

# KIMMIE'S CLUBHOUSE

## PARENT HANDBOOK



### **Personal Information:**

I am a healthy, active mother of 5 kids. My husband and I have a blended family made up of 3 boys and 2 girls. They range in age from 28 years old to 16 years old. We have one child who still lives at home, 3 grandchildren and one on the way!

### **Experience:**

After working outside of the home for the last 2 years, I realized how much I had missed working and playing with children. I operated a successful home daycare for 8 years before ending that journey in January of 2018. I kept myself busy as a stay-at-home mom, helping with homework, attending field trips, baking for classroom parties and so much more! I have completed CPR and First Aid Training, along with other classes required to comply with standards for registration. A criminal history check has been performed on every family member in my home over the age of 10

### **Philosophy:**

I believe that the first years of a child's life are crucial in order to develop physically, emotionally, intellectually, and socially. Through nurturing and individualized attention, I will provide a warm, loving and fun environment for your child to develop the skills needed before they take their first brave step to Kindergarten.

### **Description of Program:**

I provide care for children in a loving and nurturing atmosphere. I teach numbers, letters, shapes and colors on a weekly basis for your child. We will sing, read and have "Club House" talks. This can be anything from what the child has learned or anything that they want to share. Every child will be encouraged but never forced to participate in our daily activities.

### **Objectives:**

My objective is simple. I want to provide the best quality care for your child in a loving, safe and stimulating environment. My home will remain safe and sanitary. I want you as a parent to feel comfortable, as well as your child, that your son or daughter is in a safe environment and happy atmosphere. I appreciate the trust you put in me on a daily basis. Therefore, my goal is to build your trust by being professional, dependable, honest, and most importantly caring for your child the same way I would want my own children to be cared for.

### **Attendance:**

If your child is unable to attend or will be late, please notify me **before** their normal arrival time. I also ask that you notify me **in advance** of any vacation or days off you have when your child will not be in attendance \*\*If your child is ill, you will be charged according to the number of hours your child was in my care. Anything over 20 hours is considered Full Time and anything under 20 hours is considered Part time.

### **Illness and Accidents:**

This daycare can only accept children in good health. I am depending on you to help me maintain this policy. You must notify me if your child/ren has been exposed to or has a contagious illness and I will notify you if your child/ren have been exposed to a contagious illness due to another child in my daycare. For the protection of all children and myself, you must keep your child at home if any of the following applies to them:

- Unusual lethargy
- Irritability
- Persistent crying for no reason,
- Difficulty breathing
- Diarrhea, vomiting
- Mouth sores

- Pink eye
- Chicken pox, mumps, measles
- Lice, ringworm, scabies
- Strep throat
- 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 cause fevers cannot live in our bodies abnormally hot environments. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore 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 is no longer contagious, and is otherwise feeling well enough to participate in daily activities**

**\*Admission is at the discretion of myself.**

### **Medication Administration**

I prefer to NOT give any medication. When a medication is needed, they should be given at home when possible. This has been made easier now that once and twice daily dosages are available. Please let me know when you drop off your child at the start of their day, if you have given him/her medicine at all through the night or anytime that morning. If for any reason your child has a reaction or gets severely ill where doctors or paramedics need to be called, I will need to have their medication information available to know how best to assist them. If it is necessary that your child needs any type of medication, including vitamins, homeopathic and herbal remedies and OTC ointments and creams, (prescription

or over the counter) during child care hours, I will need written authorization from your healthcare provider and from you. Ask me for the specific forms for this. Parents/Guardians are responsible for providing all medications and supplies.

All medicine must be in the original container with your child's name clearly labeled on it. Prescription medicine containers must bear

- Original pharmacy label that shows the prescription number
- Name of the medication
- Date filled
- Physician's name
- Child's name
- Directions for dosage

When no longer needed, the medicine will be returned to the parents/guardians. I can only administer prescription medicine to the child whose name appears on the pharmacy label. In most situations, children should not transport medications to and from this childcare home; this includes medication placed in a diaper bag, or backpack. Please hand it directly to myself so we can verify the amount of the medicine together (State Requirement) and I can place it in a locked area away from the other children. Nebulized medications and emergency injections (EpiPen) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

**In the event of an accident or illness at daycare** or if your child shows signs of any contagious disease, or any of the above symptoms are present you will be notified immediately and will be expected to pick them up within 1 hour of receiving notification. If you cannot be reached, your contacts will then be called in the order you list them to pick up your child. If they cannot be reached in the event of an accident, your child will be transported to the doctor or hospital listed on your enrollment form.

IF your child shows any signs of illness or contagious disease or any of the above symptoms, **prior to arrival**, please keep them at home and report their condition to me immediately.

### **Suspected Child Abuse:**

The State of Kansas requires that all members of a daycare institution be on the lookout for and report the to the State any and all cases of abuse to a child. I am therefore obligated to report to the State any suspected cases of child abuse and or neglect. I will try to respect your values and methods of child rearing within the bounds of safety and responsible child care practices. However, if it becomes apparent that the child is being harmed, I am required by Kansas Law to report such cases. IT IS UNLAWFUL TO DELIBERATLEY MAKE A FALSE REPORT OF CHILD ABUSE!

### **Pets on Premises:**

I currently have 2 additional family members. 2 spaniels, Domino and Gigi. They will have little access to the children. During daycare hours, my pets will remain isolated in another part of the house or outside.

### **Hours of Operation:**

My business hours are Monday through Friday 6:00 am to 5:00 P.M unless other arrangements have been made. I ask that you respect these hours and notify me when/if you are unable to pick up your child at normal departure time. Please keep in mind that just like you, I have family plans and commitments outside of my hours of operation

### **Registration Policy:**

Kansas State Law requires parents to complete the following forms:

1. Enrollment/Admission Form
2. Authorization/Emergency Information Form
3. Health Evaluation Form
4. Immunization record or signed exempt form

Before a child is admitted for care, I must receive a signed contract and terms of agreement. In addition, all enrollment forms including the Health Status Form and the Immunization Form must be received and signed by a physician or licensed nurse practitioner. The Health Status Form must be updated annually

for children under the age of 7 and every 3 years for children ages 7 and older. All other forms must be updated annually.

### **Meals:**

I serve breakfast, lunch and an afternoon snack. I focus on serving nutritious meals to all the children. If your child has a food allergy to one or two ingredients I will not serve them that particular item/items to them. If your child has severe allergies to several items, I will require you to provide their own food (snack and meals). If children are allergic to milk, you will be required to provide your child/ren their own milk, as well.

### **Toys and Candy:**

Please do not send toys, candy or gum to daycare with your child. The other children will want these items that your child may not want to share. I do not allow toy guns or weapons of any kind in the daycare. If any of these items are sent they will be put away until the end of day when your child leaves. This daycare cannot assume responsibility for the loss or damage to your child/rens personal items.

### **Birthdays and Special Occasions:**

Parents are welcome to send cookies, cakes or cupcakes to share with their child's friends on birthdays or special occasions. Please let me know in advance that you will be bringing "treats".

### **Media Use:**

I do allow the children to watch television. I try to emphasize programs with educational content, kindness to each other, seasonal specials and children's classics. Media use however will be restricted to certain times in our day. Examples would be while I prepare lunch, or on special occasions when weather does not permit us to play outside or movie days.

### **House Rules:**

House Rules are in place to keep the children safe and from harm.

- Walk while inside
- Quiet voices while inside
- Polite words (no name calling, foul language)
- Be kind (no hitting, kicking, pushing, biting, pulling hair or taking toys)
- Manners (please and thank you)
- Follow Directions

### **Discipline:**

The children are expected to behave in a reasonable manner to each other and are encouraged to work out solutions to problems between themselves. I will interfere in situations that are not safe or appropriate for your child. First I will try to redirect your child to another activity. If this does not work, then time out will be used. The child will be removed from the situation and placed in a specific area for time out for a cool down period, generally 1 minute per year in age. After the time out period is up, the child and myself will have a discussion concerning the reasons for the child being placed in time out. These discussions are designed to help the child learn the limits set in this childcare home.

Discipline and guidance will be nurtured with love, patience and concern through myself, resulting in a secure child with high self esteem and positive self-image.

**CORPORAL PUNISHMENT IS NOT ALLOWED IN KIMMIE'S CLUBHOUSE HOME DAYCARE!!!**

### **Repairs/Replacement of Personal Property:**

When children play, equipment and toys may be accidentally broken. This is expected, however if your child purposely damages any childcare property, or personal property of mine, my family or another child's such as a toy, book, equipment, or furnishings, you will be expected to replace the item or pay for the repair.



### **Minor and Serious Injuries:**

In the case of an injured child such as, but not limited to: Small bumps, scrapes and cuts, I will administer first aid (soapy water and band aid per the Department of Social Services) and the parent/guardian will be notified at the child's departure time. For more severe injuries, I will call the parent/guardian, or if needed 911 and then notify the parents/guardians. Should the child need to be transported, I will relay the parents/guardians choice of hospital as indicated by intake records. Should I be unable to contact a parent/guardian, I will call the person listed on your emergency form. I am certified in both CPR and First Aid.

If a child is lost, all children will be gathered in one area while I check the remainder of the childcare area and house for the lost child including outdoors and neighboring homes. If ever I am unable to locate a child, I will contact the police and the child's parent/guardian immediately.

In case of accidental poisoning, I will call the poison control center, determine what the child ingested, and follow the poison center's recommendations, call 911 if needed and alert one of the parents/guardians of the incident.

Serious Injury Steps:

1. Notify 911
2. Notify Parents/Guardian
3. Notify CCL

### **Fire Safety/Tornado Safety**

Fire Safety is a regular theme of the children's curriculum and we will practice fire drills monthly. Evacuation routes and procedures are posted downstairs near the stairs. With consideration to age-appropriateness, children will practice exiting the house safely and learn about fire prevention and safety. The children will also become aware of the designated "safe areas" for use during tornados or severe weather.

### **Arrival and Pick up time:**

All daily arrival and pick-ups should be on time. Early and/or late arrivals and pickups may lead to termination in services. If someone other than the parent/guardian is picking up the child other than the person responsible for getting the child, they MUST be authorized and on the child's enrollment application. If the person is not listed on the form I need to receive written authority in advance (no faxes please) that the person is allowed to pick your child up. I will also require a picture I.D to be shown to me. If an I.D. is not shown, I will NOT let the child go with the party and YOU will be required to come get your child. Should you need to discuss something with me, it is best you call and set up a time to either speak in person or on the phone after my hours of operation.

In the event of a court order restraining one parent or guardian from the child, I must have a written note from the custodial parent or guardian and a copy of the court order. Without this, I cannot prevent the non-custodial parent from picking up the child. If a child is not picked up by closing time and I have not been contacted, I will try to call both parents and then the other people listed on your enrollment form to pick up the child. As required by The State of Kansas, if no one can be reached, I am required by law to contact social services and the county sheriff and report the child as abandoned. I will engage the child in appropriate activities or allow them to watch a children's program on T.V while we wait for someone to pick them up. If it is during mealtime or the child becomes hungry I will serve them an appropriate snack or meal.

### **Parking:**

We strive to keep our driveway free from hazardous materials, so I ask that you please NOT Park in the driveway if your vehicle leaks any kind of material or fluid, especially oil!

### **What to bring:**

Parents will provide the following:

A change of clothes (several for potty-training children)

Diapers and wipes

Ointments

In the winter, boots, mittens/gloves, hat, coat

Please dress your children appropriate to the season and weather. Please do not dress them in their "Sunday best". We will play outside daily (weather permitting) and sometimes have craft projects.

**Absence/Sick Days:**

I will be fully compensated for any day your child is not in my home due to illness. If I become ill, and unable to care for your child, I will notify you as soon as possible and inform you of any back up care or in worst case that you will need to pick up your child. I will be fully compensated for any time missed even if you choose to find alternative care. \*\*The exception to this rule will be if you are full time and your child was in my care less than 20 hours for the week, in which case I will charge you according to my part time rate.

**Bereavement Leave:**

I will receive 1 week of bereavement leave when/if necessary. This leave is to be used in the occurrence of a death in the family, or a family member who is involved in a major accident of some kind, or a family member who has become severely ill and needs my assistance. I reserve the right to take any vacation days available in addition to the 1 week of bereavement. No payment will be required for the week of bereavement.

**Payment Schedule:**

**Payments must be received by the end of day Friday.** Payments not received on Friday may be assessed a \$5.00 per day late fee. Payments not received by the start of the day on the following Monday, may result in childcare termination. All payments and fees are still required on Friday even if your child is absent or unless you have contacted me and we have made other arrangements. Due to the small number of children in my care, rates cannot and will not be prorated, (\*\*see Absence and Sick Days & Attendance for exception). Checks made to me and returned insufficient funds, closed accounts or similar reasons must be rectified immediately by a cash payment plus an additional \$35.00 service fee, as that is what my bank will charge me. From that point on, all payments must be made in cash.

**Vacation:**

I will be taking 2 weeks of vacation each year. I will do my best to notify you at least 2-3 weeks in advance, if not sooner of my requested time off in order for you to find alternate care for your child.

In addition, I will not charge parents up to 2 weeks a \*calendar year\* for vacation time you take, provided I have received 2 - 3 weeks advance notice. If no notice has been given, I reserve the right to charge your weekly enrollment rate.

\*The beginning of your calendar year begins the day you enroll your child and ends one year from that date.

**Paid Holidays:**

The following days are holidays in which my childcare home will be closed and are regarded as PAID holidays:

- Presidents Day (3<sup>rd</sup> Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (May)
- 4<sup>th</sup> of July
- Labor Day (September)
- Thanksgiving Day & Friday after Thanksgiving
- Christmas Eve & Christmas Day
- New Year's Eve & New Years Day

\*If the holiday falls on a weekend, I will take either the Friday before or the following Monday off. You are responsible for finding care during these holidays.

**Dismissal of a Child:**

I reserve the privilege of dismissing any child if after enrolling he/she seems unable to participate in-group exercises or parent/guardian breaches contract or fees have not been paid.

### **Termination of Services:**

Parents/Guardians must give me a written notice of termination 2 weeks before your child leaves this childcare home. Your "deposit" will be used upon your child's final week here. Failure to give me proper notice will result in the normal fees being due (weekly rate and any applicable late fees). Please note, if you do not show up with payment on Friday, and you have not contacted me, I assume you have terminated your position and I reserve the right to fill your position immediately. Should the need for a claim to be filed and small claims court arise, you will also be responsible for all courts costs, collections costs, postage and additional fees related to the collection of your outstanding debt. This contract is subject to early termination by the daycare without prior notification in the event that the child has become disruptive or ungovernable in the opinion of the daycare provider. In such event, the daycare will be paid in full through the week in which termination occurs

### **Open Door Policy:**

I always welcome parents to drop by any time during the day to check on their children without giving me any kind of notice. I want parents to feel comfortable about their children being in a safe and comfortable environment. I do ask that if it is for an extended period of time, that you take the child with you in order to keep from disrupting the other children and activities that are going on in my home.

### **Recalled Toys and Equipment:**

When I become aware of a recalled item that I have in this home I will take the necessary steps to remove the item from my home and/or replace the item according to the manufacturer's instructions.

### **Alcohol and Drugs:**

Alcohol is not allowed in a childcare home during the hours of operation. Parents/Guardians are not allowed to pick up children if alcohol or drug use is indicated or by behavior or smell. In the event I will not allow your child to leave

with the person or persons under the influence I will call the names listed on your emergency form to pick up your child.

**Changes:**

If there are changes occurring in your family, such as a new baby, a move, an illness, a separation or divorce, please advise me so that I can work with your child more successfully during these times of insecurity and transition.

**Closing:**

I am a self employed Licensed Child Care Provider. I have tried to be fair in setting up these guidelines to help us both see what we can do for each other. The financial arrangements are there for my family to maintain a monthly balance we depend on and you can budget. I do expect the respect and consideration you would give any other professional. Please remember my business is necessary for the support and well being of my own family. Changes in the services or contract will be fully discussed. Your children are important to me, and I want to keep communication open. Please ask me for a conference at any time and if necessary I will ask the same of you. Please feel free to bring me any complaints or compliments. As required by regulations, I am listing the number to the Kansas Department of Human Services, which is 785-296-1270.