

Li'l Angels Home Daycare, LLC

Parent Handbook

Mission Statement:

The current focus of “Li'l Angels Home Daycare” is to provide a safe and structured environment for your child, and a piece of mind for you, the parent or guardian. We have learned from experience, that infants and toddlers require more flexible schedules. Our daily schedule changes with the children’s needs. However, there are a few things that remain constant so that the children can develop a routine.

Hours of Operation:

7:00 a.m. – 5:30 p.m. Monday thru Friday.

Daycare closes at 5:30, please be prompt in picking up your child after work. A late fee will be added to your invoice of \$15.00 the first minute and one dollar per minute thereafter. In most cases a late fee can be waived if we are informed ahead of time to make sure we can accommodate your needs.

TRIAL PERIOD AND WITHDRAWAL:

A two-week trial period will be given upon enrollment to determine the suitability of the arrangements. If at any time during the two weeks the arrangement has not proven to be workable, then you will be given two weeks to find alternative arrangements. We will also have the right to terminate with the same notice if we feel that it is not working out or is affecting the care that we are giving the other children. We also will also reserve the right to terminate immediately if the safety of the other children is an issue. I do require a two-week notice (in writing) if you intend to withdraw your child from my care. This two-week notice is paid.

Proper Attire:

Child's play is messy work. Your child will be painting, playing on the grass, playing with chalk, paint, markers and other various messy activities and for most part, going bare footed! Please do not expect us to keep your child's clothes clean and free from stains. Please dress your child appropriately. We will not be responsible for "CUTE" clothes getting messy. The children will participate in all activities regardless of their dress. Please keep this in mind. **Note: If your child has an appointment, let us know and bring a set of clean clothes and we will be happy to change his or her clothes before you pick up.**

ARRIVAL AND DEPARTURE:

Children will miss their parents and may cry upon departure. It is normal for your child to cry on arrival, especially for the first few weeks. It is a natural occurrence and the crying will stop within a few minutes after the parent leaves. **If your child does a significant amount of crying at drop-off time, please make your stay brief. It is harder on the child when you prolong your stay. A smile, cheerful good-bye kiss and a reassuring word that you will be back soon is all that is needed ☺.** In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. If we feel you are worried, we will send you a photo of your "happy child" to ease your mind.

Children tend to act up a bit at departure times. This is normal since they are excited to see parents, upset about leaving and surrounded by more than one authority figure. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. The one thing that we've learned over the years is don't *ask* your child "are you ready to go" ...the answer will always be "No" **Telling** your child it's "time to go home" and how much you missed them may work a little better. Children of all ages adjust to transitions from one activity to another differently We will remind your child if inappropriate behaviors are being displayed.

Tuition:

After you've used your child's personal days, tuition is a flat weekly rate regardless of attendance. Only provider vacations, personnel/sick days are unpaid. Invoices will be sent on Fridays and are due on Monday by 5:30 p.m. After this time a *late fee of \$5.00* per additional day may be added and LAHD has the right to immediately suspend care until full payment is received. Payments can be made monthly, weekly or biweekly by cash, check or online. Payments for drop in children are due the morning care is provided.

***Holiday Paid Closings:**

New Year's Day

Good Friday

Memorial Day

Independence Day
Labor Day
Thanksgiving and Day After
Christmas Eve, Christmas day and the day after Christmas

* Payment is expected for holidays that fall during the workweek only, defined as Monday-Friday.

Provider Vacation:

Li'l Angels will be closed for *three weeks (not necessarily continuous) a year* for vacation. At least one month's notice (or time of enrollment) will be given as to the specific dates. Non-paid

Provider Personnel Days:

If for any reason we must take a day off for personnel reasons (Doctor appointments, illness or death in the family) we will give as much notice as possible. Please have your back up care lined up for emergency closings. Non-paid.

Children's Personal Days:

Personal are intended to be used when your child is absent from care and cannot be used during providers paid holidays. Once they are gone you will be charged a flat rate regardless of attendance. Days can be used all at once or spread out between January-December. Listed below is the number of days your child is entitled to.

- Full time: 5 days
- Part Time: 3 days

Sick Policies:

The parent will be called and asked to remove their child in any case of:

1. **Fever** of 99.9 degrees or more. (Taken under arm.)
2. **Diarrhea**: Any loose, watery stool, or runny stool occurring more the once an hour.
3. **Vomiting**.
4. **Contagion** as listed on the Communicable Disease Chart provided by the Michigan Department of Human Resources.

Please inform us as soon as possible if your child will not be attending due to illness.

Medications:

Li'l Angels can administer prescription and non-prescription medication only if **medication authorization forms are filled out completely and signed**. Child's name and exact dosing and times must be listed on prescription bottles. Please inform us at drop-off if child has had any medication administered prior to arrival at daycare.

For your convince, a printable medication form can be found on our website:

www.lilangelshomedaycare.com We also have experience in breathing treatments,

Meal Times:

We participate in the Mid Michigan Child Care Food Program.

Nutritious meals will be served to all children, including infant formula and food. We are required to have set meal times and do not serve meals after these times (some exceptions allowed). If your child will be arriving after 9:30 a.m., it is your responsibility to feed them breakfast.

Breakfast: 7:30-8:30

Lunch: 11:30-12:30 p.m.

Snack: 3:00-4:00 p.m.

Nap Time:

All children are required by State guidelines to have a rest period each day. Children are expected, but ***not required*** to nap after lunch between 1:00 p.m. and 3:00 p.m. Children are provided cots to sleep on. Parents are encouraged to provide security items such as blankets, stuffed animals, etc. if needed to help their child feel more comfortable. Those who do not fall asleep are to lie quietly until the other children are asleep and then they may do quiet projects (color, cut, and paste, etc.), look at books or play outside (weather permitting) or inside quietly until rest time is over.

Discipline:

The following methods of discipline will be used at Li'l Angels Home Daycare:

- * Encourage children to solve the problem themselves.
- * Intervention and discussion
- * Re-direction to another play area.
- * Loss of privileges
- * Child time out 3 years and up (consists of 1 minute for each year age of child).

Time outs are used as the last form of discipline unless the child just needs some quiet self-time for settling down. If we feel there is a chronic behavioral issue that needs attention we will let you know so that we are handling it in the same way as to let the child know that the behavior is unacceptable. These types of behavior might include such things as biting, use of bad words, chronic hitting, etc. If it continues we will call you to pick your child up. After 3 such calls we reserve the right to terminate your daycare contract.

Pets:

Ms. JoAnn, on rare occasions, brings her pet Snickers to daycare to play with the children. He is a Miniature Dash Hound and is very good with the children. Please let us know if your child is allergic to animals.

Personal Belongings:

1. Toys brought from home will have to be shared with the other children or put away till pick up time; the *daycare will not be responsible for breakage*. Security items (lovies) do not have to be shared.
2. We will provide cubbies for each child for his/her personal items. We ask that you leave a permanent change of clothes that include two pair of underwear, socks and change of clothing proper for the season.
3. Parents must provide diapers, wipes, and ointments for infant's and/ toddlers.

Potty Practice and Training:

Parents must provide pull-ups and or training underwear with waterproof lining of some sort, for sanitary reasons while in potty practice or training. We will help in potty training when child shows interest in learning (we find usually around the age of 3- 3 1/2) and parents participating at home with training as well. Before age of 3, we do what we call potty practice, getting your child ready for potty training, which when a child is "really ready", only takes about 3 days. If you have questions, please ask ☺.

Child Pick Up:

Please let us know who will be picking your child up on a regular basis. If someone other than the regular person will be picking up your child, please inform us prior to the child being picked up. We will ask to see a form of ID if we've never met the person before. If someone other than the regular person arrives to pick up your child and we have not been informed, a phone call would be placed to the parent or guardian to confirm the new person. It is also very important to have these people listed on the child's information record.

Emergency Situations:

Please be sure to inform us of situations in which you will be out of your office or cannot be reached at your job, such as a cell phone number or a new number that we can contact you in case of an emergency.

We will refer to the child's information record if an emergency situation occurs and the parent or guardian cannot be reached. *It is imperative that this record is accurate and up to date with correct information.*

Children's Immunization Records:

It is a state regulated law that all children be current on all immunizations. Please bring a copy each time your child has a new immunization to keep his or her file up to date. If a parent/guardian chooses not to immunize their child (ren), a waiver from the Health Department is required. Children will need either an up to date shot record or the signed waiver before their first day of child care.

Injuries:

If your child has a minor injury while in our care we will administer treatment and if needed, we may fill out an injury form that you must sign at time of pick up. Please be aware that children are very active during the day, and we don't always catch each little scratch or bruise. We will always notify you if we notice a bruise or bump on your child. Please stress to your child the importance of telling us if they hurt themselves or are hurt by another child.

Child Abuse:

As family childcare providers, **we are mandated by law** to recognize and report any evidence of child abuse: Physical, emotional or neglect. This is strictly for the benefit of your child. If upon pick-up we suspect you are under the influence of alcohol or other substance we will do 1 of the following:

- A) Call someone on your designated pick-up list
- B) Call a cab (your expense)
- C) Another arrangement of your choice.

If you insist on taking your child away, we can't stop you, but will have no choice but to call the police and/ or Child Protective Services. Our first obligation is the safety and welfare of your child.

Li'l Angels Home Daycare

Supervision and Safety

INSIDE: There will always be proper supervision for all the children in our care at all times, at rest or play. Smaller children are also supervised when they go to the bathroom to make sure they wash, etc...older children have complete privacy.

We will always look for small objects around (inside or out) that children can choke on. Makes sure all outlets and plugs are covered. Also make sure that children are playing with age appropriate toys/ and materials at all times. A provider will be on each floor children are resting or taking naps. We will provide nutritionally appropriate snacks and meals and we will eat in the same room at the same time with the children.

OUTSIDE: Outdoor play will be supervised with at least one adult the whole time outside. Fun, but safe play will be encouraged with the children indoors or out. Adults will be in proper places where they can see, and help children when they are playing on the swing set, the 8-in-1 center, or the tricycles. An area is sectioned off and cones are set up for boundaries on the driveway for riding toys for the children while at least one adult supervises. Again here, we encourage fun, but **SAFE** play for the children.

FIELD TRIPS: We have 2-3 (or more) adults to provide safety for all our children when we go on field trips. Permission slips have to be signed (even if accompanied by a parent) before any child is allowed to go on a field trip with us. We carry copies of the children's emergency cards with us when we go on field trips also. We require proper restraints for all the children (age appropriate car seats or safety belts) to provide safe travel from daycare to destination and back. We wear our daycare "t-shirts" to help identify us as a group or to spot each other when the need be. We provide and attach small nametags with our cell numbers for the children for an "extra" safety precaution if they should get lost or separated.

CHILD PROOFING: We try to take every precaution to make sure our home as safe as possible. All electrical plugs are covered. Toy bins, entertainment center, and the cabinets are secured to the walls to be kept from tipping over on children. All kitchen and bathroom cabinets and drawers are child proofed. A child gate is at the bottom of the stairs. We have safety doorknob covers on doors leading to all non-daycare and unsafe areas.

OPEN DOOR POLICY:

At Li'l Angels Home Daycare, you can always be assured that the "door is open" to you. Please feel free to drop in and check on your child, however keep in mind a child just adjusting to a new surrounding will want to leave with you if you pop in for a visit. Also there may be times when it is not possible for us to run to the phone (i.e., diaper changing, music too loud, etc) If the phone goes unanswered, please do not become alarmed, simply send us a phone message to 734-652-0084 or a message via facebook messenger. One of us will generally respond a.s.a.p. Our Email address is lilangels12@msn.com.

Non-Discrimination:

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

NOTE:

We reserve the right to re-evaluate any child, or family's continued participation in this program to determine that the program can adequately meet the needs of the child or family. Failure to abide by any of these policies may result in termination. Some reasons for termination may be a child who is having an extremely difficult time adjusting and making it difficult for us to properly care for him/her or the other children. A child who exhibits severe emotional or special problems which are detrimental to the other children in our care; excessive and/or uncontrollable biting, inappropriate language; destructive or harmful behavior; and /or a parent who abuses the policies and procedures set forth in this parent handbook.

Changes to LAHD Handbook/Contract

Changes to this handbook/contract may be made at any time provided LAHD provides parents/guardians with a written notice at least 2 weeks prior to the effective date of the change.

Thank you choosing Li'l Angels Home Daycare, LLC