



## Policies and Procedures

### Hours

Regular hours are from 9:00 am to 5:00 pm on Tuesday, Wednesday & Thursday.

### Admission

Children will be admitted to Hummingbirds after they and their parent(s) have visited and parent(s) have read this handout and signed a contract. A two-week check in will be made to evaluate that the arrangement is working.

### Getting Here

Parents will provide their child with a lunch, a clean change of clothes, foul weather gear, a blanket and pillow (if child naps), and any other seasonally appropriate clothing. Please arrive with enough time for your child's transition, meaning enough time to put your child's things away and say your goodbye. As a general policy, I ask that children **not bring toys or items from home** (I may be happy to accommodate the special friend that goes *everywhere* your child goes, talk with me). Please note that if a child does bring a toy to share I will not assume any responsibility if it is lost or broken. Do not bring gum or candy from home.

### Daily Schedule

- 9:00-9:30 Arrival and Greeting
- 9:30-10:00 Circle: music and sharing
- 10:00-10:30 Snack
- 10:30-11:00 Inside free play and creative projects (small motor)
- 11:00-12:00 Outside play, walks
- 12:00-12:30 Lunch
- 12:30-1:00 Story time
- 1:00-1:15 Transition: Hellos and Goodbyes
- 1:15-3:00 Quiet time (nap, rest, stories on tape, puzzles, picture books...)
- 3:00-3:30 Snack
- 3:30-4:30 Outside play or Yoga (large motor)
- 4:30-5:00 Transition: Clean up, gather belongings and say Goodbye

### Meals

I will serve a snack in the morning and afternoon. Parents are required to provide their child with an already prepared lunch if their child is to be here at lunchtime (morning shift, 12:00). If the food needs refrigeration parents are responsible for getting it to the fridge when they arrive. I am committed to serving whole, nutritious foods. The snacks provided will consist of grains, cheese, fruits and vegetables and will rarely contain sugar. Processed or artificially flavored foods will not be served. Please be very specific in indicating (in the space provided at the end of this contract) any special dietary preferences or concerns you may have.

### Access

All areas of my home used for day care will be accessible to parents at all times.

### **Staffing**

Hummingbirds will be staffed entirely by me, Bree Bird. In the event that I am unable to be here I will either provide a substitute care provider or close business for the day.

### **Pets**

We have one cat (Noche) in our home. He is very child friendly. If you have concerns or questions about him please bring them to me.

### **Field Trips**

We will take many walks to the park and other close by locations. Other trips may be planned with parent help and approval. I am open to suggestions!

### **Nondiscrimination**

Hummingbirds Play Care does not discriminate on the basis of race, gender, creed, family origin, parental sexual orientation, developmental disability or HIV+ status.

### **Religious Activity**

We will spend a great deal of focus on the seasons of the year at Hummingbirds. I will not explicitly involve any specific religious activity in our curriculum. I do believe that general ritual, Spirit and blessings are integral parts of a growing child. As well, I invite any family to share with us their culture and traditions.

### **Parent Communication**

I am committed to discussing progress and concerns with parents; I believe it both fun and necessary to clearly communicate about each individual child with their respective families! I will not communicate freely about a child/family with someone outside of that family. Please feel free to contact me via telephone if you would like to communicate anything regarding your child's care, growth and well being.

### **Updating Records**

It is important that all records remain current to ensure that I always have the proper contact numbers, etc. for each child. Be sure to inform me immediately of any changes in address, phone numbers, or emergency contact information.

### **Vaccinations**

Please be informed that my own two children, who live in the home in which care is provided, do not have vaccinations according to recommendation. If an outbreak of any communicable disease occurs I will contact you immediately regarding the matter. I will need a copy of your child's vaccination record; if your child is not up to date I have a waiver form from the Health Department you will need to sign.

### **Medication**

I will administer medication with the written authorization of parents. Prescription medication must be kept in its original container and must be stored in my refrigerator. A medication form will be signed and filed for the application of sunscreen (no prescription necessary).

### **Infection control**

In order to prevent the spread of infection in my home day care I will maintain a sanitary environment with particular attention to hand washing, cleanliness of food preparation and eating surfaces and the use of paper towels. Children will wash hands before eating, after toileting, after wiping nose and after playing outside. I will wash hands before and after handling food, after using the bathroom, after diaper changing and after wiping children's noses or bottoms.

## Illness

Colds are so frequent in childhood that there would be little to life if we avoided our schedules because of them; we will charge on through colds. However, you may not bring your child to Hummingbirds if:

Within the **last 24 hours** they have experienced:

- \* A **Fever** of 101 F
- \* **Vomited** on two or more occasions
- \* had **Diarrhea** (three or more watery stools)

OR they have:

- \* A draining rash
- \* Eye discharge or pinkeye
- \* Lice or nits

## Vacations and Sick Leave

Payment in full is expected when children miss their regularly scheduled times due to illness or for any other reason. This ensures you your space in my daycare and guarantees the continuation of your child care arrangement. With no less than 30 days notice I will grant a family up to one week's worth of regularly scheduled tuition per year at ½ price for family vacation. Any permanent changes in your child's schedule must be made in writing with thirty days notice.

Parents are not responsible for payment for any time I take off due to illness or holidays, with the exception of a one week paid vacation in the summer. For not more than one week sometime between June and August I will receive payment as usual although I will not be providing care for that week. The exact date of my vacation week will be provided to you with no less than 30 days notice.

Other holidays and vacation time (i.e. winter break) will be discussed as they come around, always with plenty of notice.

## Fees

There is a \$25.00 registration fee upon signing up at Hummingbirds. If after the two week trial it does not seem Hummingbirds is the right fit for your family this fee will be refunded to you.

Payments for care are due the week before the first of the month in advance for the coming month's care. Special arrangements can be made to accommodate families' paydays if necessary. A late payment fee of 15% will be added to any bill not paid by the 5th of the month unless prior arrangements have been made. A \$30.00 check fee will be charged for any returned checks. Part time care is available from 9am to 1pm or from 1pm to 5pm. Full time care is from 9am to 5pm. Drop in care can be arranged based on availability. Fees for part or full time care are as follows:

- \$7.00 / hour for children 3-12 months enrolled in a regular schedule.
- \$6.00 / hour for children ages 12 to 24 months enrolled in a regular schedule.
- \$5.00 / hour for children ages 2 to 5 years enrolled in a regular schedule.
- \$9.00 / hour for two children from the same family (\$4.00 / hr. each child thereafter).
- \$6.00 / hour for drop in care of a child not enrolled in a regular weekly slot (\$8.00 under 2).

## Overtime fee

I am open from 9:00 am to 5:00 pm. When a morning pick up (1:00) does not happen on time it interferes with the afternoon schedule. When children are brought before 9:00am or are not picked up by 5:00 pm it interferes with my own family's schedule. It is important that my family's privacy and self-care be respected, as Hummingbirds is also our home! Please be mindful of this and plan for timely pickups and transitions. A charge of \$20.00 will be made for any pick up after 5:15pm.

### **Emergency Medical Plan**

In the event that a child is injured in my care, I will administer first aid. If serious, I will contact parents. If the injury is life threatening, I will call 911. A consent for emergency treatment will be kept for each child.

### **Disaster Preparedness Plan**

#### **Contact**

I have established an out-of-state contact: Michelle Street @ 1-703-764-2815. In the event of a large scale disaster contact this person, she will be notified of the condition and location of your child as soon as possible.

#### **Emergency Procedures**

- I have identified safe places inside the home in the event of earthquake or tornado, and a meeting place outside the home in the event of a fire.
- All care providers know when and how to use the fire extinguisher.
- All care providers know how and when to shut off natural gas and electrical panels. The proper tools are available and both are accessible.
- I have a battery-powered radio for receiving emergency information.
- I have battery-powered flashlights in the event of a power outage.
- The home is equipped with working smoke detectors and a carbon monoxide detector that are tested monthly and batteries replaced annually (or as needed).
- I have up to date CPR and first aid training and have a first aid kit which is stored under the bathroom sink.

### **A Word about Discipline**

Discipline is about respect, relationship and teaching. Corporal punishment is prohibited at Hummingbirds.

My intention is to build rapport and positive relationship with the children in my care. I will provide routine, structure, clear boundaries and age appropriate activities. I will also provide, and expect: respect, a safe and loving environment, and a sense of security and belonging for each and every child. Inappropriate behavior will be redirected with an emphasis on problem solving, communication and self-esteem. I will use positive statements to set limits and I will be consistent. Paying attention I will give some room to let the children in a conflict “work it out”; I will step in to give direction, help problem solve, affirm feelings and give choices. I believe this approach enables children to learn consequences and develop inner discipline. If we want children to be problem solvers, we must allow them the chance to solve problems; and they need to be coached in how to do it.

In the event that a child becomes a threat to the safety of self or others, the child will be given a place away from others to redirect. Every effort will be made to help the child make a plan for successful behavior. If a child’s behavior continues to threaten themselves or others I will schedule a meeting with the family to discuss a behavior plan. If this plan fails to improve the unsafe behavior within a reasonable time frame, I reserve the right to discontinue care.

**Hummingbirds Contract**

Below we will set forth a contract to enroll your child in Hummingbirds. The contract will be given a starting and ending date no less than nine months apart. This just means that the schedule we set now will be held by contract until or unless other arrangements or changes are made verbally and in writing by mutual agreement (this can happen anytime). The contract will need to be renewed at the time of the ending date. Please provide all of the following information.

Child's Name:

Child's Birthday:

Parent(s) Name:

Home Address:

Home Phone:

Parents Work and/or Cell Phone:

Emergency Contacts (at least two, with best possible contact numbers please):

Other persons authorized to pick up your child:

Allergies:

Your regular weekly schedule is:

Monday      AM 9:00 - 1:00      PM 1:00 - 5:00

Tuesday      AM 9:00-1:00      PM 1:00 - 5:00

Wednesday      AM 9:00-1:00      PM 1:00 - 5:00

Thursday      AM 9:00 - 1:00      PM 1:00 - 5:00

Beginning date:

Ending date:

***I have read the Hummingbirds Policies and Procedures handout thoroughly, addressed any questions or concerns, and agree to the above contract.***

Signatures:    Parent(s) \_\_\_\_\_

                    Bree C. Bird \_\_\_\_\_

\* Please use this page to tell me anything about your child you would like me to know; strengths and weaknesses, special abilities, sensitivities or concerns, etc. I appreciate your unique insight into the child no one knows better than you.\*