



Family Handbook

Licensing

We are a small home-based daycare providing care to a few children at a time. We are not licensed because it would raise costs and overhead. The licensing rules are not very helpful or safer than what we already provide. Our home is clean and safe, we cook healthy and safe foods, have pack-and-play beds for sleeping, safe activities, a 3 acre rural setting and a setup that meets or exceeds most licensing.

Inclusion

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination Policy

Equal educational opportunities are available for all children, without regards to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provided feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Celebrations

Our party policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We do not have holiday or birthday parties and instead do a yearly back to school party in fall and pajama party in spring.

Confidentiality

We abide by the state privacy law. All records and information about your child and family will not be released except for that required by our regulatory and partnering agencies unless we have your written permission.

I also ask that you respect my privacy and that of my family by not sharing any information you learn about my family without my written permission. For example, contents or layout of my home, vacation schedule, routines, etc.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit any time during regular hours. Open Door Policy does not mean the doors will be unlocked. Since our days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Fire Safety

Our home is fully equipped with 10 smoke alarms, carbon monoxide detector and fire extinguishers.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected always. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The highchairs 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 (kids count to 20 during every hand wash). We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Evacuation Procedures

In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is at my husband's parent's house next door to the East.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind altering or polluting substances is required to leave the premises immediately.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Removal from care

There are too many possible situations to list. We reserve the right to terminate care for any reason or no reason. We need to provide a safe, fun and positive experience for the children, their families and myself. We want to enjoy and love these little children. If a child or parent makes this not possible we'll ask them to please find care elsewhere that may be a better fit. For example some larger facilities may have employees trained to help a child in a specific way according to their needs.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family. I have received the Mandie's DayCare Family Handbook, and I have reviewed the family handbook with a member of Mandie's DayCare staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Mandie's DayCare Family Handbook that I do not understand.

Recipient Signature: _____

Date: _____