



LAUGH & LEARN

HOME DAYCARE

ENCOURAGING DEVELOPMENTAL GROWTH IN A FAMILY ENVIRONMENT.

PARENT HANDBOOK

Welcome to Laugh & Learn Home Daycare
LIC # 073408571

The purpose of this Parent Handbook is to outline the policies and procedures under which I operate as a licensed child care provider.

Registration Checklist

Children may be enrolled from 0 years of age through four years of age, regardless of race, creed, or religious beliefs. The following forms are required by the State of California and need to be read, completed and/or signed prior to enrollment.

1. Parent Handbook (read)
2. Parent Provider Contract/Enrollment Form (complete/sign/date)
3. Child's Preadmission Health History-Parents Report (complete/sign/date)
4. Identification and Emergency Information (complete)
5. Personal Rights (complete)
6. Consent for Emergency Medical Treatment (complete/sign/date)
7. Nebulizer Care/Verification (complete/sign/date)
8. Caregiver Background Check Process (read)
9. Family Child Care Consumer Awareness Information (read)
10. Notification of Parents' Rights (read/sign/date)
11. Parent Notification Additional Children In Care (read/sign/date)
12. Immunization Card must be up to Date at Time of Enrollment (supply)

Definitions:

Full time childcare: Monday through Friday (4-5 weekdays) anytime between the hours of 7:00am and 5:30pm

Infant/young toddler: 0-24 months

Older Toddler/Preschooler: 2 and 4 years old

State Licensing Requirements

Laugh & Learn Home Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to my home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. I believe that these standards are in the best interest of the children. My home is subject to inspection by state and city health, fire, and licensing officials.

Ages Accepted

At Laugh & Learn Home Daycare I specialize in childcare for **children ages one month to four years old**. That is to say that when your child turns 4, they will receive a diploma saying they graduated from Laugh & Learn Home Daycare. At this age, I suggest your child moves on to a preschool type setting in order to help them get used to being around a larger group of children and experience new teachers, in a continued effort to ready him/her for kindergarten. If you believe your child needs a little extra time with us, then just discuss that with me prior and accommodations can be made. I am licensed to take 8 children at one time, but I will only take 5 kids at one time. This allows me to focus more on the younger age group of children we have in our care, and therefore betters the childcare experience for all involved.

Termination Policy

The first **2 weeks** will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first 2 weeks of enrollment, I require a minimum of two weeks written notice per child.** (1 child= 2weeks notice, 2 children= 4 weeks notice, 3 children= 6 weeks notice)

If at any time, after consultation with the parent or guardian, I feel that you or your child is a safety risk to myself or any of the children in my care, including the child his/herself, I will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and I will first attempt to resolve any issues with you before resorting to termination of care.

Regular/consistent violation of policy: late payment, unscheduled early arrival/late pick-up, bringing a sick child, or any police herein or as amended, will be grounds for termination. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Advance Notice

If you will no longer be needing my childcare services before your child turns 4, thirty days' advance notice needs to be given to me. **Whenever possible even more notice is better.** This helps me tremendously. Reason being, unlike childcare centers I can only take 8 children. So, when I am full, I am forced to say NO to all incoming requests for childcare. If I have advance notice of discontinuation of needed services then it is possible for me to make future arrangements with new families inquiring about daycare for their child. This helps to keep my open spots fluctuation to a minimum, and helps me be able to focus more on being the best childcare provider I can be, instead of worrying about "the bills", and putting food on the table.

Daycare Hours

The daycare is open Monday through Friday **7:00am to 5:30pm** with the following holiday exceptions:

Holidays

President's Day
Memorial Day
Juneteenth
4th of July
Labor Day
Columbus Day
Veteran's Day
Halloween (closed at 4:30pm)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve - New Year's Day (Christmas Break)

Note: If the holiday falls on a Saturday, daycare will be closed the Friday before. If the holiday falls on a Sunday daycare will be closed the Monday after.

Sick/Personal Days

As strong as my immune system has become over the years, I unfortunately still get sick from time to time. Because of this I allot myself 7 sick/personal days per year. I also use these days for my continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep my childcare license in good standing. Of course, I will give you as much of an advance notice as possible.

Vacations

I allot myself 2 weeks of vacation a year. The dates of my vacation will be posted at least one month in advance. **Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.**

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

Deposit

A nonrefundable deposit equal to two weeks of childcare costs is due at time of enrollment. However, do not give me the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent hand book. Your child's spot is not secured until I have received both the deposit and the signed Parent-Provider Contract/Enrollment application. The deposit will be credited towards the first and last week of your child's enrollment.

Note: Please make checks payable to **Rena Miller**.

Application Fee

In order to receive an application packet, there will be an application fee of \$25 (nonrefundable) to cover the cost of start-up supplies for your child.

Payment Policy/Attendance

Payment is due on Friday the end of each week or on the first day of the week attending daycare. If payment is received after Monday of each week, a \$20 per day late fee will be charged. **It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance. Your daycare tuition will remain the same (AKA grandfathered in) through your child's first day of enrollment to their last** except in the following scenarios. (1) When changing contracted days of attendance. (2) Stopping and then restarting paid attendance in our daycare. In all scenarios, your new payment will default to the current price of the newly enrolled schedule.

Laugh and Learn Daycare may be forced to close down temporarily because of a public health emergency, such as the coronavirus. This may happen because I am forced to shut down by a government agency, or because we believe it is in the best interest of our families that we do so. If this happens and parents have paid in advance, I will not refund the money and continue to charge my normal rate.

Non-Sufficient Checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

Late Pickup Policy

If your child is picked up at 5:30pm, there will be a late charge assessed of \$1.00 for every one minute (unless prior arrangements have been made). **Please be courteous and arrive on time. After hours is time with my family.**

Health Matters

For the health and safety of your child, my children, and all of the children in daycare, **please do not bring your child to daycare sick.** In which case, I in turn may become sick making it difficult to care for the children at the high standards that I have set for myself. I can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with me. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within **one hour** of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Corona Virus (COVID-19) or any highly contagious Virus, Flu, or disease, that puts children, families, and community at risk, and harmful to others will abide by the following procedures. This is during any community or statewide outbreak or epidemic, and anytime it is present in our community. The following procedures will be enforced.

Procedures: Children who come down even mildly ill, or show symptoms of any of these harmful illnesses, will need to be seen by a doctor and tested to rule out any infection to these types of illnesses

and diseases before they are allowed back to childcare. A note on a physician's office letter head stating they were tested and cleared of any of these diseases will be required. Provider still reserves the right to refuse admittance and use her own discretion. All precautions must be taken to make sure child is not exposed to anyone you know, or family members that might have any of these harmful illnesses. Children must be kept home and quarantined if exposed to any of these harmful illnesses until it's safe and they are not infected or contagious. If you know anyone or have been around anyone that has come down with any of these diseases, you are to notify your provider. **Child Care will remain open during a community outbreak until we are advised to close by the State, Health Dept. or if it is in the best interest of my family and the children in my care.**

Children will not be allowed to attend childcare during any community outbreak of harmful diseases. If your child has symptoms of any illness including the common cold you will need to keep your child at home until the child has been assessed and cleared. This means all harmful diseases, viruses, Flu, Corona Virus and etc. that is a threat to the community.

- Drop-off and pick-up will happen at the door. If you need to come inside for any reason, please use the hand sanitizer, grab a mask at the door, and take shoes off.
- Absolutely no fever, not even low-grade fevers accepted.
- Runny noses, clear, yellow, or green not accepted.
- Cold Symptoms of any kind need a doctor's release stating it's not harmful and can return, the note presented must be dated. No exceptions.
- Exposure to anyone who has come down with a disease. Children and families will need to be tested to be sure they are free of contracting the illness, and a doctor's note is required that they are clear. (Always notify provider in any event a child has been exposed to any illness or disease, even mild ones).
- Children with allergies or mild colds that have been cleared to return, but still cough or sneeze will be required to wear a pediatric face mask.
- Parents who are home sick or staying home with other sick children will be required to keep children enrolled in my program stay home as well.
- No one is to bring a child to childcare with symptoms of any illness and risk exposing the other children in care.
- Parents will need to call provider and notify them anytime a child is home sick and what the illness is.
- IF anyone is sick in the family. It's best practice to refrain from kissing and making face contact with your children or other children to avoid the spread of the illness.
- It is best practice that any sick family member stays away from healthy family members during cold and flu season and especially during community outbreaks.
- All precautions to keep children safe and illness free is the responsibility of the parents.
- This includes keeping children safe and illness free at childcare and not bring children to care to expose other children.
- Provider reserves the right to send any child home due to any type of illness.
- Provider reserves the right to close childcare down without prior notice due to community illness/outbreaks.
- Parents are to always be aware and prepared to come pick-up child in case of illness of any kind but especially during a community outbreak.
- Parents should also take into consideration that there might be pregnant moms in the group and can't risk illness as well.
- Some children have weak immune systems, and all parents need to be aware that their child is not the only child in care, and all children and families are important.
- **HEALTH CHECKS WILL BE ADMINISTERED DAILY DURING COMMUNITY OUTBREAKS.**
- Provider will ask common health questions at drop off.

- **WE require any sick child to be 48 hrs. symptom free and medication free before returning to childcare and a doctor note during community outbreaks.**

Guidelines for Children Requiring Exclusion from Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that causes fevers cannot live in our bodies' abnormally hot environment. **However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.**

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or other, **please let me know as soon as possible so the day's activities won't be held up waiting for your child to arrive.** Also, I need to know how many children I need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.

Medication

At Laugh & Learn Home Daycare I do administer medications to the children with a written and signed parent's or doctor's consent form (which will be provided by the provider), given that the child is not contagious. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities. Examples of these would be; antibiotics for ear infections etc. and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if I will administer a certain medication or not, please feel free to ask.

Reporting Child Abuse

I am required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Medical and Dental Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, I will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform me immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Evacuation Procedures

Laugh & Learn Home Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. My emergency location of choice is the white hydrant that is on the corner of White Oak Dr. and White Oak Ct. A notice will be posted at the daycare with all information on the alternative sight. Directions are as follows: From Alberta Dr., make a left onto White Oak Dr. and the hydrant will be on the corner to your left.

Diaper Policy

I do not provide diapers or wipes. I ask you bring enough to stay at daycare. I will notify you when your child is running low. I do ask parents to provide diaper cream. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Cloth Diaper Policy

I do accept cloth diapers. I ask that the cloth diapers that are brought to daycare are the snap in kind. Please bring 6 cloth diapers and a zippered wet bag to daycare.

Toilet Training

I am more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups. **Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups/underwear.** Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

TV Viewing

On rare occasions, usually only on Fridays, we may pick an appropriate children's movie to watch. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Permission to Photograph and Video Tape

By signing a contract with Laugh & Learn Home Daycare, you grant permission for your child to be photographed and/or video-taped. Photographs will be available for sharing with the parents, may be posted on the website, may be included in newsletters. Children will not be identified by name in any external media. Video may include parent created video and instructional video uploads to my website.

Toys

I have a well-organized, separate, age-appropriate toys for the children. Older toddlers will not be allowed to be around or play with small objects and toys. During the initial adjusting period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with me to help remind your child of familiar people if he or she feels lonely during the day. However, **please do not bring your child's toys to daycare except on designated sharing/show and tell days.** As much as I try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Miscellaneous

- Here at Laugh & Learn Home Daycare I do not transport any child by car or any moving vehicle, unless a medical emergency requires us to do so.

- Understand that your child may be included in classroom evaluations by State Licensing officials and other parents observing their right to our open-door policy.
- Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

Open Door Policy

Please feel free to come and go at any time throughout the day to visit your child, however, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc.) would like to come and visit or play with the child for an **extended period of time**, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc., after which, feel free to bring the child back to daycare.

Behavior Management & Discipline

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try and teach the children in my care manners, kindness and to be respectful to others. One of the ways in which I do this is by the example of me as provider set. I understand that my actions and reactions speak much louder than my words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** The child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used when a child repeat ably will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around.** I will also remind them of the rules and correct them if needed.

Cleanliness

I take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. I am committed to keeping my home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. My home is kept clean and disinfected at all times. I thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. I wash my hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Rena washes her hands

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
- After handling a pet or pet equipment

- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands

- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home

Arrival and Departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. **Please be in control of your child during drop-off and pick-up times.** No one other than the parent or person designated by you will be allowed to pick up your child without **advanced written permission indicating the person's name and relationship to your child.** If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Supplies Needed at Daycare

Parents are responsible for supplying the following items:

- pull-ups
- diapers
- wipes
- diaper creams
- weather appropriate clothes and a change of clothes (which will stay at the daycare in their cubby),
- jacket
- **shoes that lace-up or Velcro and/or stay on feet (no flip-flops please),**
- pacifier (if needed),
- swimsuit
- sunscreen (Please apply sunscreen to your child on sunny days)
- Children will be sleeping on a mat: a crib sheet, a blanket, and a pillow are needed. **These items will be staying at the daycare. I will launder the items every Friday.**

If necessary, a comfort object for rest-time, and anything else your child may need. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. I am not responsible for replacing stained or soiled clothing. Furthermore, I suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

Note: As the weather changes throughout the year, so do your child's items needed at daycare. **I greatly appreciate your adherence to this subject, as it helps mine and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way I can care for your child in the best possible way.**

Meals/Snacks

I am a part of the Child Care State Food Program therefore each day I provide two nutritious and well-balanced meals and two snacks. I follow the state guidelines of nutrition for all meals and snacks. I do offer infant formula (Kirkland brand). You are more than welcome to provide your own. I provide morning breakfast at 8:30am, lunch at 11:30am and afternoon snack at 3:30pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is my goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. I know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

Special Diets

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then I must be informed, and when applicable given a doctor's note stating to the fact. I will adhere to the child's dietary needs. The parent has a choice of providing the child with the child's meals. If a child's meals will be provided by parent, the child's lunch box will need to be labeled with their name.

Learning and Fun

I will conduct the following activities with the children:

- literacy and language development activities
- expressive or sensory art activities
- health, safety, or nutrition projects
- puzzles, games, or manipulatives
- outdoor play
- large-muscle activities
- free play
- field trips
- construction and blocks
- music
- selected videos or television shows
- individual quiet activities
- dramatic play

Nap Time

The children will sleep on mats. Infants will be sleeping in Pack n Plays. My goal is to have all the children sleeping on the same afternoon nap schedule. Nap time for children will be between 1:00pm and 3:00pm each day. **The State of California requires that all children under the age of five have at least a two-hour rest period every day. No child will ever be forced to sleep; however, they are encouraged to remain quiet and on their mat during this time.** Please send a crib sheet, pillow, and blanket that can be kept at the daycare for your child. Crib sheet, pillow case, and blanket will be washed every Friday.

Daily Schedule

Older Toddler/Preschooler (24 months and older)

This schedule is just an example and is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age-appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

- **7:00 - 8:00** drop-offs, welcome children, free-play and/or structured-play, trains, story-time, etc.
- **8:30 - 9:00** breakfast, clean-up/wash-up
- **9:00 - 9:30** free play
- **9:30 - 10:30** outside play
- **10:30 - 11:30** free play
- **11:30 - 12:30** lunch time, clean-up/wash-up, and get on mats
- **1:00 - 2:00** rest-time and/or quiet-time
- **2:30 - 3:00** potty time/diaper changes
- **3:30 - 4:00** afternoon snack, clean-up/wash-up
- **4:00 - 4:30** free play
- **4:30 - 5:30** pick-ups, outside play (depending on season), coloring, play-dough, toys, story-time, etc.

Infant/Young Toddler (younger than 24 months)

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

- **7:00 - 8:00** drop-offs, welcome children, free play and/or structured-play, story-time, toys, etc.
- **8:00 - 8:30** breakfast, clean-up/wash-up
- **9:00 - 10:00** naptime (depending on age), flash cards, arts and crafts, story-time, stacking blocks
- **10:00 - 11:00** AM Snack and outside play time/diaper changes
- **11:00 - 12:30** free-play and/or structured-play
- **12:30 - 1:00** lunch time, clean-up/wash-up/diaper changes, nestle into play pens
- **1:00 - 3:00** rest-time and/or quiet-time
- **3:00 - 4:00** free-play and/or structured-play, books, flash cards, various learning toys, etc.
- **4:00 - 4:30** PM snack, clean-up/wash-up diaper changes
- **4:30 - 5:30** pickups, outside play (depending on season), puzzles, musical & dance, Storytime, etc.

Infant (1 to 6 months)

- **7:00am - 5:30pm** cuddles, love, affection, eat, poop, and sleep

Daily Connection

For children 24 months and younger, we use an extremely informative free mobile app called [Brightwheel](#) to keep parents up to date with their child's day. As soon as an event is created, it is immediately synchronized on each parent's account. The parents and staff have access to the information in real time. You will receive notifications of what time your child ate, what they ate, diaper changes, incidents, milestones, etc. We can also send parents pictures, videos, and messages in real time. Parents and staff are able to check-in/check-out children as well. Payments and invoices are also made through the app, making it easy on the parents and the provider to have everything done in one place. Please click on the Brightwheel link for more information about the app.

Pets

We do have three dogs. A black pug (Nala), white Maltese mix (Kaylee), and a white America Bully

(Bella). They are all friendly and very playful with children. They are outside pretty much the whole day or behind a gated area in the kitchen. Their immunizations are up to date and current on their rabies shot. I have a copy of their papers on hand for any parents that are concerned. There will be times when they will probably want to join the children when they are outside. I allow and encourage the children to interact with and care for my dog as a part of the child care program.

Guidelines - What Is Asked of Children

1. All food and drinks must be kept in the kitchen area.
2. No shoes in the daycare area and inside the home.
3. No playing in the bathroom.
4. No coloring on anything but paper.
5. Name calling and foul language or yelling is not allowed.
6. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
7. No pulling or picking of plants, grass, trees, or flowers.
8. No picking-up, pulling, poking Kelso (our dog).
9. All kitchen and bathroom cupboards are off limits to daycare children.
10. Take turns and share.
11. Help clean up.
12. Laugh, smile, play, and be happy.

Communication

So, I can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

Contract Adherence

This is my home as well as my business, so please be respectful of my family and home by adhering to the policies and procedures outlined in the parent handbook. I realize this is a lot of information to absorb. Because of this, **please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary.** I reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when I do make a change to the contract you will be given a copy.

A Final Note

It is important that you feel comfortable with my policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to me before enrolling your child in our daycare. I am always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. **Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.**

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Laugh & Learn Home Daycare handbook are understood and agreed upon.