

# PARENT HANDBOOK

## Important Policies

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## **PARENT HANDBOOK**

The following is a list of rules and regulations governing our childcare agreement. Please read this handbook in its' entirety as it contains many important policies and procedures that pertain to the care of your child (ren). If you have any questions or need clarification, please don't hesitate to reach out to me prior to signing. The contents of this handbook and all forms required for enrollment are non-negotiable. The handbook is reviewed frequently through-out the year for necessary updates/changes, each parent will be notified in writing of such changes need they occur.

# “Play is the work of the child.” -Maria Montessori

## **PHILOSOPHY**

Children is my first love and my passion. I enjoy watching children grow and learn while also learning a thing or two from them. I care for children from birth to five years old. These years are pivotal in a child's development and shouldn't be taken lightly; its where great minds begin. Small Steps Big Dreams Learning Center LLC places emphasis on developing the whole child; physically, mentally, emotionally, socially, and creatively. My program is child led or directed and play based. Meaning in all I do here, I follow their lead. When children are motivated through play learning is made fun. Children learn best from exploring on their own in a safe, child friendly environment. Play is the foundation of learning, creativity, self-expression, and problem solving. It's how children wrestle with life to make it meaningful for them.

My personal qualities include my love for children, level of patience and understanding, caring, nurturing and gentle, giving and compassionate. Although I am just starting my childcare business, I have many, many years experienced as a child-care provider, as well as being a mother to my own four children, five step- children, and foster child. I am also a trained birthing doula with a certificate in breast feeding supportive services as well. In addition, I am a certified (Maternity) Community Health Navigator (recently retiring from Keystone First to pursue my childcare journey). I am a graduate of La Salle University and anticipate returning to school to obtain a degree in

Early Childhood Education as well as my CDA credentials. I appreciate the value and trust you have placed in me to care for your child (ren). Please don't ever hesitate to ask me questions, make comments, and give suggestions. We are excited to be a part of your village!

## **MISSION**

The mission of Small Steps Big Dreams Learning Center LLC is to provide child-led high quality, safe, fun and educational childcare for our children and to encourage them to work at their own pace, giving special attention to each of their individual needs. My job is solely to help each child in my care, past or present reach their full potential and prepare them for success. My purpose is to provide high quality, affordable and accessible early learning to meet the needs of children and families in Philadelphia. We encourage your child(ren) to explore, experience, understand and learn.

## **VISION**

Our focus is to provide a stimulating early learning and child-care experience which promotes and enhances each child's social, emotional, physical and cognitive development. We are dedicated to the families we serve, providing support and encouragement.

## **Who we serve?**

Our target audience is low to middle income, single parent families who because of work/school obligations do not have the time during the day to care for their children. Small Steps Big Dreams Learning Center LLC will target families that are interested in the development of their children not a baby-sitter. Parents who are determined and driven towards their own success but need a little help along the way. Parents who want the best services for their children, but simply can't afford it at this time. One specific group of focus is, single working mothers, lower to middle class, one income professional families. These families work every day to make a difference in the lives of their children and are eager to find adequate childcare that is not only affordable but top notch. These parents are striving for greatness, stability and self- sustainability. These things I know for sure because I was and still am this parent! I am very committed to the families and community I serve and welcome all families into my home environment. Here at Small Steps Big Dreams Learning Center LLC we provide a home away from home for our children. SSBD Learning Center LLC is a part of your village; we are the parents away from home, not only are we here for your children; we're here for you as well.

### **Ages Served**

Birth- 5 years for traditional hours. And up to age 7 for untraditional hours.

### **Staff to Child Ratio**

Small Steps Big Dreams Learning Center LLC is a home-based daycare facility and will comply with the state law requirements of PA's childcare licensing guidelines. The staff to children ratio of this facility is not to exceed six children at one time during hours of operations.

There will also be no more than two infants under the age of twelve months in the facility at one time and no more than five infant and toddlers combined.

### **Hours of Operation**

Childcare services are provided from 7am-5pm and 7pm-11:59pm (Monday through Friday)

### **Holidays/ Closures/ Vacation**

SSBD Learning Center LLC is a home-based program, I don't have the staff and resources as center-based programs; for this reason, we may have more closings than normal center-based programs. I have listed the holidays and business/vacation days we will be closed on; I am closed for ALL Federal holidays. In addition, each year I will take off up to 2 weeks' vacation time (December and July/August) in weekly or daily increments. 30 days written notice will be provided. Please note: Holidays do not count towards my vacation days. SSBD Learning Center LLC will also be closed for up to 5 days each year for personal/sick time. An annual calendar will be provided, and any scheduled personal days (ex. Doctor appointments) will be posted as quickly as possible. In the rare event that more time off is required for personal/sick days, you will not be charged. Tuition will not be adjusted for any of the above closings as they have already been accounted for in determining tuition.

In the event of your own family vacation, please provide me with at least 30 days' notice, as long as such notice is provided childcare fees will be adjusted for the time period of said vacation.

This document will act as your written notice of planned closures. If other planned/unplanned closures were to occur, I will give ample notice for you to make other childcare arrangements. Where able I will try my hardest to find a qualified substitute provider, except during my vacation times.

Please remember as a provider I am only allowed to have a limited number of children in my care. In order to guarantee a consistent income and operation of services, I must remain full at all times. When you joined Small Steps, Big Dreams Learning Center LLC, you were reserving a spot. I cannot fill spots easily for short term absences; therefore, you must pay your weekly fee even if your child does not attend. This is including but not limited to, vacation time (exception), sick time, personal time, maternity leave, medical leave, job loss, and summer breaks.

*2022-2023: Holidays*

*Good Friday -Friday, April 15<sup>th</sup>, 2022*  
*Memorial's Day -Monday, May 30<sup>th</sup>, 2022*  
*Independence Day – Monday, July 4<sup>th</sup>, 2022*  
*Labor Day- Monday, September 5<sup>th</sup>, 2022*  
*Indigenous Peoples' Day- Monday, October 10<sup>th</sup>, 2022*  
*Veterans Day- Friday, November 11<sup>th</sup>, 2022*  
*Thanksgiving- Wednesday, November 23<sup>rd</sup>, 2022-Thursday Nov 24<sup>th</sup>, 2022*  
*Christmas- (observed) Monday, December 26<sup>th</sup>, 2023*  
*New Year's Day- (observed) Monday, January 2<sup>nd</sup>, 2023*

*Planned Vacations (as of right now)*

*2<sup>nd</sup> week of May 2022*  
*July 21<sup>st</sup>-Jul 25<sup>th</sup>, 2022*  
*August 8<sup>th</sup>- August 12<sup>th</sup>, 2022*  
*December 5<sup>th</sup>-Dec 9<sup>th</sup>; Dec 12<sup>th</sup>, 2022*

## **Enrollment**

Small Steps, Big Dreams Learning Center LLC admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities available to children at the center. It does not discriminate on the basis of race, color, national and ethnic origin.

Admissions are based on availability of space and determination by me and parents that a child is ready. All families are invited to tour the center, in person or virtually. If there are no spots available, your child can be added to our wait list upon request.

A \$75 enrollment fee is due immediately upon enrollment to hold your child's spot. No fee, no spot. This fee is nonrefundable and nontransferable. This enrollment fee is required even if you receive subsidy. In addition to the enrollment fee, all necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. Some of the forms must be updated every 6 months or yearly. It is your responsibility to inform me immediately of

any changes. The following is the list of forms that need to be returned before your child's first day with the exception of a physical exam and immunization records- need to be returned within 2 weeks.

Required Forms:

- *Parent Handbook agreement (signed and dated)*
- *Enrollment Application (completed in its entirety)*
- *Emergency Contact & Consents*
- *Child's Physical and Immunization records*
- *Permission to Photograph*
- *Permission to Administer Medication if necessary*
- *Getting to Know Your Child Form*
- *Allergy Action Plan (if applicable)*
- *Asthma Action Plan (if applicable)*
- *Financial Agreement*
- *Any other forms given at enrollment*

### **Re- Enrollment**

In order to reserve a place for the following year, we ask parents to complete a new *Enrollment Agreement, Contract for Services*, along with the \$50 reenrollment fee (nonrefundable).

### **Wait List**

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in my program will be given priority.

### **Adjustment/Trial Period**

My program is a fun and exciting place for children to learn, play, and grow, as well as make new friends. It does take some time for a child

to adjust to new settings. I will be there to assist in anyway needed to make the transition easiest as possible. A two-week adjustment period begins at your child's first day in my care. During this time, myself or the family can decide to terminate the signed contract without penalty, if it's determined by either party not to be a good fit. Tuition is still paid during this time.

### **Confidentiality**

Unless written consent is received from you, no information regarding your child will be released expect for that required by regulatory and partnering agencies as it relates to care. All records concerning children in my program are confidential. In the same regard, if you need to transfer records to another school, program or childcare facility, a release of information will be required in writing as well.

### **Tuition & Fees**

Tuition needs to be paid in advance of attending the center. Payment must be made on the 1<sup>st</sup> of each month, or bi-monthly on the 15<sup>th</sup> and the 30<sup>th</sup>, or weekly if preferred. If arrangements are needed outside of these perimeters, please discuss with me during enrollment.

Tuition is as follows:

Traditional

- *Infant- 12 months \$325/weekly*
- *12 months-24 months \$300/weekly*
- *2 years-5 years \$275/weekly*

#### Non-Traditional

- *Infant-12 months \$ 350/weekly*
- *12 months-24 months \$325/weekly*
- *2 years-5 years \$300/weekly*

#### Drop-In/ Emergency Care

- *\$75 up to 4 traditional hours*
- *\$85 up to 4 nontraditional hours*

Tuition (Copay) re; subsidy: Due weekly, Monday morning, or you can pay in full at the beginning of each month.

**Sliding Fee Scale** is available upon request for all private pay families, based on total adjusted household income (verification is required).

**Late pick-up Fee-** Pick up after 5pm up until 5:30pm, will incur a \$5 flat late fee. Anything after 5:30pm a conversation will need to happen with family, considering aftercare for additional fees. I hope to never use this policy, please respect and be considerate of our time after hours.

**Late Tuition Fee-** Late payments pose a serious problem for the daily operation of my program. Therefore, I have put procedures in place to prevent, and/or limit their impact. If payment is not received before or on its due date, a fee of \$10 will be added for each day late. If your account has not been paid in full within 5 business days, your child may be discharged from my program. If more than 10 days past due, I

may attempt to recover payment in small claims court and/or 3<sup>rd</sup> party collection agency, in which you will be responsible for all expenses/fees associated with such actions including all court and legal fees. Again I hope to never use this policy either.

## **Withdrawal**

For non-payment occurs immediately unless the owner/operator has made other arrangements.

Otherwise, a two-week written notice is required to withdraw a child from the center. Parents are still responsible for the contracted rate for these two weeks, whether services are used or not. If it is necessary for the center to terminate this contract, we will extend the same two-week courtesy unless:

- 1. The children's behavior is destructive, uncontrollable, violent, or threatening to the other children or provider at the center.*
- 2. A parent's behavior is threatening or abusive to the other children or provider at the center.*
- 3. The child (ren) is absent from the facility for 5 days or more without reasonable explanation.*

**All terminations of this type can be made effective immediately.**

## **Supplies needed for your child:**

- A complete change of clothing. Please make sure you exchange as child grows and with seasons.*
- Weather appropriate outerwear, including hat, gloves, scarf*

- *If your child is breast fed, please be sure to bring fresh milk daily labeled with date/time pumped to ensure freshness.*

### **What we provide:**

- *Infant Formula & Nursery (purified) Water (please provide the name of formula used during enrollment)*
- *Labeled bottles, sippy cups*
- *Diapers (please provide your child's size during enrollment)*
- *Wipes*
- *Blankets- washed at facility weekly or as needed.*
- *Toothbrushes and Individual Toothpaste (right now due to COVID, toothbrushing is prohibited in childcare settings).*
- *1 Uniform shirt provided with enrollment (please provide your child's size during enrollment)*

*\*We only use hypoallergenic, plant-based diapers and wipes and ointments,*

*Honest brand products.*

### **Parent Communication/Involvement**

I will communicate with parents throughout the day, providing updates, pictures and milestone information via a well-known communication app (Bright wheel), if you don't have the app already, please download prior to your child's start date, once your child is completely enrolled you will receive a link to our program. We will also send emails and text messages if needed. We have an open-door policy and encourage parent participation. Right now, due to COVID, we will not allow parent visits, outside of family night and/or scheduled conferences. Appointments for conferences may be made for virtual or in person meetings if you want to discuss your child's growth and development. Bulletin Boards located throughout the center will provide center news, upcoming events, changes, closings, announcements, etc. Newsletters will be released quarterly, providing the program's news, events, announcements, etc. Newsletters will be placed in your child's cubby. Ideas for our newsletter are greatly appreciated (i.e., a great idea, song, recipe, places to go, etc.)

### **Arrival and Departure; Release of Children/ Court Orders**

Please do not bring your child earlier than the scheduled arrival time and be on time to pick him/her up at pick up time. I ask that you sign your child in/out daily, especially if you receive subsidy from ELRC formerly, CCIS.

Your child will be released only to the parent (s) and persons for whom the center has written authorization. It is your responsibility to make sure this list is up to date at all times. For initial pick up, person must have ID. If for whatever reason,

someone arrives to pick up your child, not authorized, we will place a call to obtain verbal consent, which is documented and kept in the child's records. Afterwards, you must immediately add said person to your child's list of authorized pick-up persons.

We cannot by law refuse a parent access to his/her child regardless of who enrolled the child, without a court order. If one exists please be sure to provide me a copy of the court order upon enrollment. If the absentee parent shows up to pick up his/her child, and there's no active court order, we will immediately notify you. I will not express any alliance with either parent over the other. It is very necessary for me to refuse to become involved in disagreements the parents may have. I will do my best to protect and keep your child safe at all times. My first instinct will always be to do what's best for the child and I will always follow my intuition and better judgement if these situations ever arise. Your child's welfare is very important. Please be respectful of my program, and home; keep all personal matters away from my property to ensure the safety of me and the children here.

## **Curriculum**

Small Steps Big Dreams Learning Center utilize a combination of several play-based approaches to help achieve age- appropriate developmental milestones and prepare for school readiness. The activities include both individual activities and group time. All which are child-led. Our program covers; social, cognitive, emotional, physical and creative development. We offer S.T.E.M., Mindfulness and Yoga, Dance and Gross Motor, Sensory, Art and Creativity, Imaginative and Dramatic play, Music, Language, as well as early introduction to Zoology and Botany. The space is setup and rotated with play-based learning in mind at varying times for free exploration.

\*Please note: In order for your child to receive the full benefit of my program, consistent attendance is highly encouraged and recommended. Our educational activities generally occur between 9am up until nap time.

## **Television Time**

My normal daily routine does not include television watching, however, in the morning during arrival, the TV will be playing until Breakfast is

over. We sometimes may watch an age-appropriate movie on Fridays, parents will be notified of such time and movie.

## **Screen Time**

Electronic Media is limited to 30 minutes or less per day, per child. This includes computer and tablet usage. Internet sites and software are prescreened to contain non-violent and high-quality educational content.

## **Daily Schedule**

Because our program is child-led our schedule varies day to day. We follow the direction of the work of the children while still providing structure.

7:00-8:30 arrival/breakfast/self-interest time  
8:30-9:00 clean-up/bathroom break/diaper check  
9am-10am "circle time", morning check in  
10am morning snack  
10:15-11:45am child led learning  
11:45am-12:15pm Lunch  
12:15pm bathroom break/ diaper changing  
12:15-12:30 outdoor activity  
12:30-2:30 Rest/Nap/Quiet Time  
2:30-3:30 Free Time or Specials (YOGA/ Language)  
3:30-3:45 Snack time  
3:45-4:30 Gross Motor/Outdoor play  
4:30-5pm Storytime  
5pm- Dismissal

*\*This schedule is just an example of what our day may look like and can change based on the needs and direction of the children.*

## **Meals and Snacks**

SSBD Learning Center LLC will provide nutritious meals for the children in care. I follow the Child and Adult Care Food Program guidelines, to monitor the servings of meals provided and to promote healthy eating habits. At mealtime the table is set, to model good table manners. Weekly menus are posted for your viewing. Breakfast, Morning Snack,

Lunch and PM snack, Dinner when applicable. All meals are homemade, nutritious and are served family style. Meals are included in tuition prices. Milk options are whole, 2% and Lactaid and all juice served is natural, organic or sugar free. If your child has any food allergies please notify us immediately, so accommodations can be made.

### **Food Allergies**

If your child has any food allergy, you must notify me in writing upon enrollment so that appropriate meal substitutions can be made for your child and must be updated yearly or as needed. Because food allergies can be life threatening, any child with a food allergy is required to have an allergy action plan in their record.

### **Discipline**

Children in my care are expected to respect one another and our environment. I use strategies that allow the child to take responsibility for his/her actions. I focus on teaching children appropriate behavior. I use several different techniques. Distractions and redirection are my favorites.

Children will be children and have children moments of not wanting to share or hitting each other. During these times I will encourage the children to talk to each other and work it out with words and positive actions. My discipline method will consist of Positivity, Clear Expectations, Gentle Consequences, Open Communication, Teamwork and Emotional Coaching and Nurturing. In extreme circumstances, the calming corner may be used, 1 minute per year of child's age.

Physical punishment is NEVER used, even if requested by the parents(s).

### **Health Information**

In order to maintain a healthy environment, we ask that you not bring your child to school if they are showing signs of any illness. I will conduct a quick health check upon arrival daily.

If your child becomes sick during the day, you will be contacted immediately and requested to pick them up.

You will be contacted if your child shows any of the following symptoms:

1. *A temperature greater than 100.4, and needs to be fever free 24 hours (no medication) before returning*
2. *Discharge from eyes or red eyes*

3. *Discharge from ears*
4. *Vomiting or diarrhea lasting over several hours*
5. *Any rash or skin lesion that blisters*
6. *Any COVID-19 symptoms (See COVID-19 policy)- we follow all CDC guidelines as it pertains to COVID-19*

If you are unable or unavailable, please have a backup plan. Childcare rates will not be reduced or prorated for time missed due to illness.

The center will notify parents when another child comes down with a communicable disease and we may have to shut down for 1-2 days to disinfect the facility to prevent the spread of said illness.

## **Medical Conditions**

Please inform me of any medical condition (s) your child has at time of enrollment or when it presents. This allows me to be better prepared to handle any emergency that may arise.

## **Medication**

The law requires a prescription for all medicines that are to be administered in a school setting, including childcare. Over the counter medication (Tylenol, Motrin, Cough Syrup) may be administered only with a note from a physician. All prescription medication must be in the original packaging showing the name of the medicine, date filled, pharmacy information, ordering physician information, child's information, and direction for dosage. Permission to administer medication form (s) need to be completed by parent as well. I will keep a daily log of any medication given to your child.

## **Injuries**

First aid will be administered by me in the unlikely event that your child sustains a minor injury (for example scraped knee). You will receive an incident report. If the injury happens to swell or need medical attention, you will be contacted immediately. My program is equipped with several first aid kits, meeting state regulations.

In the event of a serious medical emergency, your child will be transported to the nearest hospital by ambulance (at your expense), while I try to contact you or your emergency contact person (s).

## **Biting**

Biting is found to be a normal state in the development of children, and common amongst infants and toddlers- sometimes preschoolers.

When biting happens, I will care for the child who was bitten and help the biter learn more appropriate behavior, to address the specific reason for biting. An incident report will be made, and both families will be notified. If your child is an excessive biter, breaks skin of another child, termination will occur.

## **Rest/Nap Time**

Cots, Sheet and Blankets are provided by me. Naps are very important in child growth. Rest time is required; however, children do not have to sleep. A quiet activity will be provided for those who do not wish to sleep.

## **Toilet Training**

If you know your child is in the process of toilet training, at least two/three pairs of underwear will need to be left in his/her cubby. My approach is positive reinforcement and encouragement. I will not push or force any child into using the toilet. From experience most children begin using the toilet regularly when they are ready too, usually between the ages of 2.5-3 years.

## **Outdoor Play**

The children will be taken outside every day weather permitting, playing close attention to the temperatures and the affect the cold or heat has on the children. Please make sure children have weather appropriate clothing on.

## **Outside Food**

Please do not bring any foods from home into my program. It is an extreme liability. I will accept food for infants if need be.

## **Toys**

We ask that you please leave toys at home or in the car. The materials and environment provide for the necessary mental and physical stimulation for the child. We ask that you especially keep toys that are often associated with aggressive play home *i.e., toy guns, wrestling men and superheroes.*

Sharing toys is very difficult for children, as well as we cannot be responsible for lost or damaged items. So please keep all toys at home. We promise your child won't miss the toy.

## **Field Trips**

We often take walks in the vicinity around my home. Parents will be notified prior to any off-campus field trips taken by transportation. A permission slip, payment (if applicable) will be required for such trips. All children traveling in a vehicle will be in a seat belt and/or care seat (according to state law). Parents are always invited to participate in outings.

## **Birthdays**

Birthdays are important and should be CELEBRATED! We will acknowledge each child's birthday during such time. I ask that you inform me ahead of time if you are planning to bring snacks, treats on your child's special day.

## **Parent Donations**

We welcome donations of almost any kind! We will always keep a "donations needed" list at the front entrance. All donations are tax deductible. Just ask for forms, if needed.

## **Cell Phone Usage**

Please refrain from using your cell phone during drop off/pick up time. These are the times for us to communicate with one another about your child. In order to make the best of this short window of time, as well as be attentive to your child, other children, we ask that you **NOT** use your cell phone at any time while visiting the center.

## **Pets**

We are a pet friendly program. Our pets are a part of our family and are all child friendly. We have a dog, Sasha (Huskita). She's so beautiful and sweet as pie. Our cat is Paige, she rarely comes out of hiding, especially when guest is around. We recently lost our dog Mitch (small mixed breed), we had him for 4 years, he ran out the house early March and hasn't returned yet. We are deeply saddened by losing Mitch, and pray he returns home soon. All of our pets are vaccinated and in great health. We also have a Betta fish and Bearded Dragon, Gabby.

## **Home Safety**

I pride myself in having a warm, loving and safe environment in which your child free to explore, play and learn. Some features of my program that help ensure your child's safety are:

- *Working smoke detectors on each floor, near cooking and sleeping areas.*
- *Working carbon monoxide detector near sleeping area.*
- *Adequate ventilation throughout my home.*
- *Air purifier runs throughout the entire day.*
- *Gates are used on stairways.*
- *Fire extinguishers are maintained properly.*
- *Fire drills are conducted monthly throughout the year, known and unknown. an emergency exit plan is located in the parent bulletin area.*
- *Well stocked first aid kits is kept near and used for walks/trips.*
- *Toys are age appropriate in good repair and non-violent.*
- *Electrical outlets are covered.*
- *Medication is out of reach.*
- *Cleaning products are out of reach and locked in cabinet.*
- *Hot water heater is regulated at 110 degrees.*
- *Animals are child-friendly, properly immunized and in good health.*
- *I am certified in Infant & Child CPR and Pediatric First Aid.*
- *I am Licensed to Carry in the State of PA, however, my weapon is locked in a safe, locked in my bedroom, on the 2<sup>nd</sup> floor of my home which is not accessible by the children in my care. The ammunition is also kept separate.*
- *My home is secured by ADT security, under 24-hour surveillance (2 cameras on 1<sup>st</sup> level).*
- *Ring camera is installed on the outside of my home, 2<sup>nd</sup> level.*
- *Yard is free of splinters and other harmful objects.*
- *Yard routinely treated to deter insects and rodents.*
- *Safety approved play equipment and toys.*
- *Children are never outside unsupervised; area is gated and locked*
- *Smoking is completely prohibited on my program's premises (indoor and outdoor).*
- *Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.*

### **Clothing and Jewelry**

Please dress your child in practical clothing that allows for freedom of movement and appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, water, and other sensory activities. Protective gear will be provided for these activities as well.

Flip flops or any open toe shoes are not appropriate for play therefore are not permitted in my program.

Please no dangling jewelry; earrings (post are fine), bracelets, or necklaces. No beads, as they are a choking hazard for our infants and young toddlers.

### **Reporting of Suspected Child Abuse/Neglect**

It is our intent to build a healthy relationship with our parents to help build a safe environment free of harm for children. To help with this goal, we have many resources and referrals available to parents upon request. It is very important, also, for parents to know, state law requires that any incidents of suspected child abuse or neglect be reported to the appropriate agency. It is then the responsibility of said agency to investigate each case reported.

### **Emergency Procedures**

Parents need to keep a current *Emergency Contact Form* on file. It is the parent's responsibility to provide me with any changes/updates to emergency contacts. Parents will be contacted immediately in the event of an emergency. If you or those listed cannot be reached, I will contact the physician specified on your enrollment form (s). In case of a serious emergency, the closest hospital will be used via ambulance (at the parent's expense).

### **Emergency Evacuation/Fire/ Shelter in Place /Severe Storm Plan etc.**

In the event of an emergency, the children will be evacuated from the home and taken to one of the two possible meeting locations, or shelter in place. All parents will be contacted immediately. Once cleared, instructions will be provided for pick up. For more detailed information, please review the, *Childcare Emergency Plan* which is located in the parent bulletin area at all time for your review.

### **Closing due to extreme weather**

Should severe weather or other conditions (ex: snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, or water) prevent us from opening on time or at all, notification to the families will be made by phone call to each family.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. It is your responsibility to pick up your child or make back-up arrangements.

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# Parent Handbook Acknowledgement

**Please sign this acknowledgement, detach it from the handbook, and return it to me prior to enrollment.**

This handbook may be updated at any time, and notice will be provided once revised.

Thank you. I look forward to getting to know you and your family.

I have received, read and reviewed the ***Parent Handbook*** in its entirety. I understand it is my responsibility to familiarize myself with the ***Parent Handbook*** and to ask any questions I may have regarding any policy, procedure or information contained in the ***Parent Handbook***.

Parent/Guardian Signature

X \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature

X \_\_\_\_\_ Date \_\_\_\_\_

Childcare Provider/Owner Signature

X \_\_\_\_\_ Date \_\_\_\_\_