

Imagination Station Home Daycare

Licensed Family Child Care Parent/Policy Handbook

Mallory Callais

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MISSION STATEMENT: My mission is to provide a safe, fun and educational space where parents can trust their child's wellbeing is my top priority.

AGES: I care for children from infants to school age.

I am licensed to care for a total of 10 children. Of the total children under school age, no more than 3 shall be younger than 24 months. Of these 3 no more than 2 may be under 12 months.

HOURS OF OPERATION

Monday through Friday

6:00am-4:30pm

TRIAL PERIOD

There will be a 2-week trial period for each child. At the end of the two-week trial, I will talk with the parent(s)/guardian(s) and discuss any questions or concerns. If the provider or parent/guardian does not feel this is a right fit, I will discontinue care after a 2 weeks' notice.

General Information

DAILY SCHEDULE

Our daycare schedule provides a structured routine for the benefit of the children. At times this schedule may be altered to better meet the needs of the children. There is also change to the schedule when we have a special party or visitor. During the summer months we spend more time outside.

- *Arrival- children have free choice of activities
- * 7:45 Breakfast prep, wash hands
- *8:00 Breakfast
- *8:30am Free time. Ensure those heading to school are ready for the day (teeth brushed, use bathroom)
- *8:45am head to bus/continue free play when school is not in session
- * 9:05 Weekly activity
- * 9:30 wash hands/snack
- * 10:00 Calendar time
- *10:30am pre-lunch prep (bathroom, handwashing, cooking)
- * 11:00 lunch
- *11:30am reading
- * 12:00 nap/schoolwork older children

- *12:30 meditation/mindful games
- * 1:00 free play
- * 2:00 hand wash/snack (nap time ends)
- *2:30 Art time
- *3:00 Clean up time followed by outside time or free play (weather dependent)
- *4:00pm bus pick up or quiet time-reading, puzzles, games (if inside)

DROP-OFF/PICK-UP

- Please drop off your child in the doorway
 - Children must be clean and dressed for the day in weather appropriate clothing. Children arriving in pajamas or not dressed for the weather will be sent home (no shorts in the winter, coats/winter gear must be provided). Not having the appropriate clothing can prevent us from completing our planned activities. The exception would be a scheduled pajama day.
- Doors will be locked after the last morning drop off and unlocked at the first pick up
- If your child will be arriving late or not attending at all, please call or text before your normal drop time
 - A loving, short good-bye helps both parent and child; although the child may be reluctant to have the parent leave, please do not leave without saying goodbye to your child.
- Personal items of your child's will be placed in their cubby.
- It is important to share information with that will help me better care for your child (i.e. tummy ache, sick over the weekend, etc.)
- If someone other than the parent is picking up the child, I will need to know in advance whom to expect. A child is never released to anyone except the parent/guardian unless I am informed ahead of time. Please inform friends/family who are picking up to expect for me to ask for photo identification. If the person picking up is not listed on your family's child pickup authorization form, please plan to put the person in writing before the pick-up.
- On occasion if you need to leave in a hurry, and are not able to come to your child, please call or text ahead and I will have your child ready at the door.
- If you anticipate being late for any reason, please call or text and let me know what arrangements you have made to have your child picked up on time. It can save a lot of anxiety on the part of your child. Please make sure to follow state laws when calling or texting.

- Transition times can sometimes be difficult however, I believe that all children can be encouraged in a positive way, and I will expect the same good behavior at drop-off and pickup time that I see all day long, this may not always be the time for lengthy conversation.
- Cell phone use at drop off/pick up times is strongly discouraged. I need to be able to learn about your child's evening/overnight at drop off and have the ability to share information with you at pick up time. Your child is very excited to see you and tell you about their day. They will appreciate 100% attention upon your arrival. Please finish short phone calls before entering the daycare.
- For safety reasons, parents are asked to keep their child(ren) in their sight once they have allowed them to leave the daycare area.
- If assistance is requested to buckle a child in their car seat, I will gladly assist. It is up to the parent/guardian to do the final check before leaving.

MEALS PROVIDED

Children in my care are encouraged to try new foods but not forced to eat. Children eat meals family style which means children are allowed to serve themselves all or most foods with limited help from adults. Children who choose not to eat will not be served until the next scheduled meal or snack. Eating nutritious foods helps children grow, develop, and maintain a healthy weight. There are many physical activities offered throughout the day that help prevent childhood obesity.

- For infants, breastmilk and/or formula must be provided and labeled. Infants are fed on demand. I would like to work with parents to have children on a regular feeding schedule by at least 12 months old.
- Please inform me when you start solids with your infant. I will feed your infant cereals and baby food you have tried at home. Please make sure you inform me as you add new foods.
- Children are provided water throughout the day.
- No separate menus will be made except under medical circumstances. Some special dietary items such soy/goats' milk will need to be brought from home labeled with your child's name.

NAP/QUIET TIME

All children under the age of 24 months are provided a playpen for resting. All children over 24 months are provided a sleeping bag. A special blanket may be brought from home to keep at childcare. Our naptime usually will take place anytime during the hours of 11:30-2:00p.m. No drop-offs or pick-ups are allowed between these times. Infants will be checked on at least every 15-30 minutes and placed to sleep on their back.

Infants will not sleep in car seats (after arrival), swings or bouncers. Only a pacifier is allowed in the playpen with an infant. Items not allowed include but are not limited to: blankets, hair ties, hooded sweatshirts, toys. During nap, a fan or soft music may be used.

OUTINGS

Children may be taken to the park located a few blocks from daycare during Spring to Fall or may be taken on walks around the neighborhood. A first aid kit and emergency information for all children will be taken on all outings.

SUPPLIES

Parents must provide the following:

Diapers or Pull Ups-Velcro side only

- Swim diapers and swimsuit (seasonal)
- Change of clothing (this includes: top, bottoms, underwear and socks) 1 set for older children, 2 sets of clothing for any child in diapers or pull ups, 3 sets while toilet learning
- Snow Play clothing (this includes: waterproof mittens, hat, neck cover (no scarves), snow pants or snowsuit). During the winter months, please bring your child in boots as we will not need shoes. Items may be left at daycare for the season or brought daily.
- All prescription and over-the-counter medications must be labeled.

~Please be certain that boot's slip on and off easily, zipper's zip, etc. as the malfunction of these things can hinder and frustrate the child learning to dress him/herself.

~Please encourage children to take responsibility for their own belongings.

~I reserve the right to purchase the needed item or items for your child if repeated requests to bring it are ignored. You will be billed if this occurs.

Optional Items: (Any items you choose to bring from this list can stay at the daycare and may be labeled with child's name)

- Diaper rash ointment if you prefer a brand other than Butt Paste
- Blanket

- Pacifier
- Sunscreen
- Bug spray
- Special foods for allergies
- Sun hat (infants in particular)

Please bring your child dressed in appropriate seasonal outerwear. Casual comfortable clothing and sturdy shoes should be worn; no flip-flops, sandals, tie shoes or crocs please. It is helpful if you choose clothing that allows your child to manage toileting needs for children who are potty training. When the extra clothing is used, please replace it by the following day. Shoes are required every day for any walking children. All children wear only “Velcro” or “slip-on” shoes/sneakers. This does not apply if your child is learning to tie their own shoes or already do. This will be a tremendous help to me and makes it much easier for me to get everyone ready for outdoor play. I am considering the fact that most children do not have the fine motor skills to master tying their shoe until 5-6yrs of age and we lose playtime having to tie several pairs of shoes multiple times a day. It is also rewarding to your child to feel independent in getting on their shoes and jacket and lining up. Imagination Station Home Daycare will not be responsible for soiled, stained, or torn clothing as “accidents happen” with kids on occasion.

COMMUNICATION

I have many different ways of communicating with my families.

- The binder in the entryway contains safety information and other pertinent information.
- Daily notes will be sent home for infants/toddlers at parents' request. These notes include diapering information, napping, feeding and mood. These notes will also include whether or not I am in need of supplies.
- You can e-mail me whenever needed at malcallais@gmail.com or text me at 612-481-1181. Please note, communication made on the weekend may not be answered until Monday, unless it is an emergency.
- Telephone: 612-481-1181 Please note calls and text messages may not be answered immediately as I may be caring for the children or spending time with my family. Text messages will be the quickest way to communicate information or questions that don't need in depth conversations.
- I post monthly calendar to keep parents informed on the latest information such as dates the daycare is closed, holiday happenings and special events, policy changes and reminders, letting parents know of new daycare members, birthdays, etc. It is very important for parents/guardians to take a few minutes to read the calendar.

- Contacting Parents is extremely important. I am not able to care for any children whose parents cannot be reached immediately during the day. Parents MUST keep me informed as to where they can be reached if they are not at work (meeting, Dr. Appointment, etc.) Please inform me of any changes such as a new job or cell phone number.

FINANCIAL INFORMATION

GUARANTEED PAYMENT Guaranteed payment means that I receive payment for 52 weeks a year, regardless of whether your child is present or not. This includes holidays and paid time off. The only exception will be if my personal days are used up and I take additional time off. I get paid on Friday for the next week of care. This excludes late fees that may arise.

REMINDERS

- Payment is made through Venmo, Cash or Check for each week of care. Receipts can be provided upon request.
- Payment is made on a weekly basis unless previously arranged.
- You will be notified in writing at least 8 weeks in advance of any increase in tuition.
- In the event of a potential absence due to maternity or extended leave from your job, I require full payment to guarantee your child's spot. If parents elect to place their new baby at Imagination Station Home Daycare, a deposit and contract must be completed and signed.
- Should it become necessary to go to court over non-payment of fees owed, court and attorney fees will be added to your bill. It will be your responsibility to pay me your entire bill.
- Payment for the first week of care must be delivered to provider along with a signed contract, and all required forms in order to hold your spot for enrollment.

TEACHERS/OTHER SPECIAL SITUATIONS

Fees: Non-refundable fees are required for teachers on summer vacation, for families on maternity leave with children currently in my care, and for families of new babies desiring to hold a spot for their infant. These policies also apply to families facing layoffs and strikes that still desire to hold their childcare spot. It is expensive for me to hold spots open, and these fees reduce this expense. A contract addendum will need to be signed when these situations arise. The fees are as follows:

Teachers: Teachers will pay full tuition 52 weeks per year, regardless of holidays or school release days.

Care of child currently enrolled: I would like to have child attend for at least three days each week. This will help keep them familiar with the rules and routines at childcare and give them an opportunity to play with their childcare friends. The daily rate will apply to children and 3 set days will need to be arranged with Mallory.

New infant of family currently in my care or a new family: In the event that I do have space for an infant, I do need to fill it in order to meet the income need of my family. A non-refundable hold fee of half the weekly rate will be charged until the child begins in care, in addition to the deposit. 'Holding fees' guarantee a spot for the child and also provide a minimal loss of income for Mallory in the interim. These fees are not credited towards weeks of actual care but are charged to hold a space the provider would be able to otherwise fill. If you decide not to enroll the child in the program before the end of the holding period, all fees paid are forfeited and non-refundable. In the event I do not have a space available, there is no holding fee until a space becomes available.

School Age Children: I do not enroll summer care only for school age children.

TERMINATION

Normal termination: Normal termination may be provided by either families or by the provider. A period of not less than four weeks termination shall be provided. Notice of termination shall be provided in writing. Notice of termination shall be hand delivered or may be delivered by mail or another equivalent carrier. Time must be allowed for delivery if mail or another carrier is used. Notice is not considered received until written notice is received by the family or by the provider. Payment by parent is due for the notice period, whether or not the child is brought to the provider for care. Provider may terminate the contract without giving any notice if the parent does not make payments when due. The deposit will be applied towards the last days of childcare. The remaining days of childcare, which are not covered by the deposit, must still be paid in advance and according to normal payment schedule.

Provider may also terminate without notice if parents are in violation of policies within this handbook or our contractual agreement. I reserve the right to remove a child from my program upon giving a two-week written notice to the parents if we believe that to continue care might be detrimental to the child or the program. Payment by parent is due for the notice period, whether or not the child is brought to the provider for care. Provider may terminate the contract without giving any notice if the parent does not make payments when due.

Abnormal termination by families: Failure of the families to provide the appropriate four-week written notice of termination to the provider shall result in forfeiture of deposit.

Abnormal termination by provider: Immediate notice of termination of childcare may be given by the provider for circumstance where the parent/provider contract and this handbook are not followed. If it becomes necessary for the provider to provide immediate notice of termination, the family must still provide four-week payment at the normal rate, in addition to forfeiting the deposit.

Termination before a Holiday/Vacation Day: If the parent or provider is ending care before a holiday/vacation day, the parent is responsible for paying Mallory for those days. This will need to be paid if notice is given within four weeks of holiday/vacation day.

LATE PICK-UP/LATE FEE

I have many obligations and commitments after childcare hours just like you do after your workday has ended. I can be flexible on some things, please try to let me know in advance so I can make arrangements.

- A late fee of \$5 is required any time the child is not picked up by 4:40pm. The fee will accrue as long as the child is in the provider's care. Every additional minute after 4:40m is a \$1/per minute fee.
- I would appreciate a phone call or text when you anticipate a late arrival if it is safe to do so.
- Keeping in mind that 4:30 p.m. is the latest that I am available to you, please allow extra travel time during adverse weather conditions. EXTREME weather will be taken into consideration and there will be no charge.

HOLIDAYS/PERSONAL/PROFESSIONAL DAYS

The following are paid holidays unless they fall on Saturday or Sunday, in which case the day before or after may apply.

*New Year's Day

*Memorial Day

*4th of July

*Labor Day

*Wednesday through Friday Thanksgiving week

*Christmas Eve and Christmas Day

- I take twelve (12) paid days per year that I can use for sickness, funerals, vacation, and childcare training/conferences or for any other reason. Childcare conferences or training sessions are necessary in order to continue to provide high quality service and to comply with licensing requirements. Parents are responsible for finding substitute care during this time. Please note; this time may be broken down into hours if a full day is not needed.
- I may take up to three (3) paid sick days a year. These will not count toward my 12 paid vacation days.
- In the event of a death in my family, I reserve the option of closing the daycare with pay for up to three (3) days. This allows me time to spend grieving the loss with my family and making any necessary preparations for the funeral. Please do not call me during this time, it is important to set work aside and focus on healing for my family and myself. Any time off beyond the three days will be taken either as personal, vacation, or unpaid days at my discretion.
- I will give you a minimum of 1 month of any scheduled personal days that I will be taking off when care will not be available. In the event of a funeral or illness or other unexpected emergency, I will give you as much notice as possible.
- I reserve the option to take additional days off without pay and with a minimum of 1 month notice to parents.
- My paid days off can be rolled over to how I want to use them if needed.

LICENSING REQUIREMENTS

My daycare is licensed by the State of Minnesota, Department of Human Services. It has passed inspection by Dakota County and the local Fire Department. The Minnesota rule that my daycare follows is at the very most minimum standards for what kind of program I choose to offer. These standards require that I maintain certain records, pass a yearly-unscheduled inspection, meet fire and other safety codes, and further my training in the childcare field. Parents will be asked, on occasion, to provide information about my daycare to the licensing agency. I have an A license, which enables me to care for a total of 10 children. Of the 10 children, a combined total of no more than 3 shall be infants and toddlers. Of this total, no more than 2 shall be infant. My license is posted above the cubbies.

FORMS The following forms are required for each child in my care. These forms must be filled out accurately and completely. All forms must be updated once a year, sometimes sooner according to need. Please keep a copy of all forms for your own records.

*Immunization

*Contract

- *Handbook
- *Contract/Handbook Checklist
- *Child Emergency Form
- *Trial Period Agreement
- *Permission to Administer Over the Counter Products
- *Special Diet Statement (if applicable)
- *General Travel/Activity Authorization
- *Child Care Reporting Notifications

CHEMICAL USE POLICY

Any drug or alcohol use or abuse is prohibited in my home for anyone responsible for children at Imagination Station Home Daycare.

PET POLICY

Any pets within the home are not left unsupervised at any time. A separate area is kept on occasions the pet and children need to be separated. The pet is kept up to date on vaccinations. Children are encouraged to have positive and safe interactions with the pet.

INSURANCE

I take special care to provide safety in the care of your child/children. I have liability coverage for my childcare business. This insurance would ONLY be used in the event of catastrophic injury or accident. Your own family insurance will be used otherwise, and if you do not have family insurance it is still your full responsibility to pay for all cost incurred.

NON-DISCRIMINATION

Provider shall not discriminate in relation to admissions on the bases of race, creed, color, national origin, religion, gender, or disability.

GRIEVANCE POLICY

My first priority is the health and safety of your children. I welcome any concerns or issues you have with their schedules or materials taught throughout the day. If you have issues you feel need to be reported to the county, please contact Amy Novak at amynovak@co.dakota.mn.us.

MANDATED REPORTING

All caregivers including myself, assistants, substitute caregivers, and helpers are legally required to report suspected abuse or neglect.

PRIVACY

Family's information, including their child's records or verbally shared information is private. All caregivers handling your child's information are responsible for its security and extreme care is exercised.

HEALTH

ILLNESS

Imagination Station Home Daycare is not a "sick daycare." I respect that you have to work but I simply cannot care for sick children. I have a responsibility to protect your child, the other children in my care, myself and the parents of the other children in my childcare.

Please keep in mind that healthy children are demanding and sick children even more so. Please be fair to your child, the other children who come to my childcare and to me and do not leave your child with me when they are ill. It is extremely important that we work together in keeping our children healthy. Your compliance is appreciated, and you will be compensated with the assurance that all ill children will be kept home.

Obviously, it will not be possible to avoid the spread of all infectious illness. However, minimizing exposure and providing appropriate hygienic procedure in the childcare home are the only means by which we can limit the problem and resulting inconvenience. I do not fault anyone for not knowing, so if you have any question as to whether your child should be at childcare, please call me. Accordingly, for the benefit of all involved, the following policies will be enforced.

- Children who have exhibited any symptoms of infectious illness within the preceding 24–36-hour period are likely to be contagious and should remain home.
- If you are keeping one of your children home because they are ill, please keep any siblings home also as it is likely they have been exposed, and you are already home with one so please spend that time with your other children as well.
- Giving your contagious child Tylenol prior to dropping him/her off is not acceptable, nor does it prevent the infection or illness from spreading to the rest of us.

- Imagination Station Home Daycare will not care for any ill child during the day whose parents are waiting until the afternoon or evening to see a doctor.

- If your child has an infectious illness please notify me promptly so I am alert to similar symptoms in the other children. Some simple contagious illnesses can be very serious for infants or pregnant daycare Moms and it's important that parents are aware of another child having an illness.

- There will be no refund given for sick days.

- Children with a mild cold may attend. If at any point symptoms become excessive, child becomes extremely irritable, child is unable to participate in our regular activities, or I believe that I am unable to provide quality care to ALL of the children with the sick child present; parent(s) will be called to pick the child up.

- Parents of children who become ill during the day will be promptly notified. Parents are to make arrangements to pick up or have their children picked up within one hour. After one hour, emergency contacts will be called. In order to reduce exposure and risk to other children in the childcare, the sick child will be isolated from the other children if possible until the arrival of a notified parent or emergency contact.

- As you will find in all quality home childcares and in elementary schools, the 24–36-hour rule does apply. Your child must be symptom free for 24-36 hours before returning to childcare.

- I will wash hands after diapering, toileting, eating, wiping noses, handling and preparing food, and handling contaminated materials.

- Please notify me of any special health problems or concerns regarding your child or family.

- I do require that ALL children in my care are up to date with their immunizations. I reserve the right to determine whether a child should remain in my childcare when illness is a consideration.

LICE If your child has lice, he/she will not be allowed to attend childcare until lice/nits/eggs are completely absent. In addition to this, if any child in my care has lice - and since lice are easily transferred from one child to another and from the children to furniture, carpet, stuffed toys, etc.; daycare will need to be closed 1-2 days so that everything can be thoroughly cleaned and sanitized. If lice are initially discovered on a Friday, childcare will be closed the following Monday so that the cleaning/sanitizing can all be completed on Saturday and I can still have a two-day weekend. This cleaning day is a 'paid' day for me.

MEDICATIONS Whenever possible, medication should be administered at your home. I will give prescription and non-prescription medicine with written consent. The medication must be brought in the original bottle with the child's name, dose, times labeled on the bottle. Parents

are responsible for supplying Tylenol, Benadryl, etc. at their discretion. You are welcome to keep things like these here in case I need to administer some during the day for things such as discomfort with teething. I will call, text or e-mail the parent before administering these medications unless it was discussed at drop-off.

MEDICAL EMERGENCIES

- Immediate first aid will be given.
- In the event of a serious emergency an ambulance will be called and paramedic recommendations followed.
- Parents will be notified as soon as possible.
- When parents are not available, your emergency contact will be called.
- Parents are responsible for all expenses because of emergency room care, ambulance, etc.
- Hospital used for emergencies is Fairview Ridges, Burnsville.
- It is very important that you keep your emergency contact information current with me.

FIRST-AID PROCEDURES

- Red Cross first-aid and poison center guidelines are followed.
- I am certified in CPR and First Aid for infants and children.
- A first-aid kit is kept stocked and is brought with me anywhere I go.
- Emergency numbers are accessible at all times.
- In some cases, I will send home an incident report for you to review, sign and return.

Common Symptoms/Illnesses

Fever *Keep home or see a doctor and follow all instructions Temperature of 100F orally, 101F, Rectally or 99F auxiliary or higher indicated something isn't right

Cold *Mild, may still attend. If discharge from nose is green, and profuse, please keep home.

Coughing *Minor, your child may attend. Uncontrollable coughing, hacking or wheezing, please see a doctor before attending.

Sore Throat *Mild, child may attend. With fever, pain, swelling, white spots. See doctor and follow instructions.

Rash *Not, contagious, may attend. We are unable to determine the cause. Please see a doctor.

Diarrhea *May not attend if child has 1 loose BM

Eye Infection *May not attend if there is discharge, redness or swelling, see doctor.

Ear Infection *Not contagious. Will need to see doctor for pain relief. May attend after diagnosis and medication given.

Impetigo *May not return until 24 hours after treatment has begun. You will notice a rash like blister that may get a honey-colored crust; these lesions usually occur around the mouth & nose

Head Lice *May not attend until all nits are removed...usually one whole week. *Notify me immediately if infested.

Runny Nose *Mild, may attend. If green and profuse, keep home or see doctor.

Allergies *Mild, may attend. Please send Benadryl etc. Accompanied with swelling/hives, may not attend until child has seen a doctor and the allergy has been determined.

Flu * May not attend. Please keep home at least 24-36 hours after symptoms are gone.

Vomiting *May not attend. Please keep home for at least 24-36 hours after symptoms are gone.

Chicken Pox *Your child may not return until six days after the eruption of the first blister or after all of the blister eruptions have dried up/crusted over.

Communicable Diseases *Mumps, Measles, Hand/Foot/Mouth- May not attend.

Lethargy, unusual sleepiness, prolonged crying, obvious discomfort or difficulty breathing:
Something isn't right. Please keep your child home and monitor for medical intervention.

For the benefit of all involved, your cooperation with these guidelines is greatly appreciated.

IMPORTANT INFORMATION

I have created a weekly theme that some of our activities will be based around. At times I will have special days or movies/tv shows related to the theme. This weekly plan includes a mixture of small motor, large muscle, art, science/sensory, math, reading/writing, singing, cooking. If the group is struggling with a particular concept, I may continue with that same concept the following week.

Children are not forced to do any of the planned activities. One child may prefer to do art but sit out for a writing activity and that is their choice. I encourage independence in teaching self-help skills.

My goals for your children:

- Success in the real world
- Instill self-esteem, that they are proud of themselves rather than wanting to be someone else
- Instill a love for learning
- Independence
- Respect for all others
- Accountability

I believe my job, as your child's caregiver is to keep your child safe. To be a nurturing, educated role model and life "coach." I will coach your children towards all the above goals. I coach the children rather than tell them how to do a task, meeting your child wherever they are in different areas.

Toys brought from home will be left in the child's cubby and not allowed to enter the play area. Toys brought from home can be a source of a lot of frustration from both the child who brought the toy and the others who attend.

DAMAGE TO PROPERTY Imagination Station Home Daycare will be liable for its own property and belongings of reasonable use and of wear and tear. The parent will be responsible for any extreme damage that is done to the childcare facility.

DISCIPLINE

Imagination Station Home Daycare understands children have different discipline needs at different developmental ages. When disciplining a child, the following discipline techniques will be used for the ages stated.

Developmental age of infant... distraction and redirection will be used. Removal of an object will be used.

Developmental age of toddler... any of the above methods of guidance PLUS: Communication of desired actions will accrue of child's level. One step instruction will be used. Simple choices will be offered to the child for them to have more control of their environment. Duplicates of popular toys will be provided as infants and toddlers do not understand the concept of sharing.

Developmental age of preschooler... any of the above methods of guidance PLUS: Choices and consequences of actions will be used. Helping the children learn to solve problems. Offer suggestions when necessary and allow children to decide. Talk about the rules, as a reminder as children learn by repetition. Allow preschool age children to help set the rules. Being in a group setting can be stressful on a child thus a quiet thinking space may be used for disruptive or harmful behavior. When the child is ready to rejoin group, we will talk about the behavior, feelings and reassure child when he/she rejoins group.

For school age children... any of the above methods of guidance PLUS: The children will be involved in planning activities and setting guidelines, as well as suggesting consequences when rules are broken.

Imagination Station Home Daycare understands behavior can be affected by lack of sleep, life changes or poor nutrition. I will make every effort to provide your child with nutritious snacks and meals. I will also provide a quiet rest period for all ages. All discipline is followed with a smile to let children know that they are still wonderful cared for people. I use lots of words of praise and encouragement to discourage undesired behavior. If a child's friends are being praised the child too will want to receive the same attention for positive behavior. The children are reminded and explained the rules frequently, so the children know the expectations we have for them. Discipline is used to teach a child, not as a punishment. Please also let me know of any rules you have at home or methods of discipline your family uses.

As always, I like to have open communication with parents of the children in my care. This is especially important when it comes to discipline/guidance. Children are not always as willing to have positive behavior if their parents are not actively involved in checking on how they are doing at daycare and themselves discouraging negative behavior at home. If I feel there is a chronic behavioral issue that needs attention, I will let you know so that all of us are handling it in the same way so there is consistency in discipline between our homes. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

TOILET LEARNING

Parents must begin the potty-training process with their toddler at home over a weekend or long holiday. If successful at home, your child is old enough, shows sign of readiness, your child is not experiencing any other change, we will follow up with the training at Imagination Station.

It is important that we work closely together during this time we are teaching your child so that consistent routine is established between your home and mine. I take a low-pressure approach to potty training. I give lots of praise for accomplishments (sometimes reward with stickers, etc.). Please realize this should be your child's accomplishment and not yours or mine. Children

should not be compared to how others are doing. Please provide diapers or Pull-Ups (with the Velcro sides) until your child can and will announce the need to use the potty and can control that urge for a few minutes beyond that announcement. Please do not bring your child in underpants until I tell you that I am ready for that at daycare. While your child is learning to use the potty ONLY elastic waist pants are allowed. No overalls, onesies, belts, snaps, buttons, or zippers may be worn. Please provide up to three additional sets of clothing. Due to health regulations, I cannot wash out soiled clothes. I will put them in a plastic bag for you to take home and wash.

Potty training is a team effort between you, your child, and me. Please communicate often about your progress at home, as I will let you know how it is going here.

SMOKING

I have a smoke-free environment.

REVISIONS TO HANDBOOK AND AGREEMENT

There will be occasional need for revisions in my handbook and the accompanying agreement at which time parents will be asked to sign a new agreement. Parents will be notified in writing at least 8 weeks in advance of any increase in tuition. I will review this handbook yearly and parents will be notified in writing of any changes that occur.

“Children must be taught how to think, not what to think.”

— Margaret Mead