider Agreement may be required to be signed.

Parent/Guardian Signature
Date:

Parent/Guardian Signature
Date:

Stacy Ransom
Date:

August 23, 2007

**Hey-Diddle-Diddle Day Care
Parent / Provider Agreement**

Part Time Care 29 hrs or less/wk

Name of parent/s: _____

This agreement is made for the care of :

Name of child/ren: _____ Hourly Rate: _____

_____ Hourly Rate: _____

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off time					
Pick-up time					

Part time care specifics:

- Fees, based on contracted hours, are due whether in attendance or not
- Minimum of \$65/wk
- One sick day per month without fees
- Provider’s vacation/holiday pay required

Special Agreements: (including W-2, scheduling, etc.)

Parents have read & agree to the policies and fee schedule of Hey-Diddle-Diddle Day Care. Parents understand that policies are subject to change and may be updated from time to time. Parents will be provided a copy. A new Parent / Provider Agreement may be required to be signed.

Parent/Guardian Signature
Date:

Parent/Guardian Signature
Date:

Stacy Ransom
Date:

August 23, 2007

This form only required if receiving state child care assistance.

W-2 Payments

Name/s:

Authorization Period:

Authorization:

Rate/s:

- **If in care more hours than W-2 authorizes, the above rate applies and is the parent's responsibility.**
- **Holidays, sick days and vacation days** are not paid by W-2 if the authorization is hourly. These hours are also the parent's responsibility at the above rate. Due to this, the amount you are responsible for may vary each week.
- Please refer to the fee / payment policies in Hey-Diddle-Diddle's Enrollment & Policy sheets. These policies also apply to W-2 co-payments.
- A \$25 fee will be charged for each reimbursement that must be made because of overpayments or reimbursements from W-2 due to appointments not kept or scheduled.
- Reimbursements from W-2 may be applied or credited to your account at the provider's discretion. Credits can be applied to vacation, holidays or additional hours not paid by W-2.

Parent/Guardian Signature

Parent/Guardian Signature

Stacy Ransom