



Family Day Home

Policy & Procedure Handbook

Last updated: January 2016

Introduction/Welcome

Welcome to Kidspace Family Day Home. We are happy to share the following information with you and your family, hoping this will be the beginning of a long and pleasant relationship for all of us.

We are a licensed Family Day Home with the State of Virginia and have attended several hours of training. We have fun and educational daily activities planned for your child and we look forward to working together with your family to ensure best care possible for your child.

Hour/Days of Operation:

Regular hours of operation are 7:00 am – 6:00 pm weekdays.

Fees/Late Charges:

All fees are due on every Friday by 6:00 pm for the following week. Fees are considered delinquent at 12:00 noon on the day following the due date and are subject to a late fee of \$25. If tuition and any other outstanding charges are not paid within seven days of the date due, attendance at the day care will no longer be permitted until tuition is paid in full for the past due amount and for the current period. Late charges will be assessed as follows:

Late Arrival:

Parents must pick up their children by 6:00 pm to avoid any late charges. A \$1.00 per minute late charge will be assessed to all parents picking up children after 6:00 pm. Failure to pay late pickup charges or frequent late pickups may result in dismissal.

Returned Checks:

A \$25 service charge will be assessed for returned checks in addition to a late charge. If your check is returned three times within a three month period, then for a period of six months, you must make all payments by money order, certified check, or by cash.

Deposit:

Kidspace requires a one-week's deposit, which is due within 48 hours of registration. The deposit will be returned upon your withdrawal of your child on if (i) you have given withdrawal notice (see below) and (ii) you have paid all tuition and fees owed through the withdrawal date. Otherwise, we will retain your deposit and apply it against amount due. We will not pay you interest on your deposit.

Methods of Payment:

All fees and tuition due to Kidspace Family Day Home can be paid by check, money order, or cashier's check and checks can be made out to Kidspace.

Withdrawal/Change of Schedule:

You must give us two week's notice in writing prior to withdrawing your child from the day care. If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new registration fee and deposit applicable to new enrollees. You must also give us two weeks written notice prior to changing your child's attendance schedule.

Drop off/Pick-up Policy:

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time via email or text. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child to always provide a Government issued photo ID. This is not meant to offend them. This is simply a measure taken for the child's protection. Lastly, please ask them to walk around to the back of the house to enter the daycare.

Absence/Sick Days:

Parent/guardian must inform Kidspace of their child's absence as soon as possible via email, text, or phone call.

Parent/guardian must inform Kidspace as soon as possible if the child will not be present on a scheduled day or will be arriving or departing at a different time.

Holidays & Vacation:

Kidspace observes the following Holidays and will be closed on those days:

- New Year Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Day before Thanksgiving (dismissal at Noon)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve (dismissal at Noon)
- Christmas Day
- New Year's Eve (dismissal at Noon)

Parent/guardian may take any vacation they wish, however, payment must still be made even though the child will not be in the care of the provider.

Provider will take one week's vacation, Monday, December 26th, 2016 thru Friday, December 30th, 2016 and Kidspace will be closed for those days. Any other vacation the provider takes, the daycare will remain open with proper staffing and the parents will be notified of the provider's plans ahead of time.

No refunds will be owed for absence, sick days, holidays and vacations.

Preschoolers

Kidspace will follow the LCPS calendar for Holidays/teacher workdays and will be subject to additional fees.

Open Door Policy:

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation.

Discipline Policy:

Our discipline policy is directed toward teaching children acceptable behavior and building children's self-esteem. The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

Positive guidance, Setting clear limits, and Redirection

We are not allowed to spank a child. Physical punishment is not acceptable at Kidspace Family Day Home. After three meetings with a parent, we reserve the right to not keep a child effective immediately.

Custodial Parents' Rights:

As required by § 63.2-1813 of the code of Virginia, custodial parents have a right to be admitted to the family day home.

Access to the family day home or release of your child cannot legally be denied to either parent or guardian unless there is an active restraining order or current schedule of court-ordered visitation rights on file.

Emergency/Inclement Weather Closures:

Kidspace follows Loudoun County Public School schedule for closings, delays or early dismissal due to inclement weather. Kidspace will notify families of emergencies and weather related closures via email as well as texts/phone calls. No refunds will be owed for emergencies and weather related closures.

Food and Nutrition:

For Infants & Toddlers:

Parents are required to provide all food for meals/formula for all infants and toddlers until he or she begins eating regular table food. A list of supplies will be provided to parents prior to start date.

For Toddlers and above (table food):

We provide nutritious meals and healthy snacks in the right quantity to meet your child's needs. Parents will be provided with monthly meal calendar and it will also be posted on the bulletin board. Our menus are filled with food kids love and satisfy all applicable federal and state guidelines.

Mealtimes:

Breakfast:	8:30 am
Lunch:	11:30am
PM Snack	3:30 pm

If your child is not present for these meals or snacks (i.e. doctor's appointment, late arrival, etc), the parent/guardian must make other arrangements for providing their meal or snack for the child

Allergies:

Please inform us of any allergies your child may have and list the allergy information on your registration form so we may take the right precautions to protect his or her health. We also have a "No Peanut" policy.

Clothing:

We encourage all parents/guardians to dress their children with comfortable clothing and review the activity calendar so the clothes are appropriate for the activity of the day. Rubber-soled and closed-toe with a closed heel or heel strap shoes are highly recommended.

Parents/guardian will provide at least two (2) complete change of weather appropriate clothing (shirt, pants, socks, and underwear) to us. This clothing will remain with us and must be exchanged with larger sizes as necessary. Please be sure that the child's name is on all articles of clothing.

Parents/guardians with infants will provide at least three (3) changes of clothing. A list of supplies will be provided to parents prior to start date.

Nap:

All children will be put down for a nap (rest time for older children). Naptime for infants will be on an individual basis and 1:00PM for toddlers. Parents will provide one blanket for naptime. Please label all personal rest items with your child's first and last name. We provide cozy cribs, mats, cots or futon. Preschoolers must observe some rest/quiet/down time during nap time.

Health & Safety:

Any child who displays physical symptoms of illness within the previous 24 hours, will not be accepted to Kidspace. The major symptoms are:

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| Fever (100 rectal) | Diarrhea |
| Severe Coughing | Unusual spots, rashes |
| Soar throat, heavy congestion | Infected skin, severe itching |
| Difficulty, rapid breathing | Yellowish skin or eyes |
| Pink eyes | Unusual dark urine |
| Gray o white stool | Vomiting |
| Green runny nose | |

It is recommended that any of these symptoms exist, the child should be seen by a physician as soon as possible. The child will not be readmitted to Kidspace without a physician note of good health. In the event a child displays these symptoms while at the day care home, that child will be isolated and the parents/guardians notified to pick up the child as soon as possible.

Parent must notify the provider immediately if the child has been diagnosed as having a communicable disease. Parent must supply to the provider a list of full allergies and or medical problems that the child may have. The list must be signed and dated by the parent and presented to the provider on the first day the child will be in the provider's care. Furthermore, it is the responsibility of the parent to make sure that the list is updated when necessary (i.e., new medical problems or allergies). This list will be kept by the provider in the child's folder. In addition, the parent must provide proof of the child immunization record for the provider.

In case of a slight injury at the home, first aid shall be administered by the provider. Provider will notify the parent of the injury when the child is picked up unless it is serious, in which case, the provider will notify the parent as soon as possible. In that case of an emergency, the provider will use the emergency medical authorization to obtain emergency medical treatment. Provider will contact the parent immediately if the child becomes ill during the day and the parent must come and pick up the child immediately.

In cases of provider illness, the provider will notify the parent as soon as possible and will try to arrange alternative care.

I (we) acknowledge that I (we) are familiar with the premises of the provider's home and yard area and they not dangerous to child, and I (we) assume the entire responsibility for any injury that my

child may sustain while on premises of the provider's home or in the custody of the provider, except in cases of gross negligence. I (we) further agree and consent that the provider is hereby release from all claims and liabilities for damages or injuries caused by my child. I (we) agree to pay for any and all abnormal damages done to the provider's home and or property by my child.

Withdrawal:

Parent/Guardian must notify the provider in writing at least two (2) weeks in advance before the child is to be withdrawn from the day care home. If the provider is not notified by the parent/guardian two (2) weeks in advance of the withdrawal date, an additional charge of two (2) weeks will be due payable on the day of withdrawal.

In the event of serious illness of the child, which requires withdrawal of the child from the day care home, the two week notice and associated fees may be waived upon the presentation of a doctor's statement from the parent/guardian to the provider, state the medical reasons for the withdrawal.

The provider will give two (2) weeks written notice of intention to terminate the contract. However, should a situation occur in which the attitude or behavior of the child or parent/guardian creates a continual disruptive influence in the day care home, the provider may terminate the contact with twenty four (24) hours notice to the parent/guardian.

Daily Activities:

A variety of play materials will be available to the child. Self-help and independence is fostered in all possible ways. Each child's individual needs will dictate the daily activities.

Exercise – jumping, stretching, Simon Says, Nursery Rhymes, drawing, coloring, painting, simple cooking/baking, stories, reading, music, sing along, backyard games & activities, arts & crafts, educational television, and some special movies. We will also try to learn to pick up our toys and to share. Most of all we will learn how to have lots of fun indoor and outdoor.

Toys & Games

Any child is welcome to bring any toys, games, or other familiar objects with him/her. Please make sure anything, including bottles, cups, etc that are brought, have the child's name on it. Kidspace Family Day Home is not responsible for any broken or lost items brought.

Outdoor activities:

We consider the outdoors an extension of the classroom. Our playgrounds include outdoor spaces and equipment designed for active play and exploration to provide your child with exercise, fresh air, and different learning activities. In the event weather conditions prevent outdoor activities, alternate indoor gross motor activities will be substituted. Please note, parent or guardian must authorize the use of sunscreen or sunblock. Please dress your child weather appropriately.

Biting:

Biting is not uncommon among young children. During early-childhood, children are sensory learners and often explore orally. In addition, children at a young age have not fully developed language skills. Impulse control can lean children to bite as a way of making their needs known. We do realize that biting can be a concern to families, and we strive to minimize biting at our day care.

Diapering and Toilet Learning:

Toilet learning is not easily accomplished when we all work together. Children learn toileting skills through consistent, positive encouragement from adults. Each child begins toilet learning at a different age and progresses at an individual rate. Several complete changes of clothes should be kept at the day care during toilet learning. Until the child shows an interest in toileting, we will provide frequent diaper changes on a regular and as-needed basis.

Please read this handbook carefully and refer any questions you may have to Kidspace Provider.

After you have read this handbook, please complete this acknowledgement and return it to Kidspace Provider on your before your child's first day.

I have read and fully understand the guidelines and procedures set forth in the Kidspace Family Day Home Policy and Procedure Handbook. I have a copy of this handbook for my personal reference.

Child's Full Name (Please Print):

Enrolling Parent or Guardian Full Name (Please Print): _____

Signature: _____ Date: _____

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