



Learn With Me Daycare

~\*~ Policy Handbook ~\*~

Learn With Me Daycare  
Provider  
470 Delsea Dr Sewell NJ 08080  
Address  
856-464-2723  
Phone #  
LearnWithMeDaycare@gmail.com  
Email  
www.learnwithmedaycare.com  
website

We are a **Professional Child Care Provider**, not a babysitter. Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school. In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. There is a lot of information here. Please read all of it. If any of the policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation. These policies are enforced for the same reasons policies are enforced in any job situation - for fairness and respect. If you have any questions please ask.

At Learn With Me Daycare you are paying for a specific slot, NOT per hour or per day, so no discounts are given if your child does not come to care. The policies listed below are set forth by the Child Care Provider and are in accordance with the Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the Child Care Provider.

### **Business Hours/Overtime**

We provide childcare from Monday to Friday 6:30am-6:30pm. Late pick up fee for parents picking up their children after center has closed is as follows:

| Minutes late | Charges |
|--------------|---------|
| 1-5          | \$5.00  |
| 6-10         | \$10.00 |
| 11-20        | \$20.00 |
| 21-30        | \$30.00 |
| 31-40        | \$40.00 |
| 41-50        | 50.00   |
| 51-60        | 60.00   |

To ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning us to let us know someone other you or your designated pick up people will be picking up your child is fine if we know the person or your child can identify him or her and they can provide appropriate identification. If you are a half hour late with no notice we will call the child's emergency pick up people if we are unable to get a hold of anyone after an hour we will then contact emergency personnel and DYFS.

### **Weather**

If we are under severe or threatening weather conditions we are closed: tornadoes, blizzards, and severe wind chills and/or temperatures. Typically if the schools are closed then we are closed. School closing information will be posted by 6am that morning and can be found on our facebook page, website, center voicemail and myfoxphilly.com.

### **Registration**

We require a \$50.00 registration for all children. PLEASE NOTE: We will not start providing childcare nor will your opening with us be considered saved until this registration is paid.

### **Admission Paperwork**

Before we will assume responsibility of caring for your child we MUST have the following:

- Signed Policy Handbook Contract
- Signed Financial Agreement
- Paper work as required by licensing regulations

- Client & General Information forms
  - Transportation, Photo and Swimming (summer only) release forms
- PLEASE NOTE: All forms must be updated yearly.

### **Payment and Late Fees**

All payments must be received by the agreed upon payment option. When the payment date falls on a weekend or a statutory holiday, fees are due on the Friday before. If fees are not paid our facility will not watch your child.

We realize the financial burden that childcare places on parents, and hope parents understand that as a business childcare places financial burdens on the provider. These include, but are not limited to groceries, utilities, insurance, programming, toys and equipment. If fees are not received when due a \$5.00/per day charge will be applied to the amount owing. This charge will be in effect until all monies plus late charges are paid in full. Should it be necessary, Learn With Me Daycare will take all outstanding accounts to court and collections. Parent/guardian is responsible for all court costs.

Learn With Me Daycare offers flexible full time payment plan options weekly, biweekly, or monthly. All payments must be received by the agreed upon payment option. Payment is due at the beginning of the week for the days of care. If a parent or guardian chooses weekly payment, tuition is due Friday prior to week of scheduled care. If biweekly is chosen payment is due Friday prior to the first scheduled day following the two week payment. If Monthly payment is chosen payment is due at the first of the month for the upcoming month. When the payment date falls on a weekend or a statutory holiday, fees are due on the Friday before. I will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian is responsible for all court costs.

Checks: There will be a \$30.00 charge for all checks returned N.S.F. plus any additional charges incurred to by the bank. Parents who have two or more N.S.F. checks will be required to pay by cash or money order.

Termination of contract: Parents shall provide the center with two weeks' prior notice if you intend to withdrawal your child from the center. It is the parent's responsibility to continue to pay for the two week notification period whether the child is present or not. Failure to give notice or pay for the tuition will result in a file of small claims court and report to the local credit bureau.

Due to cost of living increases, monthly childcare fees may increase per child per year with proper advanced notification.

### **Provider Holidays / Sick days**

- We are closed on all Statutory Holidays.
- Any other closings we will provide at least one month's notice of the dates if applicable.

### **Observed Holidays Center Closed**

New Year's Day January 1

Memorial Day Monday

Independence Day July 4 & Day After (if falls on a Thursday or Friday)

Thanksgiving Day & Day After

Christmas Day December 25

Additional closings may be made for emergency situations and will be notified as soon as possible, I.e. no electricity, heater issues, inclement weather etc.

### **Parent Vacations**

Please notify me as at least 2 weeks in advance when you plan to take vacations. Full payment for all days and hours your child is normally scheduled to be here. We expect children to be with their parents during parental vacation times. Payment is due prior to your vacation. Even while you are on vacation your child/children's spot is still being held. Parents are given 1 vacation week per year that they may use to their digression.

### **Extended Absences**

In cases of your potential absence due to maternity leave, summer, or extended leave from your job, we will require ½ of your monthly fees for the entire time of your absence to hold your child's position. We must receive at least a 1 month written notice and the leave must be for no longer than a 1 month period during the months September – June and no longer than 2 months from July - August.

### **Arrival and Departures**

Children are to arrive clean and fed (unless arriving before a meal time).

Please do not allow your child to walk to the door by themselves at drop off. It is important to take a minute to walk them to the door. This gives us both the opportunity to discuss any schedule changes for the day or anything else. At pick up, please do not let your child leave the house until you are leaving also.

It helps your child tremendously if your child is aware that you will be arriving early (or late) in that they come to expect regularity and thrive on it. Please keep me informed so we can, in turn, keep the child informed! Drop-off and pick-up times are not good times to discuss serious problems. Little ears and minds hear and understand everything We are not comfortable discussing a child in the presence of anyone but their parents. Topics that concern day-to-day events or light-hearted discussion are fine.

### **Cleanliness/Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. Please have your child bathed and dressed for play. A clean child is a healthy child.

Infants sleep separately; please provide clean blankets, to be used only by them. Beginning at toddler age washable nap mats or couches are used. Each child has a separate nap mat with blankets provided by you to be used only by your child. These blankets will come home with your child at the end of the week to be washed and should return with them at the beginning of each week. Toys are sanitized with a bleach solution once a week (Fridays).

### **Termination**

The first two weeks of childcare are to be an adjustment period. It is my responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or myself can terminate the contract anytime during the adjustment period in writing on or before the 14<sup>th</sup> day after care starts.

Following the adjustment period, two weeks written notice is required by the parent or myself for all contract terminations. Fees will still be due if the parent withdraws the child before notice is

given, or at any given time during the notice. Two week's fees may be paid in lieu of two week's notice. Termination notice will NOT be accepted while provider or parents are on vacation.

We will provide the parents with two week's written notice if we are no longer able to care for your child. You are still responsible for paying the monthly fees during this notice regardless, whether your child attends or not.

We will terminate our child care arrangements immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this book.
- Failure to comply with the contract.
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
- Non-Payment of childcare fees or late and/or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect towards provider or provider's family.
- If parents knowingly bring their child ill.

### **Child Abuse/Neglect**

It is law and also our responsibility as a childcare provider to report any and all abuse or neglect performed on a child. We cannot turn our head on a child that has been abused or neglected. Therefore, We will notify Children's Protective Services and the Police Department when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited.

### **Supplies**

Parents are responsible for supplying:

- Bottles, Formula, Baby Food, sippy cups, baby spoons
- Diapers & Wipes
- A full change of clothing
- Any other supplies your child may need.

**You will be notified when we need more supplies for your child.**

All personal belongings should be marked with child's name.

### **Donations**

Donations help me keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Snack Foods (fruits, crackers, etc)
- Dress up clothing, costumes, jewelry, hats etc.
- Magazines for cutting, especially ones like National Geographic that depict other cultures, or any that have lots of pictures of people, children, or animals. We are looking for pictures that would appeal to children.
- Paper of any kind, brown, white, colored, waxed, foil etc.
- Crayons, water color paints or any misc. art supplies such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

We teach the children creativity, problem solving, and pride in their skills. Sometimes these values get messy. Some days we will be painting, please provide your child with a large old shirt that you would not mind getting messy.

### **Toys**

We provide a wide variety of playthings. We ask that no toys be brought to daycare from home. Anything brought will be put up safely until the child is picked up. This policy is for the concern of all children in my care. Oftentimes children have a hard time sharing the toys they bring from home. The ONLY exceptions to this policy are:

- A special blanket OR stuffed animal/Doll to be used during Nap Time. This will be put up and ONLY used for the appropriate time. Please limit your child to one thing.
- Show and Tell. At times we will have a "Show and Tell" period. I will inform you ahead of time when this may occur.

### **Meals & Snacks**

Meals and snacks are provided by the parent. We do have heating capabilities and water will be provided. The meal schedule I follow is listed below. If the Child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled Meal or Snack. Children arriving after 8:15 A.M. must eat breakfast at home before arriving.

- 8:00–8:30 A.M. Breakfast
- 10:00-10:15 A.M. Snack
- 12:00-12:30 P.M. Lunch
- 3:10-3:30 P.M. Snack

If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well balanced lunch and snack for their child. No junk food, soda, gum etc.

### **Child Illness**

Under no circumstances should you bring your child to care sick (fever of 100°f or higher, vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.) If you are not sure your child is well enough to attend child care call and discuss it with me.

Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination. It is also inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure. If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense. If your child is out ill regular fees still apply.

Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however we will call you if your child is just plain miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e. a child wanting to sleep all day, lay on the couch and watch TV etc.)

The Health Department regulations prohibit the admittance of any child into a family childcare home that exhibits any of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication

- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

We have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in my care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of my calling a \$5.00 for every 15 minutes or portion thereof charge may be assessed. If we have to call a parent to pick up a child that has been dropped off for care too ill to participate in the day the child will also be required to stay at home the following day. Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. We are responsible for the health and well being of many children so we closely follow health department regulations when it comes to illness. We understand and respect your need to be at work, but your cooperation is extremely important on this.

### **Medication**

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed.

Child care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed Permission to Administer Form. All medication must be in the original, labeled container. Blank permission to administer medication forms are kept in your family connection folder.

### **Medical Emergencies**

Minor bumps and scrapes are inevitable, but we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, we will call the emergency contact numbers supplied to me to make the medical decisions for the child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

### **Nap/Quiet Time**

All children will lie down for a nap/quiet time each day. We will not force your child to sleep but they will be expected to lie down quietly.

### **Technology Policy:**

Children 2 ½ years and older are allowed technology in 15 minute increments with 15-20 minute activity breaks in between.

Children under the age of 2 ½ are only allowed music during nap/ rest time.

Staff may communicate with parents and guardians through the following technology methods: Facebook messenger, text, phone, email, mail, remind 101, cake childcare web portal & app.

## **Damages**

It is expected that your child be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

## **Potty Training**

We will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they do not do it while in my care and at home. You must work with your child at home, either during vacation or over a weekend before we will begin potty training here. Clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls and suspenders when in a hurry to use the bathroom may create a problem. We also require that each potty training child have 6 changes of training pants or pull ups. Extra changes of clothing are also necessary, including socks.

## **Behavioral Goals**

While in my care only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, restraint, or to, verbal, emotional, or physical punishment. We believe the most effective ways of enforcing positive behaviors are: Praise, Respect, Re-Direction, and Positive Re-Enforcement. We don't play "REF"; I use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know we are always available to listen and help, not to judge. Our goal is to coach the children so they can negotiate compromise, brainstorm and work it out together. We do not believe in "adult initiated" time outs, as I feel when used punitively it takes away from a valuable teaching experience. We will only place a child in time out if we feel that they are a threat to the safety and well being of themselves or others. When this becomes necessary we make sure everyone is all right, and then a staff member stays with the child. If something of a more serious nature or a persistent behavior should occur that is of concern to me or a threat to the safety of others, we will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and in our care. If the problem cannot be resolved arrangements must be made for the child to receive care elsewhere.

### **A. POSITIVE DISCIPLINE**

1. Caregivers shall use positive discipline, which shall include the following:

- a. Communicate to children using positive statements.
- b. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
- c. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.
- d. when placing a child in time out the child must be removed from the activity but still in the area of the activity. A caregiver must be present at all times with the child in the time out.

### **B. INAPPROPRIATE DISCIPLINE**



1. Any person, while on child care premises, shall not engage in any of the following actions toward children:

- a. Inflict corporal punishment in any manner upon a child's body.
- b. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.
- c. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- d. Placement in a locked or dark room.
- e. Public or private humiliation, yelling, or abusive or profane language.

C. Staff shall not associate disciplinary action or rewards with rest, food, or toileting.

D. Caregivers shall not:

- 1. Use time out for any child less than one (1) year of age.
- 2. Use time out for any purpose other than to enable the child to regain control.
- 3. Physically restrain children except:
  - a. when it is necessary to ensure their own safety or that of others;
  - b. only for as long as it is necessary for control of the situation.

E. DISCIPLINE DOCUMENTATION/ COMMUNICATION TO PARENTS

- 1. This Policy shall be distributed to parents and staff.
- 2. Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child.
- 3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.
- 4. Misbehavior will result in written discipline form to be put in child's folder. After 3 discipline referrals the child will be suspended for 2 days and a meeting with the parent will be required. If the child receives 3 more discipline referrals the director will place the child on a two week probationary period where the child's behavior needs to improve. During this time if a plan cannot be implemented for improvement during the probationary period the child will be disenrolled from the center.

## **Expulsion**

Expulsion of a child from the center will result if the following occurs:

If a child has been provided with all steps in our discipline policy step 4 and behaviors have not improved the center as the right to expel the child.

If a child becomes a physical threat to themselves or others in the center: excessive hitting, kicking, biting, scratching, hair pulling or other physical harm the child will be expelled.

If a child threatens others, uses inappropriate, or derogatory language at the center the child will be expelled.

Other incidents or infractions will be discussed and will be up to the discretion of the director.

## **Policy Revisions**

Revisions to policies and procedures, contracts and forms we make may be done with a minimum of 2 weeks notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every January). We will notify parents in writing of any changes. All previous forms will become obsolete.

## **Open Door Policy**

While your child is in my care, you can always be assured that the door is open to you. Open Door does not mean that we keep our doors unlocked. For the safety of the staff and the children doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for a visit. I would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur when we are alone with the children. If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and we will call you as soon as we able.

## **Communication**

Communication is very important to us. When we accept a new family into the center we like to be sure that we can share openly any concerns or questions that may arise. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. Our staff grows to love each and we are always glad to have a chance to be a part of their lives. It is important that there is a similar childcare philosophy between us.

We welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by email, letter, phone or a scheduled conference. You may call me between 7:00 a.m. – 7:00 p.m.

Parents of infants/toddlers/pre-schoolers will receive a daily note. Some typical things that you may find on this note would be daily activities, feedings/meals, diaper changes, naps/quiet time, and things to remember or to bring.

**Learn With Me Daycare Childcare  
Letter Of Termination**

This letter is to inform you know that we will no longer be able to offer childcare services to:

| Child Name | Date Of Birth | Age | Sex |
|------------|---------------|-----|-----|
| 1:         |               |     |     |
| 2:         |               |     |     |

as of \_\_\_/\_\_\_/\_\_\_ . We will continue to provide childcare services until this date.

(Last Day of Care)

In accordance with Learn With Me Daycare Parent/Provider Contract & Agreements, you are required to pay for my services up to the last day of service stated in the Termination Letter, whether or not your child is present.

**Please Note:** In the event I am not paid for the services rendered up to the termination date. I reserve the right to give a written notice. At which time I will be forced to file a claim in Small Claims Court and report you to the local credit bureau unless I am paid immediately.

|  |      |
|--|------|
| Father/Guardian's Signature            | Date |
| Mother/Guardian's Signature            | Date |
| Danielle Miller/ Learn With Me Daycare | Date |

| Office                  | Use | Only: | File         | Name  |
|-------------------------|-----|-------|--------------|-------|
| Reason for termination- |     |       | File # _____ | _____ |

Top Copy – Office  
Parents

Bottom Copy –

**Learn With Me Daycare  
Parent's Letter Of Termination**

This letter is to inform Learn With Me Daycare that I/We

\_\_\_\_\_

will no longer be in need of your child care services for:

| Child Name | Date Of Birth | Age | Sex |
|------------|---------------|-----|-----|
| 1:         |               |     |     |
| 2:         |               |     |     |

as of \_\_\_/\_\_\_/\_\_\_\_. I/We understand that you will continue to provide childcare

(Last Day of Care)

services until this date. In accordance with Learn With Me Daycare Parents/ Provider Contract & Agreements, and provide the center with at least 2 weeks' notice prior to our leaving. If notice is not provided to the center parent is responsible to pay for the tuition for the two week notice period. I /We understand that I/WE are required to pay for your services up to the last day of service stated in the Termination Letter, whether our child (ren) are present or not.

**Please Note:** I/We understand that in the event Learn With Me Daycare is not paid for there services rendered up to the termination date. Learn With Me Daycare reserves the right to give a written notice. At which time you will be forced to file a claim in Small Claims Court and report us to the local credit bureau unless you are paid immediately.

|  |      |
|--|------|
| Father/Guardian's Signature            | Date |
| Mother/Guardian's Signature            | Date |
| Danielle Miller/ Learn With Me Daycare | Date |

**Office Use Only:** File Name \_\_\_\_\_

File # \_\_\_\_\_

Reason for termination-