

Paige's Daycare Center Policy Handbooks

Welcome

This handbook contains all the information about the child care center's policies and rules.

Philosophy

This daycare facility focuses on helping children become independent individuals and recognizing the world around them. All children will be respected and treated that way.

Goals

- To encourage independent thinking
 - To encourage creativity
 - To respect others and their selves
- To advance motor, social and emotional skills

Hiring Policy

The facility administrator will do their best to hire the best staff. The staff will need to undergo yearly training. All staff will be respectful towards the children and other staff members. Background checks will be required for each staff member. CPR and First Aid will be a requirement for all staff members to have or to take before starting.

Hours of Operation

Monday thru Friday

7:00a.m.-5:30 p.m.

Holidays: The center will be closed on the following holidays: New Year's Eve, New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Friday after Thanksgiving, Christmas Eve, Christmas Day.

*If the holiday falls on a Saturday or Sunday the holiday will be observed on the Friday before or Monday after.

Rates

Infants (6weeks-23 months)

\$750.00

Toddlers (2 years-3 years)

\$700.00

Preschool (3 years and up)

\$650.00

Lunch and Snack

The daycare facility does not participate in the food program. The daycare facility will charge for lunch and snack each day. The cost will be added on to the bills that will be out at the end of the month. The prices for lunch and snack are:

Infant Lunch: \$0.75

Infant Snack: \$0.50

Toddler Lunch: \$1.75

Toddler Snack: \$0.75

Preschool Lunch: \$1.75

Preschool Snack: \$0.75

Lunch is served at 11:15 a.m. and Snack will be served at 3:15 p.m.

Illness

If a child is sick a parent will be notified and upon pickup of child the staff member in the room will let the parents know when the child will be able to return to the center. A form will have to be signed so both the parents and the facility are on the same understanding. Some things that your child may get sent home for: Fever, vomiting, diarrhea, pinkeye,

chicken pox, rashes with fever, and some other possibly illnesses as they arise.

Transportation

Transportation is not provided by the facility. If there is a scheduled field trip then the parent will have to sign a form stating that it is okay for their child to go. Each child will need to provide a car seat to be able to go on the field trip.

Child Abuse and Neglect

As mandated by law, any person working at the Child Care facility that suspects abuse or neglect must report it with the County Child Protection Agency.

Grievance Policy

If there are any complaints or concerns about the program let the administrator know as soon as possible so all concerns or complaints can be fixed.

Accountability Policy

We ask that if a child is not going to be at the center a certain day they let the facility know as soon as possible. We want to make sure that everyone is safe so if we have not heard from you by 9:00 we will contact you to see if your child will be coming that day.

Daily Reports Policy

Every day the staff member in the room will write up a daily report on how the child's day was and inform the parents if they will need to bring something for the following day.

Naps and Quiet Time

There is a daily time for all of the children to take naps. The nap time is 12:30-2:45.

Infant naps: Infants will be in sight at all times and the staff member in the room will check on the infant every 10-15 minutes. All infants will be placed on their backs when they are sleeping.

Guidance and Discipline Policy

All discipline that is done will be on an educational level. We want all students to be free to be themselves without hurting or disturbing others in the facility. If problems persist then the parents, staff, and administrator will meet to come up with a plan. If the problem does not improve outside resources may be contacted.

Injuries and Accidents

If there are any injuries or accidents that may need medical attention parents will be informed immediately. If a child needs medical attention they will be taken to the medical facility that is listed on the child's information sheet. All first aid used in any accidents or injuries will be documented.

Outside Water Play

Due to recent events that have taken place we will not offer swimming.

The only water activities that the daycare facility will take part in is sprinklers. Before partaking in water activities parents will need to fill out a form stating if they will allow their child to partake in the activity.