

ADMISSION REQUIREMENTS

1. Each child must visit my daycare home for a half-hour before enrollment to meet the staff and to see how the child will interact with the other children.
2. Upon enrollment
 - Completion of a blue card
 - Completed child immunizations form
 - Completion of a emergency consent form
 - Completed napping agreement
 - Authorization to transport the child in my company van (If needed)
 - Authorization of field trips, walks,etc.

HOURS OF OPERATION

1. Sunshine Creative Family Daycare operates Monday-Friday from 6:30am to 5:30pm
2. Child drop off is between 6:30am-9:00am
3. Child pick up is between 3:30pm-5:30pm
4. No child will be able to enter the daycare sites after 12:00pm
5. If anyone other than the parents /guardian picks up the child must show any form on identification. They must be on the emergency consent form.
6. If the child is arriving after 9:00am the parent/guardian must phone the daycare in advance.

CLOSINGS

NEWS YEARS EVE
NEW YEARS DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
FRIDAY AFTER THANKSGIVING DAY
CHRISTMAS EVE
CHRISTMAS DAY

SNOW DAYS

1. If there is a severe weather storm or dangerous road conditions for the children safety there will be no transportation.
2. You may still bring your child(ren) to daycare but you must provide transportation to and from daycare.

FEES

-

<u>PART-DAY</u>	WEEKLY	DAILY
	-	
UNDER 1 ½ \$25	\$158	\$38
1 ½-2 yrs \$23	\$150	\$35
3-5 yrs \$23	\$150	\$34
6-12yrs \$22	\$149	\$33

1. You will be charged for all the days you agree to have your child(ren) attend daycare. If your child is absent you will be charged the minimum daily rate.
2. There will be an charged when daycare is closed.
3. There will be a 30 day notice if I feel the daycare arrangements needs to be terminated.
4. I would appreciate a two week notice if you plan to discontinue daycare.
5. Overtime fees will apply if the child is kept past his/her agreed care times.

DAILY SCHEDULE

6:30am-8:00am	Arrival/Free Play
8:00am-8:30am	Breakfast
8:30am-9:00am	Clean up/ Bathroom
9:00am-9:25am	Music/Math
9:25am-10:00 am	Circle Time
10:00am-10:15am	Am Snack
10:15am-10:45am	Outdoor Play
10:45am-11:30am	Creative Art
11:30am-12:00am	Structured Play
12:00am-12:30am	Lunch
12:30pm-2:30pm	Rest Time
2:30pm-3:00pm	Wake up/Bathroom
3:00pm-3:15pm	Afternoon Snack
3;15pm-4:30pm	Outdoor Play /Homework
4:30pm-5:30pm	Free Play/Pick up

MEALS AND SNACKS

1. All meals, snacks, and drinks will be provided.
2. Meals and snacks are nutritional and the daily menu will follow the guidelines recommended by CACFP food program.
3. A monthly menu will be posted.
4. If your child arrive later than a mealtime, you will be responsible for feeding the child. Please do not send any food with your child.

DISCIPLINE POLICY

Only the provider(s) may discipline a child.(ren)

Any discipline used must relate to the child's action and be handled without delay on the part of the caregiver so that the child is aware of the relationship between his or her actions and the consequences of those actions.

Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by, a caregiver. Interaction between caregiver and the child must take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided for in this policy will be prohibited.

** Corporal punishment is prohibited.

CHILDREN SUPPLIES

1. Parents must provide

- Diapers
- Wipes
- Change of clothes
- A supply of baby formula with clean bottles
- A small blanket.

2. All these items must have the child(ren) name marked on them so that it may be easily identified.

TRANSPORTATION

1. Transportation contract must be signed before any service is given.
2. Transportation fee must be paid on time
3. Your child will be transported in a van in safe operating conditions that is operated by a licensed and safe driver.
4. Your child will be in a seat belt or other protective devices for his or her age.
5. Infant, boosters or car seats will be furnished by the parent/guardian or provider so that we may transport within the state child safety laws.
6. Anyone one receiving transportation must provide at least (2) drop off places in the event if parent /legal guardian is not able to receive the child(ren) at the agreed drop off time.
7. The person must be at least 18 years of age and agree to receive the child(ren) and accept responsibility of the child(ren) care until the parent/guardian receives them.

HEALTH POLICY AND PROCEDURES

1. Medical Emergencies
 - Immediate first aid is given.
 - An ambulance will be called.

- Parents will be notified as soon as possible. If the parent is not available, other family or friends from your emergency consent form will be notified.

2. First -aid procedures

- First-aid is in accordance with the Red Cross first-aid class.
- All staff takes an Emergency Care and CPR for infants and children class each year.
- A complete first-aid kit and emergency numbers will be kept on all the sites.
- Parents will be notified of all accidents.
- A record of injuries will be kept on each child.

3. Illness

1. If your child becomes ill while in daycare, you will be notified and are expected to pick up your child as soon as possible.
2. If your child will be missing daycare due to illness, please notify the provider by phone in the morning or the previous evening.
3. Your child will not be able to attend daycare if he/she have the following symptoms
 - Temperature greater than 100 degrees
 - Rash or blisters on the body that are deemed contagious
 - Contagious cough
 - Swelling in any area of the body accompanied by a fever
 - Excessive vomiting
 - Diarrhea
4. If any of these symptoms are observed while the child is attending daycare, the parent will be notified immediately and will be expected to arrange for the child to be pick-up within one hour.
5. Below is a list of communicable diseases and duration of time your child must be excluded from daycare
 - Ringworm 24 hours of medication
 - Pinkeye 48 hours on oral medication

- Ear infection 24 hours on eye medication
- Cold or flu 24 hours on medication
- Chicken pox 7 days to 10 days