Hugs and Tugs Learning Day Home

Parent's Manual

Jennifer Lam (Caregiver)

jennifer@hugsandtugslearningdayhome.com

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Welcome to Hugs and Tugs Learning Day Home

Please read the parents manual carefully and sign. Consult with Jennifer if you have any questions.

A Registration Form is also attached. Please read, fill out completely and sign.

Rates

Full time:

- $860/month

Part time:

- 3 days per week: $575/month
- 2 days per week: $440/month
- Drop-in $60/day

~~Reservation Non-refundable Deposit: $25~~
The half of first month's payment is required at registration to hold the space. This fee is non-refundable if you decide to cancel.

Hours and Days of Operation

The day home is open from 7:30 am – 5:30 pm, Monday through Friday. The day home will be closed for the following days:

- New Year's Day
- Easter Monday
- Labor Day
- Christmas Day
- Family Day
- Victoria Day
- Thanksgiving Day
- Boxing Day
- Good Friday
- Canada Day
- Remembrance Day

The day home will be closed during the caregiver's vacation, and statutory holidays. The day home will be closed for the summer from beginning of July and reopen 1-2 weeks prior to end of August. The caregiver will provide parent(s) with at least one month written notice prior to her vacation. 2 weeks of paid vacation will be taken per year by the caregiver. Full payment is required for any days your child is not in care (i.e.: statutory holidays, child's vacations). At least 2 weeks written notice must be given prior to your child's vacation. The caregiver will have 4 paid sick days per year.

Your child will not be in care for over 9.5 hours a day. Anytime over the 9.5 hours of care or past 5:30 pm, will be charged as overtime, at a rate of $1.00 per minute; to be paid when child is picked up.

POLICIES

You are required to keep me informed of any change in employment, address, telephone numbers, additional childhood immunizations, or other pertinent information as it arises.

OPEN DOOR POLICY

I maintain an open door policy for parents during your specific contracted child care hours. Please take into consideration of my schedule when dropping in or calling, and remember that visitors usually cause the children to react in an excited manner.

Parents must sign in and out for drop offs and pick ups each day. A sign in/out sheet and pen are located by the front door for your convenience. You must initial your times daily at pick up time and sign the top of your sheet at the end of each month.

I ask that drop offs, pick ups, and visits not be made during our daily Quiet Time from 1:00 pm - 2:30 pm. You may drop-in to visit at other times during the day, but please be prepared to take your child with you if your child's personality is such that they will become upset with your departure. This may be especially upsetting to children who are adjusting to child care.

TRIAL PERIOD

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first actually day of care. During that time the parent or provider may terminate the child care agreement within 24 hours notice. No pre-paid fees will be credited upon cancellations during the Trial Period. After the trial period, a one month written notice is required by either party to terminate the agreement (See Termination Policy).

ARRIVALS – DEPARTURES

It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. Children are nearly always quick to get involved in play or activities as soon as parents are gone. This is a time of testing when two different authority figures are present (the parent and caregiver). All the children will test to see if the rules still apply. During arrivals and departures, I expect parents to back up my rules (see House Rules). Please be in control of your child during pick up times.

Children are not permitted to go out to their car unattended at pick up times. I will only release your child to you or someone else you designate. If someone else is to pick up your child, please notify me ahead of time. A verbal notice is fine on that day if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, I MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, if I do not know them, I will need to ask for photo identification. I will not let a

child leave without a parent's verbal permission even if that person is listed as one of your designated pickup person including relatives.

SICK DAYS

If your child will be absent for the day, you will call the day home prior to the start of your child's start time.

If your child is sick with fever, vomiting, diarrhea, you will be called to come and pick up your child immediately. Your child must be free of fever, vomiting, diarrhea (without aid of medications) for 24 hours before returning to care.

You must notify me if your child has been exposed to or contracted any contagious illness or infestation. Likewise, the day home will notify the Parent/Guardian if the child has been exposed to any contagious illness or infestation.

HOUSE RULES – DISCIPLINE

Discipline is used to teach a child, not as a punishment. I achieve this through love, consistency, and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

No running, jumping, or screaming inside the house. We use "walking feet" and "inside voices." No going out the door or gate at pick up time without an adult. No shoes in the house. No name calling, teasing, swearing, bad language, tattling, or potty talk. We emphasize on "friendly words."

We Respect Each Other. "Friendly hands." We Respect our Belongings and our Environment – No standing on, hitting with, pounding with, throwing toys or other household items. No standing on or jumping off of furniture. Parents are responsible to pay for damage or replacement costs of any mistreatment of toys, household items, and/or my home.

The following methods of discipline will be used:

- Encourage children to solve problems themselves
- Intervention, Discussion, Re-direction to another play area
- Loss of privileges, logical consequences

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way so there is continuity 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 me 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.

As a child care provider, I have a responsibility by law to recognize and report any evidence of child abuse (physical or emotional or neglect) to the proper authorities.

MEDICATIONS

Both non-prescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. These must be labeled with the child's name. I will not exceed the manufacturer's recommended dosage unless with written physician's instructions when administering non-prescription medication.

TERMINATION POLICY

I reserve the right to terminate for the following reasons (but not limited to):

- Lack of compliance with handbook regulations
- Failure to pay or pay on time, NSF cheques
- Failure to complete required forms
- Lack of parental cooperation, Disrespect
- False information given by parent either verbally or in writing
- Failure of child to adjust to the child care after a reasonable amount of time
- Continual or serious behavioral issues with the child
- Physical or verbal abuse of any person or property
- My inability to meet the child's needs

I appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. You are required to give one month written notice in person when you decide to terminate child care. The one month will be paid in full, regardless of whether or not your child is in attendance. I will give written notice of termination, for which full payment is due, whether or not your child is in attendance. If you do not show up for your regularly contracted day of care, I reserve the right to give you notice via telephone, voice mail, text, and/or email. I reserve the right to give oral notice of immediate termination when there are circumstances that affect the well being and daily routine of myself, my family, or other children in attendance or in response to blatant disrespect of persons, property, and/or policies. In this situation, the full payment of fee is required. Termination notice may not be given while provider or parents are on vacation.

EMERGENCY PROCEDURES

Medical:

In the event of an emergency, PARENTS or the designated emergency contact person will be contacted immediately, unless the injury/illness proves to be life-threatening, at which time, first call priority will be to 911, the hospital, doctor or poison control, etc. In order to secure emergency medical care for your child, PARENTS MUST complete and sign all medical emergency permission forms. Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. PARENTS will be notified of these injuries immediately upon their arrival to pick their child up and will be asked to sign an Accident/Injury Report to keep on file.

Fire:

The children here will have practice fire drills. I will try to arrange these drills from different parts of the day home and at different times so we will all know exactly what to do should a fire occur. The children will be taught to evacuate the building immediately and proceed to the designated area and wait there. We will continue to practice our stop, drop and roll techniques along with our crawling on our bellies to the appropriate exit.

Sample Day Home Daily Schedule

(Subject to change)

Time	Schedule
7:15 am	Drop off begin
7:30 am – 8:00 am	Playtime
8:00 am – 8:30 am	Breakfast
8:30 am – 9:00 am	Playtime
9:00 am – 9:30 am	Circle Time
9:30 am – 10:00 am	Crafts and/or activity sheets
10:00 am – 10:30 am	Snack time
10:30 am -11:30 am	Outside playtime, weather permitting or Independent Playtime
11:30 am – 12:00 pm	Lunch
12:30 pm – 1:00 pm	Story time
1:00 pm – 2:30 pm	Quiet playtime and naps for those who require them
2:30 pm – 3:30 pm	Playtime

3:30 pm – 4:00 pm	Snack time
4:00 pm – 4:45 pm	Outside playtime, weather permitting or Independent playtime
4:45 pm – 5:30 pm	Clean up. Quiet Time. Pick ups.

When bringing your child to the day home, please bring the following items:

Toddler (18-36 Months)

1. Diapers, and diaper rash cream
2. Toothbrush
3. Spare set of clothes to remain at day home
4. Blanket and/or cuddle toy (if special one is used)
5. Seasonal items (see list at bottom of page)
6. Labeled water bottle

Preschooler (3-5 years)

1. Toothbrush
2. Blanket for nap, if a special one is used.
3. Spare set of clothes to remain at day home
4. Seasonal items (see list at bottom of page)
5. Labeled water bottle

PLEASE BE SURE TO LABEL ALL YOUR CHILD'S BELONGINGS

Seasonal Items Required at Day Home

Winter	Spring	Summer	Fall
Toque	Rain coat	Sneakers	Fall jacket
Mittens	Rain pants	Hat	Boots
Coat	Boots	Swimsuit	Rain pants
Snow pants	Hat	Rain boots	Hat
Winter boots		Sunscreen	

Registration Application

CHILD AND PARENT INFORMATION

Child's first name:_____

Middles Name: _____

Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Date of Birth [YYYY/MM/DD]: _____ Gender: Male ( ) Female ( )

Language spoken at home: _____

Is your child potty trained? Yes ( ) No ( )

Father's Name:_____

Address:_____

_____

_____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email: _____

Mother's Name:_____

Address:_____

_____

_____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email: _____

Please mark your caregiving preferences:

Full time (5 days a week), M-F	$860/Month
Part Time (3 days a week), MWF	$575/Month
Part Time (2 days a week), T, TH	$440/Month
Drop-In, 1 day	$60/Day

Please enclose with your application

Half of the first month's payment as a non-refundable holding fee. The other half of the first month'd payment is due the day your child starts at the dayhome.~~$25 non-refundable registration fee~~

Emergency contact information (Someone other than the parent)

1. Name: _____
   Address: _____
   Home Phone #: _____ Cell Phone #: _____
   Relationship to the child: _____
2. Name: _____
   Address: _____
   Home Phone #: _____ Cell Phone #: _____
   Relationship to the child: _____

Under no circumstances we release your child to anyone not listed on this form without written authorization or confirmed phone call.

FAMILY INFORMATION

1) Please list any factors of health (physical or emotional) or family circumstances you would like the caregiver to be aware of:

_____

_____

_____

2) Please provide a brief outline of your approach to discipline at home:

_____

_____

_____

3) If both parents do not have equal access/custody of this child, please provide documentation concerning this to prevent any future difficulties
4) List any specific educational or life skills that your child needs assistance with:

_____

_____

_____

HEALTH HISTORY

Child's Physician: _____ Phone:_____

Child's Alberta Health Care Number: _____

Has your child been immunized? Yes ( ) No ( )

1) If your child has eczema, asthma or other allergies, please specify the allergen and describe the reaction:

2) List any childhood diseases or reoccurring illnesses that your child has had:

3) If your child is receiving medication on an ongoing basis, please describe:

4) List any fears your child has:

5) Describe your child's typical reaction to illnesses:

6) Does your child have any medical/emotional conditions requiring treatment or supervision?

MEDICAL CONSENT

I/We hereby acknowledge to have truthfully released all information in regards to my child's information and health and i/we will not hold Hugs and Tugs Learning Day Home or the caregiver(s) in charge of my child responsible in the event serious injury or death occurs due to medical or emergency actions take on the information I provided.

Signature:_____ Printed Name:_____ Date: _____

Signature:_____ Printed Name:_____ Date: _____

RELEASE, INDEMNITY AGREEMENT

I/We realize that children, even under close supervision, will have occasional accidents. Therefore, i/we herby release, indemnify and hold the caregiver harmless from any and all claims, damages, or other liabilities for injuries to my child which are not a result of negligence of the caregiver beyond the control of the caregiver.

Signature:_____ Printed Name:_____ Date: _____

Signature:_____ Printed Name:_____ Date: _____

CHILD PICK-UP AUTHORIZATION

In addition, to the guardian(s), I authorize only the following people to pick up my/our child/ren:

1) Name:_____

   Address:_____

   Phone #: _____

2) Name:_____

   Address:_____

   Phone #: _____

Parent wishing to add or remove a name from the above list must do so in writing. Copy to be kept on file. Unknown persons must show identification before a child will be released into custody. No child will be released to an unauthorized person.

Signature:_____ Printed Name:_____ Date: _____

Signature:_____ Printed Name:_____ Date: _____