

Parent Handbook and Agreement

Little Lambs Home Daycare

Mission Statement

To provide quality care in a home atmosphere to members of the Stirling and surrounding community.



Program Statement

Little Lambs Home Daycare is an independent home business that provides unlicensed daycare to Stirling and surrounding community. The Child Care Modernization Act requirements are adhered to and referenced intermittently to ensure diligent compliance. This act governs many of the policies and procedures set out in this handbook.

Philosophy

Be kind to others, grow through play based learning, be safe and have fun. Little Lambs Home Daycare believes in inclusion and individuality. My belief is that all children learn at different levels and in different ways. It is my **goal** to challenge them everyday to become smarter more independent individuals. My **purpose** is to create an atmosphere where every child has a sense of belonging in a safe and healthy environment.

The childcare modernization act requires that as an unlicensed home daycare there be no other staff than myself. Parent communication is a vital part of my programming. Each day I try to send every child home with their own “daily report sheet”. I welcome parental opinion and support. The better we communicate with each other the more we will create a warm and positive environment and ensure you have a sense of security when you are not with your child.

Please read the following package carefully. It outlines my policies and procedures. By signing this agreement you acknowledge that you will abide by the policies set herein. If you have any questions or concerns please feel free to contact me

Phone: 613-827-1441

Email: kristinaschwa@gmail.com

Days of operation-age capacity

My home will be open for child care Monday-Friday 7:30am-5:30pm

As an unlicensed Home Daycare I am limited to caring for 5 children at a time. Only two if these children can be under that age of 24 months at any time.

Little Lambs is a unique home daycare as it only offers care to infant-preschool aged children. Once children start school they are encouraged to join the school's best start program for before and after school care. "Specializing" in younger children allows for a much more inclusive and age appropriate program.

Childcare Closures

My home will be closed for childcare on Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August civic holiday, Labour Day, and Thanksgiving. I will also be closed the week between Christmas and New Year's as well as a week in the summer for personal holidays: the exact dates of holidays will be sent home in February annually.

Child Enrolment Categories

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| Permanent full time | 5 days a week with the occasional day off |
| Permanent part time | 3 consistent days a week with the occasional day off |
| Part time | 2-1 days a week with an inconsistent schedule week to week. |
| casual | Inconsistent schedule |

Parent Schedule: Contracts and Calendars

All parents must fill out, sign and submit the childcare agreement before childcare can begin.

Permanent full time and permanent part time clients are asked to submit their holidays/appointments as soon as possible so accommodations can be made to fill their space for those days. Two weeks notice is required for any holiday/appointment to be unpaid. Without two weeks notice full daily payment will still apply.

Part-time and Casual clients are not guaranteed all days requested. With more notice for required days the more likely your days will be scheduled. As casual clients I will send a notification the Thursday before the upcoming week of days that have available space. These days will be filled on a first come first serve basis. If you claim an available day there are no cancellations permitted. If your child does not attend on a scheduled day the full daily fee will be charged.

Childcare Rates

Daily fee: \$38/day for a maximum of 9 hours.

Sick day: \$20 (if your child is ill and unable to attend their scheduled day the fee will be reduced not eliminated)

if your child begins to take an excessive amount a sick days a Doctor's note will be requested for the reduced daily fee to be applied

Premium Day fee: if you require care beyond 9 hours it will be charged at a rate of \$5/30 minute increments rounded up.

Additional fees: Late Pick up, \$4 per every 5 minutes late rounded up.

Any requests for care beyond normal operating hours will be handled case by case and at my full discretion/availability.

Payment

Payment will be Fridays unless otherwise arranged. Payment for childcare services rendered must be made by cash, cheque or email money transfer by 8pm Friday. Any payment made after this will be subject to a late fee of \$10/day. If you have not paid your childcare fee by Monday then no care will be provided until payment is received. Late payment will follow a 3 strike policy. Two warnings will be given. If a third late payment is received childcare will be terminated,

*if alternate arrangements are made e.g: payment will be every two weeks or on Thursdays the same late payment policy still applies.

Receipts

Will be handed out annually in February.

Health Policies

Immunizations: The public health unit requires all children attending a licensed daycare centre to be immunized and for these immunizations to be up to date. As a non licensed daycare I have made the choice to require all my clients to be immunized. As a mother protecting my own children and the children entrusted to my care I find this necessary.

Illness: (my illness policy is based 100% on that of a licensed daycare centre)

1. Children experiencing any of the following symptoms; communicable illness, high fever 38-40 degrees C/ 100.5-104 degrees F, eye discharge, undiagnosed rash, chest congestion which affects breathing, open sores may be considered to ill to participate in program. In some cases children may spread their illness jeopardizing the health of other children.
2. If your child displays these symptoms during the day you will be called to pick your child up immediately and seek medical attention. If you are unreachable your emergency backup will be contacted.
3. In some cases when a child exhibits these symptoms such as pink eye, rashes, impetigo, chicken pox, or other thought to be contagious symptom, a doctors/nurse practitioners note is required indicating the nature of your child's illness and their fitness

to return to daycare. You are required to keep your child home for at least 24/hours. The occurrence of a contagious illness will be sent home with daily report sheets.

4. In other cases when antibiotics can be prescribed for non-contagious illnesses, the child may return to daycare if accompanied with a doctors/nurse practitioners note stating their fitness to return to daycare.
5. If a child experiences two diarrhoea/vomiting incidents within a 24 hour period parents be required to pick up their child and they are not to return before 24 hours from their last episode. If a child has diarrhoea/vomiting once, but has been ill within the last couple days or is feeling ill and not participating in program, then this child may be sent home after one incident.
6. Some circumstances may not fall within the above outline and will be dealt with case by case.

Medication

Only prescription medication may be administered at daycare.

All medications must be: in it's original container, the container must have the child's name, current date, expiry, with an outline of proper administration and storage.

Behavioural Management

I believe that interaction, prevention, and redirection are preferred methods opposed to punishment. I am aware that each child has individual needs and that these interactions and experiences contribute to building the unique and individual character of each child. Therefore it is important within my role to offer guidance, encouragement, support, love and foster acceptable behaviour while acting as a positive role model.

I do not use or condone corporal punishment in my home which could humiliate or undermine a child's self respect. This includes bullying from other children, depriving a child of their basic needs, hitting, spanking, harsh tones or yelling.

I use and encourage parents to use: warm friendly tones, redirect children to timeouts according to their age (2 yrs=2minutes, 3yrs=3minutes etc). This is to be used only as a last resource. A child's self worth and self esteem develop at an early age. Your support is valued as I strive to provide a loving caring atmosphere in your absence. With appropriate guidelines I will work with you to help instil values and assist your child in reaching their full individual potential.

When inappropriate behaviours occur and all methods of communication with parents have not resolved the behaviour I may recommend that parents find alternate care.

Weather Policy

Summer: during the summer months outdoor play will be limited to 15-20minutes if the temperature with humidex is 30-35 degree C. If the humidex is greater than 35 degrees C the children will not be permitted to play outside. If the UV rating is 8-10 children will play for a maximum of 20minutes. If there is a smog advisory listed at these high temperatures the children will not be permitted to go outside due to respiratory concerns.

Winter: during winter months outdoor play will be limited to 15-20minutes if the temperature with wind chill is -25 degrees C. If the temperature is -30 degrees C or colder the children will not be permitted to go outside. I will use my own judgement when playing in outdoor weather. If fingers are cold, cheeks are rosey or children are complaining we will come inside.

Your child's safety is my first priority.

What to bring to daycare

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| Infants | All infants should have three sets of clothes, diapers, wipes, and a special blanket/sleep sack packed every day or left at daycare. Formula or Homogenized milk must be provided by parents. |
| Toddlers | All toddlers should have two sets of clothes, diapers, wipes, toothbrush and a special blanket if required packed everyday or left at daycare |
| Preschool | All preschoolers should have two sets of clothes for messy play/ accidents, diapers and wipes if needed, toothbrush and a special blanket *if required |
| Seasonal needs | *the childcare modernization act requires the children to play outside everyday for two hours (weather permitting). Please ensure that your child has appropriate seasonal clothing as well. |
| Spring | Splash pants, rubber boots and raincoat. Hat with brim to cover ears and a water bottle with their name clearly marked on it. |

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| summer | All children need a hat with a brim to cover their ears, bathing suit and a water bottle with their name clearly marked on it. |
| Winter | Mittens, extra mittens, hats, snow pants and snow boots for very cold days. |

- ★ If your child does not have appropriate clothing you will be called to bring it in or pick up your child
- ★ Blankets and bedding are washed weekly
- ★ I ask that **no toys** be brought to daycare. Causes more issues than benefits to the child.

Healthy eating policy

I provide a morning and afternoon snack as well as lunch. I serve little to no processed food and create nutrition oriented meal plans every week. Water is given whenever requested and at snack times. 2% milk is served with lunch. I serve no juice in my home.

During meal times I model healthy eating and manners. I strive to create a positive eating environment while expecting age appropriate eating habits and manners. Hands are washed before and after meal time. Children are encouraged to brush their teeth after eating lunch in preparation for nap/quiet time.

Hygiene/Cleaning Policy

Children coming to daycare should be clean. No child should have dirty hands, feet or clothes when entering my home. A change of clothes (see; what to bring to daycare) is necessary for messy play, accidents, outdoor play mess. Children are developing their self respect and organizational habits at an early age. I teach basic hygiene skills and the importance of being neat. That said children are encouraged to have fun and play in a messy way when programming supports those urges.

Handwashing

Children wash their hands regularly especially during an outbreak of cold and flu. During our day we wash our hands anytime the washroom is used, after playing outside, before and after meal time and whenever necessary. Children are great sharers of germs. Washing hands is a crucial way to minimize illness.

Toys

- The toys in the toy room are wiped down with a disinfecting solution monthly.
- Any toy that enters a child's mouth is put in a "dirty toys" bin to be washed before it can be used again.
- During an outbreak of cold/flu all toys are wiped down and sanitized. No sensory play will be allowed during an outbreak. Blocks and small toys will be submerged in a 10% bleach solution.
- Sensory bins: sensory bins must be washed and air dried every day. Play dough must be thrown away after two uses and anytime it falls on the floor. Other sensory materials used must be able to be cleaned/stored properly after play or thrown away after two uses.