

Judy's Family Child Care

POLICIES & PROCEDURES



Judy Meine, provider

www.judysfamilychildcare.net

SECTION I. POLICIES AND PROCEDURES MANDATED BY TDFPS

(1) Procedure for Release of Children: Parents must provide a list of persons authorized to pick up a child who is in my care. Parents must provide the following information for each person on that list: 1. Name, address, and telephone number 2. Driver's license number or ID card information 3. Person's relationship to the child. A child will not be allowed to leave with anyone other than the parent or person authorized by the parent whose information is included on enrollment form. A person whose information is not on the form can be allowed to pick up the child under the following conditions. The parent calls me or notifies me when the child is dropped off and lets me know the following information: 1. Name and description of the person 2. The person's driver's license number or ID card number 3. The description of the vehicle the person will be driving 4. The person's relationship to the child

(2) Illness and exclusion: An ill child **must not** be admitted to my care if **one or more** of the following exists:

1. The illness **prevents the child from participating comfortably** in child-care activities, including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that the child can be included in the child-care activities;
 - a. An oral temperature above 100.0 degrees that is accompanied by behavior changes or other signs or symptoms of illness
 - b. Ear temperature of 100.0 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
 - c. Armpit temperature of 99.1 degrees or greater, accompanied by behavioral changes or other signs or symptoms of illness
 - d. Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavioral changes, or other signs that the child may be severely ill; and
 - e. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. [Communicable disease information: Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in 25 TAC 97.9 (relating to Diseases Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health].

If your child becomes sick while in my care, I will: 1. Contact you to pick up the child. 2. Care for the child apart from other children 3. Give appropriate attention and supervision until a parent arrives to pick up the child. 4. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting. 5. Expect the parent or authorized person to pick up the child within 30 minutes.

An ill child may return to the home when: (1) the child is free of symptoms of illness for 24 hours; or (2) there is a health-care professional's statement that the child no longer has an excludable disease or condition.

(3) Procedures for dispensing medications:

Prescriptions and over-the-counter medications: 1. Parents must bring written authorization from a physician with dosage and sign an authorization to administer medication with appropriate times; 2. The medication must be in the original container labeled with the child's full name, and the date brought to my child-care home; 3. I will only administer the medication in amounts as recommended by a physician; 4. I will administer the medication only to the child for whom it is intended; and 5. I will not administer the medication after its expiration date.

Recurring medical problem: If your child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the child's health-care professional may sign a medication authorization allowing me to administer the medication for up to a six-month period. The authorization must include symptoms to watch for. I will notify the parent immediately after administering the medication and I will document this in the child's record as specified by in the Minimum Standard Rules for Registered and Licensed Child Care Homes.

(4) Health Checks: I do not perform daily health checks of the children on arrival. What is a health check? A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. **If a child is returning after illness or accident, a doctor's note clearing the child to participate is required.**

(5) Procedures for handling medical emergencies including Allergic Reactions Requiring an EPI-PEN: If your child becomes critically ill or has an injury that requires immediate attention of a physician, I will: 1. Contact emergency medical services; 2. Give the child first-aid treatment or CPR if needed; 3. Contact the physician identified in the child's record; 4. Contact the child's parent; and 5. Ensure supervision of other children in the group. PLEASE NOTE: In case of a child with an extreme allergic reaction, I will follow the instructions of the child's Allergy Action Plan filled out and signed by a physician or other appropriate medical professional.

(6) Safe Sleep for Infants: All staff, substitute staff, and volunteers at Judy's Family Child Care will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs. For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered

at any time by items such as blankets, linens, or clothing. Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation. Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult. If an infant needs extra warmth, use sleep clothing as an alternative to blankets. Place only one infant in a crib to sleep. Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk. If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers). Actively observe sleeping infants by sight and sound.

If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position. Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally. Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

(7) Promoting indoor and outdoor physical activity that is consistent with Subchapter F of this chapter (relating to Developmental Activities and Activity Plan).

(A) The duration of physical activity at my home, both indoor and outdoor (can be combined for total):

- (1) A toddler must engage in moderate to vigorous active play for a minimum of 60 minutes daily; and
- (2) A pre-kindergarten age child must engage in moderate to vigorous active play for a minimum of 90 minutes daily.

(B) Recommended clothing and footwear that will allow a child to participate freely and safely in physical activities:

- (1) The child should wear close-toed shoes such as sneakers that are easy to put on and pull off with socks. Water type shoes are best for days when there is scheduled water play. A child needs to be able to run and climb safely in their shoes.
- (2) Clothes should be easy for the child to put on or take off if necessary. A short-sleeved shirt, pants or shorts and a jacket or sweater are the most appropriate clothing- it is always about 72°F in my home. A heavier coat, hat and gloves can be worn for cold weather. A jacket can be left in the child's cubby for unexpected cool weather.

Parents will be expected to dress their child in an appropriate outfit for learning and playing- spaghetti straps, hiking boots, cowboy boots, high top tennis shoes, and flip flops are strongly discouraged. Tennis shoes that the child can put on by himself (over age 2) are really the best, most acceptable footwear.

(C) A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor time.

The children are given opportunities for active play that incorporate group and individual activities indoors including

Dancing; jumping; playing indoor games that may involve chasing; pushing strollers or buggies vigorously around in the kitchen; climbing on vinyl covered indoor play equipment or wooden Montessori arches and riding balance bikes indoors.

(8) Written Activity Plan

(A) I must include these daily activities in my written activity plan and they must include all children regardless of special needs:

(1) A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles

(2) A balance of active and quiet play that incorporates group and individual activities both indoors and outdoors

(3) Child-initiated activities where: (A) The equipment, materials, and supplies are within reach of the child; and (B) The child chooses the activity on the child's own initiative;

(4) Caregiver-initiated activities that the caregiver directs or chooses, at least two of which must promote movement;

(5) Regular meal and snack times as specified in Subchapter Q of this Chapter (relating to Nutrition and Food Service) and

(6) Supervised naptimes or rest times.

(B) My written activity plan must also include the approximate times that each child may engage in outdoor play and moderate to vigorous active play

(9) Discipline and Guidance: Discipline is: (1) Individualized and consistent for each child; (2) Appropriate to the child's level of understanding; and (3) Directed toward teaching the child acceptable behavior and self-control. The staff of this child-care home uses only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; (2) Reminding a child of behavior expectations daily by using clear, positive statements; (3) Redirecting behavior using positive statements; and (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There is no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited: (1) Corporal punishment or threats of corporal punishment; (2) Punishment associated with food, naps, or toilet training; (3) Pinching, shaking, or biting a child; (4) Hitting a child with a hand or instrument; (5) Putting anything in or on a child's mouth; (6) Humiliating, ridiculing, rejecting, or yelling at a child; (7) Subjecting a child to harsh, abusive, or profane language; (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device.

Taken from: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

(10) Reporting Child abuse/ Neglect: The Texas Family Code stipulates: "If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make an oral report no later than the 48th hour after the professional first suspects that a child has been or may be abused or neglected." Professional includes teachers, nurses, doctors and child care employees (including home child care providers). Failure to report suspected child abuse or neglect is punishable by fines up to \$1,000.00 and/or confinement up to 180 days. If indications of abuse or neglect are observed, a report will be made to a law enforcement agency, the Child Abuse Hotline (1-800-252-5400) and the Texas Department of Family and Protective Services.

(11) Animals in my home: Currently, we have a large spayed mixed breed (retriever mix) dog named Bailey and a small spayed mixed breed named Daphne and my grand-dog Gabby. The dogs are allowed in the house and do sometimes have contact with the children. They are also placed in my bedroom or the backyard during the day and kept separate with gates. They have been examined by our vet and found to be healthy and are up to date on their shots.

(12) Procedures for parents to visit my child-care home: Parents may visit my childcare home during my hours of operations to observe their child; my child-care home's operation, and program activities, without having to secure prior approval. Please remember that younger children have a difficult time when parents come to visit and leave without taking the child with them. I will comfort them, as necessary.

(13) Minimum Standard Rules: This child care home is registered by the Texas Department of Protective and Regulatory Services. In order to be in compliance with the minimum standards established for family child care homes the guidelines must be followed. Parents are welcome to review a copy of the Minimum Standard Rules for Registered and Licensed Child-Care Homes and a copy of my most recent Licensing inspection report. I have a copy of the minimum standards in my home and they are also available on the Internet from Texas Department of Family and Protective Services at: www.tdfps.state.tx.us. My current/most recent inspection and documentation is posted on the bulletin board in the playroom area and online on the DFPS website under my child care information.

(14) How to contact Child Care Licensing:

1. Internet: Texas Department of Family and Protective Services www.tdfps.state.tx.us
2. Local Child Care Licensing Office: 214-951-7902 or 800-582-6036 3.
3. TDFPS child care abuse hotline: 1-800-252-5400

(15) EMERGENCY PLANS FOR:

FIRE, CHEMICAL HAZARD, TORNADO, EXTREME WEATHER, LOCKDOWN- Because emergency weather conditions can happen with little notice, evacuation plans for the children have been developed. In addition to fire drills being practiced monthly, storm drills and emergency lockdown procedures will be practiced at least every 3 months. These drills are presented to the children as a special time that will allow them to stay safe when bad weather or other incidents occur. Scare tactics are not used but honest discussions will occur. When an emergency condition exists, the weather will be monitored via

television or the weather radio as well as other emergency conditions that might include, flooding, gas leaks, chemical spills or other such disasters. According to the conditions, evacuation or sheltering in place will be considered important and will be acted upon as directed. In deciding whether to close or remain open, I will follow CFBISD guidelines. In the event of a fire, the children will be removed from the home and taken to the neighbor's house to ensure safety of all the children. I have a wagon that will be used to relocate the children and keep them from harm during this time. If there is a storm or other advised action and we need to take shelter in the home the children will be escorted to the first bathroom and asked to sit on the floor. I have emergency supplies, flashlights, food and clothing in the event there is a need to stay in the room for a long period of time. If I would need to move the children to another location due to flooding, gas leaks or chemical spills I have FOUR locations of choice:

MARY BRULET 2213 PETERS COLONY CARROLLTON 972-306-6838

B.J. CADWALADER 2214 E. CROSBY RD. CARROLLTON 972-416-7394

JUDY WANTLAND 2115 LEMANS CT CARROLLTON 972-418-7098

THERESA QUINLAN 200 LODGE, COPPELL 214-315-4530

I will use my cell phone (469-556-8211) to communicate with Child Care Licensing, local authorities and parents.

I will contact local emergency personnel to help in transporting the children as needed. If the transport is an immediate need and there is no other option, I will transport the children personally to an area deemed safe and call for additional help. In the event of off-site shelter, you will be contacted as soon as possible. Roll will be taken and documented each time there is a need to move the children and you will be notified. I will remain with the children until all have been released to parent or designated person.

1. FIRE: A. GATHER CHILDREN TOGETHER; GRAB EMERGENCY BAG AND ROPE WITH HANDLES IF POSSIBLE AND HAVE EVERYONE GET OUTSIDE AS QUICKLY AS POSSIBLE. COUNT HEADS AND MAKE SURE ALL CHILDREN AND ADULTS ARE ACCOUNTED FOR. EVERYONE SHOULD MEET IN THE FRONT YARD AT THE TREE OR IF THE FIRE IS TOO CLOSE, NEXT DOOR IN THE NEIGHBOR'S YARD AT THEIR TREE (HUG A TREE). IF EXITING FROM THE REAR, MEET AT BACK GATE. EVACUATE OVER FENCE IF NECESSARY. B. GO NEXT DOOR (1802 TARTAN) TO THE NEIGHBOR WITH ALL OF THE CHILDREN AND CALL 911. IF NEXT DOOR NEIGHBOR IS NOT HOME, GO TO THE NEIGHBORS ON THE CORNER (1800 TARTAN). C. IF EMERGENCY BAG IS NOT AVAILABLE, GET EMERGENCY PHONE LIST FROM CAR 1ST AID KIT AND NOTIFY PARENTS.

2. CHEMICAL HAZARD (TOXIC SPILL, GAS LEAK, ETC): A. EVACUATE HOUSE AND FOLLOW FIRE EMERGENCY PROCEDURES. B. SITUATION PERMITTING, LOAD CHILDREN IN CAR AND EVACUATE TO ALTERNATE EMERGENCY LOCATION (MARY BRULET, BJ CADWALADER, JUDY WANTLAND OR THERESA QUINLAN) C. TIME PERMITTING, POST A NOTE ON THE DOOR TO TELL WHERE WE ARE GOING.

3. TORNADO: A. GATHER ALL CHILDREN TOGETHER INTO HALL CLOSET OR MAIN BATH. B. LOCATE EMERGENCY BAG- TUNE RADIO TO KRLD 1080 AM TO MONITOR WEATHER SITUATION. PASS OUT FLASHLIGHTS TO CHILDREN TO REASSURE THEM AND KEEP THEM OCCUPIED. C. STAY IN THE SHELTER UNTIL THE ALL-CLEAR SIGN IS GIVEN.

4. SEVERE LIGHTNING, THUNDER, & WINDSTORMS: A. TURN ELECTRICAL APPLIANCES OFF. KEEP CHILDREN AWAY FROM WINDOWS. B. IF POSSIBLE, READ A STORY EXPLAINING LIGHTNING AND THUNDER IN TERMS CHILDREN CAN UNDERSTAND (OR TELL A STORY) C. FLASH FLOOD ALERT: LISTEN TO RADIO; EVACUATE AREA IF NECESSARY.

5. EXTREMELY HOT WEATHER: A. STAY OUT OF DIRECT SUNLIGHT. STAY INDOORS WITH AIR CONDITIONING. DRINK PLENTY OF FLUIDS. WATCH FOR SIGNS OF HEAT STROKE OR HEAT EXHAUSTION DURING OUTSIDE PLAY. B. CHECK PLAYGROUND EQUIPMENT BEFORE CHILDREN PLAY ON IT TO SEE IF IT IS TOO HOT FOR THE CHILDREN.

6. ICY ROADS: A. NOTIFY PARENTS IF ROADS BECOME ICY DURING THE DAY AND DRIVING CONDITIONS BECOME HAZARDOUS. B. PLAN TO CLOSE EARLY IF POSSIBLE BEFORE CONDITIONS ARE TOO DANGEROUS.

7. LOCKDOWN IN CASE OF DANGEROUS PERSON: PROCEDURES SIMILAR TO TORNADO PROCEDURES WILL BE FOLLOWED WITH CHILDREN AND ADULTS SHELTERING IN PLACE AWAY FROM OUTSIDE DOORS AND WINDOWS. ALL OUTSIDE EXITS WILL BE LOCKED AND SECURED AND NO ONE WILL BE ALLOWED TO ENTER OR EXIT UNTIL AN ALL CLEAR FROM LOCAL AUTHORITIES IS GIVEN.

EMERGENCY CONTACTS: MARY BRULET 2213 PETERS COLONY, CARROLLTON 972-306-6838; B.J. CADWALADER 2214 E. CROSBY RD CARROLLTON 972-416-7394; JUDY WANTLAND 2115 LEMANS CT CARROLLTON 214-926-4421; THERESA QUINLAN 200 LODGE, COPPELL 214-315-4530.

(16) It is the policy of Judy's Family Child Care not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, children and families we serve, and volunteers.

SECTION II. GENERAL POLICIES AND GUIDELINES OF THE CHILD CARE HOME

- 1) ENROLLMENT REQUIREMENTS: **Before your child can begin care, I must have all the following:**

1. Completed paperwork:

- Copy of current immunization records signed by a health care professional. Child must be up to date on immunizations. **I WILL NOT ACCEPT UNVACCINATED CHILDREN AND DO NOT ACCEPT THE EXEMPTION FORM AS AN ALTERNATIVE TO VACCINATION RECORDS.**
- Health statement signed by a health care professional.
- ALLERGY ACTION PLAN completed by health care professional IF your child has FOOD or other SEVERE ALLERGIES.
- Completed Enrollment form

- Completed Child Assessment form
- Completed Food Program Enrollment form

2. Enrollment fee (\$100.00)

3. First week's fee. Payment for the first week is due no later than the Friday before your child's first day (and subsequent payments are due each Friday for the following week). Rates are **220.00 per week** for all children.

Before your child's first day, you need to bring:

1. Completed paperwork
2. Change of clothes including socks
3. Diapers (or underwear)

2) SCHEDULE:

The first ten days of care are a trial period for all of us. Our agreement may be terminated at any time during that period. Otherwise, **two weeks' notice is required** if the child is leaving care permanently. Two weeks fee will be accepted in lieu of notice and, in fact, will be due when notice is given. Except in cases of gross misconduct on the part of either parent or child, I will also give you two weeks' notice if I can no longer care for your child. Care will be provided from 7:00 a.m. until 5:30 p.m. If for any reason, you need to bring your child earlier than 7:00 a.m., you need to call and plan the night before. I am busy getting things ready for the children and getting my own family ready for the day. A fee of \$10.00 per 15 minutes will apply. Children need to **arrive by 9 am and no later than 10 am. If you are late** picking up your child without making prior arrangements, **a fee of \$20.00 per 15 minutes (or any portion of)** will be charged. If arrangements have been made ahead of time, the late fee will be based on a charge of \$10.00 per 15 minutes (\$10.00 minimum) and may be added to your next paid fee. Please be respectful of your child and me by calling to let us know if you will be late. Excessive tardiness is not tolerated. Please understand that my 7:00-5:30 schedule is only "child care" hours and does not reflect all the additional time necessary to provide quality care. I am here for you in case of emergency or real need, but I do not want to work overtime on a regular basis. I too have a busy family schedule which must be arranged around my providing child care services.

The following is my holiday schedule:

Martin Luther King Day

Good Friday

Memorial Day

Independence Day (1-week Summer Vacation)

Labor Day

Indigenous Peoples Day

Thanksgiving week

Christmas Eve/Christmas Day until New Year's Eve/New Year's Day

The exact dates will be posted on my website (www.judysfamilychildcare.net) and a magnet given out in November for the following year. In case of inclement weather, I will follow CFBISD's decision on whether to open or close. Parents will be notified ASAP by text & email. If a scheduled holiday falls on a Saturday, I will be off the Friday before; if it falls on a Sunday, I will take the Monday after. In addition, I will have 3 personal/professional days which can be used for conferences, doctor's appointments, illness, family emergency, etc. In case of emergency or illness, I will make every attempt to provide you names of other providers willing to do back up care. I will give you notice of my holiday and vacation schedule for the following year by November of the current year. A printed schedule or magnet will be handed out to all enrolled families at that time. If you need help finding alternate care during holiday/vacation time, I am happy to provide names of registered/licensed family child care providers that may be able to help. You will need to contact them and plan directly with them.

3) FEES:

The charge for care for your child will be \$220.00 per week. This is a guaranteed rate and includes full pay for holidays with no credit for absent days. After 12 months of enrollment, one week of vacation per year may be taken at no charge. Two weeks' notice of vacation must be given, and the child may not be brought for care that week. In addition, there will be a \$100.00 registration fee that is due upon enrollment. For a position to be held for 2 weeks (or longer by agreement with me), a holding fee of \$200.00 and the \$50.00 registration fee will be required (\$320.00 total). All fees are non-refundable. Fees are due in advance and payable no later than the Friday before the week that your child attends. A \$10.00 per day fee will be assessed if payment is not made on time and your child may not be accepted until your fee is paid, except under special circumstances prearranged with and agreed to by me. Cash and certain electronic payments (Zelle is preferred) will be accepted. Yearly receipts will be given. Please let me know if you require weekly, monthly or quarterly receipts. When you are leaving for your vacation, please remember your fee is still due.

4) MEALS:

Breakfast, lunch and snack are served each day at no additional charge. Our meal schedule is as follows: Breakfast 8:00 a.m. Lunch 12:00 p.m. Snack 3:30 p.m. If your child arrives later than a mealtime, you are expected to feed him/her before your arrival. Except for special occasions or illness requiring a special diet, please do not send any food with your child. This includes, but is not limited to, DONUTS, gum, candy, chips, cookies, cereal, etc. Arrangements can be made for special days. I make every attempt to provide enjoyable and nutritious meals for your child. I offer a variety of foods- your child is encouraged to try new things but not forced. I participate in the Child Care Food Program and all meals and snacks served must meet U.S.D.A. nutritional guidelines. While all children have tastes and likes, I must follow these guidelines in planning the meals. Bottles will not be given to any child older than 12 months and a pacifier may be used only at naptime up to age 3.

5) POTTY TRAINING:

Potty Trained- The child can use the toilet, but it is the adult who is trained to get the child to the bathroom on time. Accidents occur often. It is the first step in the entire process. ☒

Potty Learned- The child is not only capable of using the toilet but has the developmental ability to express the need to go. Accidents occur, but infrequently.

If potty training is begun when your child is ready, the task is easy and quick. If a parent undertakes the task of potty training when the parent wants it to happen, but the child is not ready, the task is arduous. Twenty-four to thirty months of age is a good rule of thumb to start checking for signs of readiness, although it varies between children. These include longer stretches between dirty and wet diapers; waking up from a nap dry; uncomfortable at being wet or dirty; able to pull pants up and down; able to express the need to use the toilet. When we agree that the time is right and until your child is totally successful in his/her toileting, your child should wear elastic waist pants or shorts [or casual dresses for girls] ONLY. Anything else sets your child up for frustration. In addition, your child's cubby MUST have two complete changes of clothes including socks and several pairs of training pants/underwear that will be replenished as used. If your child is not successful after several days or becomes frustrated or frightened, we will take a break & after a respite, the process will be started again. I want to be your partner in helping your child successfully learn to use the big potty. I will do my best to maintain consistency with what you are doing at home to make this transition easier. Please communicate with me about what words you (and your child) use, the type of chair or seat, frequency, and anything else that would help. I have had both positive and negative experiences in potty learning- the most important things to keep in mind are the dignity and self-esteem of the child. They will learn when the time is right.

6) PARENT RESPONSIBILITIES:

Parents are responsible for providing:

- **Diapers** and special diaper creams or ointments (and wipes ONLY if a specific brand must be used) or SEVERAL pairs of **underwear**.
- **complete change of clothes** including socks labeled with the child's name or initials, appropriate for the weather and maintained in child's cubby. IT MUST BE REPLACED AS USED! This is a major issue that I run across all the time and I need parents to be diligent in this. I don't have unlimited supply of back-up clothes- most of the time they are never returned.
- **updated information** on any changes in phone numbers, addresses, emergency contacts, etc.,
- **updated medical information** including immunization records

Please remember:

1. Families may not administer fever reducer to lower a child's temperature with the purpose of attending the center.
2. If your child becomes ill at my home, you will be asked to pick them up within 30 minutes of a phone call. Attempts will be made to reach a parent or guardian first. If they are not available, a call will then be placed to the emergency contact.
3. Regarding medications, prescription drugs, prescribed by the child's physician, in the original container are permitted. Prescriptions for over the counter medicines must be on the doctor's

stationery and in the original container. Parent authorization must be on file for each prescribed medication.

Parents will also be expected to dress their child in an appropriate outfit for learning and playing- spaghetti straps, hiking boots, cowboy boots, high top tennis shoes, and flip flops are strongly discouraged. Tennis shoes that the child can put on by himself (over age 2) are really the best, most acceptable footwear. Parents are expected to be respectful of their own child and the other children in observing the policies of the day home. If you will be bringing your child at a time later than normal or your child will be absent for the day, please call (or text) as soon as you can. If you are picking up at a different time, call or text me and I will have your child ready for you. This also helps me help your child with transitions - if they are expecting you and you are delayed, I can distract or reassure them as necessary. This does not mean I do not have an open-door policy- you are welcome to call, text, e-mail or drop in at any time. The front door will be locked and you will need to knock or ring the bell. Please help maintain consistency between your rules and mine and I will do the same when I can (some practices are prohibited or regulated by Child Care Licensing and I don't have discretion over them). If we are having a particular problem with a behavior or action, we need to work together to help guide your child in the appropriate direction. When you are dropping off or picking up your child, please follow the rules of my house with your child, including **no eating or drinking except in the kitchen, no climbing on the furniture, and no children opening or exiting the doors** without a parent with them. You are responsible for supervising them once you leave my front door. Also, many problems can be avoided by not bringing toys or other items from home. I provide an ample supply of toys, books, and games. Except for a favorite blanket to sleep with that should be left here, a child **must not bring anything from home**. DO NOT EVER give your child coins or other small objects to keep in their pockets. These are a choking hazard for the whole group and I still have parents allow their child to bring them despite my request.

7) MISCELLANEOUS:

In order to promote a friendly atmosphere between all the families in my program, I would encourage you to participate in our activities at whatever level is most comfortable for you. When we have holiday parties, you can help by sending food or supplies. When we have group get-togethers, feel free to join in if only for a short time. If you have a special skill or talent you would like to share with us, please let me know. When your child has a birthday, consider celebrating it with all of us too. Send pictures of your child for us to display and share with the other children. Share happy or sad news with the group- this is our daytime "family", and we all care for and are affected by each other. Open communication is the key to a happy, long lasting relationship between a family child care provider and her child care families. Please do not hesitate to contact me about anything that affects the well-being of your child and I will not hesitate to do so either. Two weeks' notice will be given prior to any significant changes in these policies (unless mandated by Child Care Licensing). You will be asked to sign an addendum to the policy agreement, and it will be placed in your child's file.