

CIRCLE OF LOVE DAYCARE, LLC

PARENTS GUIDE

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The following are basic procedures and practices that will be in place to insure your child's safety and happiness while in my care.

COMMUNICATION, EMERGENCY, AND SECURITY PROCEDURES

- A. I can release your child only to the people you list on the Child Information Record. You will be required to sign your child in when he/she is dropped off and sign your child out when he/she is picked up. There are no exceptions to this requirement. In an emergency, I can take your verbal authorization over the telephone for an alternate person. I'll need identification to be sure the person is whom you authorize to pick up your child.
- B. If there is a specific person that is legally restrained from picking up and/or having contact with your child, please BE SURE I have a copy of the court order. I will do everything in my power, including calling the authorities, to abide by the court order and protect your child. Additionally, if any person picking up your child exhibits signs of alcohol or drug use, I will attempt to keep your child. If I am unable to do so (i.e.: the person becomes violent) I will report their car license plate, name, address and last seen position to 911. This is one reason why it is so important that I have current information on who is allowed to pickup your child.
- C. By law, you MUST walk your child to and from the door when dropping him/her off and picking him/her up.
- D. If a situation arises and I have to leave home the following procedure will be followed:
- I may arrange for **substitute care** in my home during my absence. These types of situations would usually arise because of medical or other appointments that I must attend to during childcare hours. You will be notified if I need to leave your child with a substitute for an extended period of time. I will attempt to let you know of any appointments I may have that will require the use of substitute care the morning of the appointment day. However, there may be times that I need to make last minute appointments and contacting you first may not be feasible.
 - An emergency would be situations where the welfare of a person is threatened, including but not limited to: severe injury (to either the child or myself), natural disasters, fire, etc. In the case of an emergency, an alternate will be called in and you will be contacted by them to pick up your child immediately.
- E. If your child is seriously injured and requires immediate medical attention, I'll need a copy of the child's Insurance Card, this will eliminate delays in getting the care your child needs.
- F. I must be informed immediately of any change in your address, telephone number, employment, etc., or of any change in any information that you have provided. This will ensure that I reach you if needed.
- G. If there is a change in your daily schedule that would not allow me to reach you, please be sure that I am aware of it when you drop off your child. For example, one parent is out of town, one parent takes a day to run errands (or just have fun!) one parent is in a meeting or at a seminar that cannot be interrupted, etc.
- H. I will keep your childcare forms confidential. All parent's and guardian's must be aware that, as a licensed provider, my childcare forms are a requirement and must be made available, upon request, at the time of my in-home licensing inspection.

- I. As a licensed childcare provider, I am required by law to report any suspicion I may have of child abuse or neglect. All reports must be made to the Michigan Department of Human Services Children's Protective Services 24 Hour Phone Number 1-800-716-2234

ADMISSION PROCEDURES

- A. I need the following documents before your child starts (all are required by law):

Parents Guide (must be re-signed annually or, within 1 week of posted update on website)

Childcare Contract (must be re-signed annually)

Child In Care Statement/Receipt (must be re-signed annually)

Child Emergency Information Cards (must be re-signed annually)

A copy of the child's current Insurance Card (kept current)

We will sit down and talk about the policies and routines and the required forms. We can also talk about any concerns you have about your child, and any questions you might still have for me to be sure both of our expectations are addressed. If possible, a couple of visits to my house (especially for toddlers) may help lower the stranger anxiety level but I usually find that once the child sees their Mommy or Daddy has left they feel quite ready to begin socializing with the other children.

HEALTH CARE

- A. Please provide a record of immunization for your child and keep it current. This is not required but is very helpful to have on file because emergency personnel requires the information.
- B. I can only administer prescription and nonprescription medications with a current prescription or by authority of a physician (this is by law). Medicines must be in their original containers. Prescription medicine containers must have the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's name and directions for dosage. When no longer needed, prescription medications will be returned to the parent. I have **Medication Permission Slips** for you to fill out to be sure that the administration of the medicines is/are clear. Due to Recent changes in Daycare Liability Insurance, I am no longer administering over the counter medications.
- C. If your child has a cold or ear infection (without a fever which means body temp under 99) and just needs Tylenol/Motrin doses and cold/cough medicine I will be able to care for him/her. However, please don't bring your child if he/she is showing obvious signs of illness (fever over 99, greenish nasal discharge or even profuse white or clear nasal discharge, diarrhea, vomiting, etc.) that would mean he/she needs more one-on-one attention than I can provide. If obvious signs of illness are present when your child is dropped off or develop later in the day, I will call you and ask you to pick him/her up. Most kids are more comfortable with Mom or Dad and in their own bed if sick. If your child has an illness that requires treatment with antibiotics, **please be sure he/she's been on them for 48 hours before bringing him/her to childcare.**
- D. Please understand that bringing your child into my home when he or she is ill will expose the other children and myself to whatever illness your child might have. You will miss more work by bringing your child to me ill and exposing us more than you would have had you stayed home with your child during their illness. **If you repeatedly attempt to bring an obviously ill child, this may be grounds for immediate termination of childcare**

services. I have found that a parent who brings me their ill child is not very understanding when I get sick the following week and have to close because I can't watch their child as required by licensing. Please be considerate of all of us when you are assessing your own child's health and realize that whatever illnesses you introduce into my home will circulate throughout my home and the homes of the other children in my care. If I have to **close due to illness** it is not considered vacation or personal time and it will be necessary for you to find alternative care without much advance notice but is required by licensing.

- E. This is the paragraph in the "Rules and Regulations" handbook that addresses communicable illnesses. "When a child in care has been diagnosed with a communicable illness, including Hepatitis, Measles, Mumps, Meningitis, Diphtheria, Rubella, Salmonella, Giardia, Tuberculosis, Shingella, and even warts, the Caregiver must immediately notify the parents or guardians of all children in care and report to the local county department of health or the Michigan Department of Public Health and Environment. A diagnosed child must be excluded from the home for the period of time prescribed by the child's physician or by the local health department. WRITTEN notification from your child's physician that your child is no longer contagious will be required before he/she will be accepted back into this daycare.

- F. Your child **MUST** stay home the day after receiving an immunization due to the increasing number of infant/toddler illnesses brought on by the immunization itself. You are responsible for informing me of each and every immunization scheduled/received so that I also may keep a close eye for any unusual symptoms after the first 36 hours.

PHYSICAL CARE

- A. When your child is ready to begin toilet teaching, we will need to sit down and talk about how the teaching will be done. I can make suggestions on toilet teaching that might be helpful. The only constraint I'm under is that the teaching can only be done in a non-disciplinary manner. A calm, patient, matter of fact approach is used, negative tactics like scolding, punishing or shaming will not be used. Please be sure that I have at least 2 extra sets of clothing for your child. Pull-ups are required during this time.

- B. All children must be provided a nap/rest period if they are with me for more than 4 hours in a day. The length of the child's nap/rest time will be whatever they need that day. A rest period of 2.5 hours is required for all children. During that time, children who do not need a nap may participate in quiet activities (reading, puzzles, coloring, videos, etc.) Children that require a nap will be placed in a crib, pack n play or on a toddler cot for their nap.

- C. Be sure to supply clothing appropriate for the weather: snowsuits, boots, mittens, hats, indoor zip off hoodie in the winter; shorts and lightweight pants, a short sleeved and lightweight long sleeved shirt, a zip hoodie and a swimming suit in the summer. 2 complete change of clothes appropriate to the season needs to be left in the child's basket for accidents at all times. Soiled clothing will be given to you in a plastic bag, **PLEASE be sure you replace them the following day.**

- D. You will need to supply all over the counter supplies for your child including sun block, lotions, special foods, etc. You will need to supply diapers, wipes, formulas, bottles, baby foods, baby cereals, ointments, etc. for your infant. You must keep your child's basket fully stocked at all times.

- E. You are responsible for supplying 1 package of wipes per month which are used to wipe mouths and hands during/after eating and craft times.
- F. Infants must be on some sort of reasonable schedule. They must be able to take a bottle during Childcare hours. They must be able to nap in a crib or pack n play. Excessive use of a swing is not allowed under the State of Michigan Rules and Regulations and is not in the child's best interest.

FOOD AND NUTRITION

- A. I prepare a variety of nutritionally balanced hot and cold meals. Snacks will be offered mid-afternoon. We pray over all our meals. Any medical dietary restrictions for your child need to be listed on the Child Emergency Information Cards. If your child has dietary restrictions due to religious beliefs, be sure they are listed on the Child Emergency Information Cards. I will do my best to abide by your requests. However, you must be aware that having several children eating and playing together all day can make it very difficult to restrict one child's diet. Please limit your restrictions to medical requirements when at all possible.
- B. I will not force a child to eat by requiring him/her to stay at the table "until their plate is cleaned" or to eat something he/she obviously doesn't like. The children are not allowed to play during meal times. Nutritious snacks will be offered on a regular schedule. If a child does not eat when a meal or snack is served, he/she will have to wait until the next meal or snack. Juice, milk, and water are always available if your child asks.
- C. If your child arrives after 8:00 AM, they must be fed breakfast prior to arrival. If you choose not to arrive before 8:00 am please do NOT bring food for them to eat here, instead you are responsible for supplying your child with their nutrition prior to arrival.

DISCIPLINE

- A. Discipline will include diversions, separating the child from the problem situation (time sitting separately), talking with the child about the situation and positive reinforcement for appropriate behavior. If your child is upset enough that he/she begins to hurt himself/herself or others, I will hold him/her on my lap until he/she calm and then use the appropriate discipline above. Behavior problems may arise, especially with aggression. This type of behavior is not acceptable and must be addressed as soon as possible. If an aggressive behavioral problem cannot be corrected your child will have to be removed from my home for the safety of the other children in my care.
- B. Separation, when used as discipline, will be appropriate for the child's age. The child will be in a safe, lighted, well-ventilated area, within hearing and vision of an adult. I believe that children need chances to improve their behavior, so once the discipline issue is over, the "slate is clean" and we will talk about what to do next time, if the child is old enough.
- C. In no way at any time will physical restraint or punishment be used – nor is it acceptable.
- D. I will respect your child's possessions and expect him/her to do the same for mine. In the event that I feel your child has intentionally or maliciously damaged or destroyed property, you will be asked to replace it.

STATEMENT OF DIVERSITY

I am committed to incorporating and celebrating diversity in this program. One of the most important things I do in my work with children and families, is to encourage the recognition and acceptance of each individual's uniqueness. I encourage all families to share various aspects of their cultural heritage as part of this program. For example, families are invited to share stories, songs, and recipes of their culture. This type of activity strengthens the link between a child's home and encourages acceptance of differences.

TRANSPORTATION

- A. If your child will be walking, riding a bicycle, or getting a ride from someone else, I'll need to know when to expect your child at my home. I will do everything I can to see that your child arrives home from school when expected. If he/she is late, I will do everything I can to locate him/her. Since a missing or late child immediately causes concern, I'll need a written permission slip from you for your child to attend after school activities, go to a friend's house, etc. Transportation after these events will be up to you.

- B. If I plan a field trip that requires a car ride I may need you to leave your child's car seat for the day. By MICHIGAN STATE LAW ANY CHILD UNDER 40 POUNDS must be properly restrained in a car seat, toddler seat or booster seat. Children over 40 pounds must use lap belts in the back seat and lap/shoulder belts in the front seat. Children are REQUIRED to remain seated and quite (but not silent) when in the car.

ACTIVITIES

- A. The type of screen viewing your child watches while in my care will be limited to educational content. We may turn on a Disney or Christian movie from time to time for educational purposes and/or simply because the content is being addressed by me. If you do not want your child to watch a specific program or movie, we'll need to come up with a solution that isn't unfair to the other children and still meet your child's needs.

- B. Your child will be given ample playtime, both group and free time. I have mediums (paint, crayons, markers, chalk, etc.) that the children have a chance to experiment with on a regular basis. There are a wide variety of developmental toys in the playroom as well as in the backyard. Your child will be encouraged to play outside for a period of time each day, weather and preparedness permitting.

- C. In the case of infants, your child's sleep/wake/play patterns would be followed, within the guidelines referenced in Physical Care Sections B & C. He/she would be included in activities when he/she is awake.

- D. Please DO NOT allow your child to bring toys with him/her to childcare. This will save a lot of disagreements, hurt feelings and general ill will. If your child has a special security object (blanket, toy, etc.) that possession would be respected as "off limits" to the other children. If you would like to make an exception under special circumstances, please talk to me beforehand (i.e. a really neat birthday present, a new game to share, etc.) However, if you do allow your child to bring a toy, I cannot be held responsible if it is lost or broken. It is our policy to put up personal belongings until it is time for your child to be picked up.

FINANCIAL CONSIDERATIONS

- A. Your weekly tuition/childcare payment is due and payable in advance and must be paid on Friday for the upcoming week. Alternatively, if I am closed Friday (because of a holiday, vacation etc.) your payment is due the last day I am open that week. Your payment is payable in one of the following forms: Personal Check or Cash App payment. Your check or money order must be handed to Sarah Remes during morning drop off, your Cash App Payment must be made just prior to drop off. If, for any reason, you do not pay at or before drop off, your payment is considered late and a \$20.00 per day late fee will be assessed.
- All late payments must be made by arrangement only and must include the late fee(s).
"morning drop off" is the agreed upon drop off time stated in your Childcare Contract.
- B. A \$36.00 charge will be assessed for any bounced checks. You will also be held responsible for any charges I incur as a result of your bounced check. If you bounce even just 1 check, you will be required to make all future payments in cash or money orders only.
- C. A non-refundable deposit of \$165.00 will secure a position for your child and it will be applied to your child's last week of care. Should you decide not to enroll your child, your deposit will be forfeited.
- D. A standard cost of living increase will be considered the first day of each year of your contract.
- E. If service is terminated by the parent/guardian, a fourteen (14) day written notice is required. Payment must be made, in advance, for the seven (7) days your deposit does not cover.
- F. I have many personal activities I attend to after childcare hours and I need to be able to plan my evening, **pick up tardiness will not be tolerated**. I have instituted the following fees in order to AVOID late pickups. You won't be charged anything if you are **NOT** consistently late picking up or if you have a true EMERGENCY. A late pickup/overtime fee of \$20.00 will apply after 5 minutes late and 2.00 per minute thereafter. These charges must be paid when you arrive to pick up your child. By law, if your child is in my home after 6:00 PM, I'll need to feed him/her dinner. In this case, an additional \$20.00 will be charged for meal expenses.
- G. Should Circle of Love Daycare, LLC discharge a child(ren), a seven (7) day notice will be given to announce intent to discharge. I will try to inform you of local resources that may be of help, except when the discharge is due to failure to keep current with fees owed and/or return forms as required by these policies. You will be responsible for payment of these seven (7) days regardless of when you remove your child from my care. Should you withdraw the child(ren) during the notice period I initiate, full weekly fees will be charged for the remaining unused days regardless of whether the child(ren) attend(s) or not.
- H. Should Circle of Love Daycare, LLC determine a parent(s) is/are posing a threat of any kind to any of the children or anyone else acting on behalf of Circle of Love Daycare, LLC an immediate termination shall take place. In this case all paid care including deposit is immediately forfeited. Your belongings will be placed by the fence on the South side of the driveway. You will be notified when they are placed there and are responsible for picking up the belongings yet are no longer allowed on the property except for this reason. Any violations of this arrangement will be considered trespassing.

BENEFITS

- A. The following are the paid Holidays I am closed: Christmas Eve, Christmas and the business day after, Thanksgiving and the Friday after, New Years Eve, New Years Day, Good Friday, July Fourth, Memorial Day, and Labor day. I do not celebrate Halloween. If the Holiday falls on a weekend or in the middle of the week I will notify you as to which days I am closed.
- B. I will be giving you 5 days of vacation time with your child during which you are NOT expected to pay for childcare services but you are required to notify me at least 2 weeks in advance. This vacation is available after 51 weeks of consecutive enrollment and can be taken each year thereafter so long as you're enrolled.
- C. I will be taking 2 (two) weeks of paid personal/vacation days each year. These days may be taken as extended weekends, as a scheduled vacation time, or for any reason I wish. I look at it this way: I take 2 weeks but give you back 1 week (your 5 days of unpaid vacation) so in essence, I am receiving 1 paid week of personal/vacation days taken at my discretion. I will try to find someone to cover for me in my absence but this is not guaranteed.

HOURS OF OPERATION

- A. My hours of operation are Monday through Friday, 7:00 AM to 5:00 PM.
- B. If your child will be absent on a given day, you are responsible for texting me by 8:00 pm the night before or at the least (just before)7:00 AM that morning to let me know. You are still expected to pay for that day's service. This includes absences due to illness, or, if you simply decide to take the day off.

WEEKLY CHILDCARE and RATES

- A. 165.00 over 15 months old, 175.00 under 15 months old.
- B. All childcare is non-refundable either in portion or in full. Keep in mind you are paying by the week not by the day or even by the hour.
- C. A respectful relationship between you and me is both expected and necessary. I have found that in the course of long term relationships there can be misunderstandings or disagreements without disrespect; however, there have been times when I've encountered individuals who are unable to manage their emotions well enough to maintain an ongoing respectful relationship after a misunderstanding or disagreement. If you find yourself in this place I urge you to understand that this is my home and I will not tolerate disrespect toward me or any other person in my home. Children are quick to pick up on rude and disrespectful behavior and they are the ones who suffer from it the most.

I/we the undersigned have read and do understand all sections in the PARENT’S GUIDE for Circle of Love Daycare, LLC and I/we agree to comply with each section therein:

Mother or Legal Guardian

Date

Father or Legal Guardian

Date

Sarah Remes
Licensed Professional Childcare Provider

Date

We may amend or modify this Parent Guide as determined by the State of Michigan, Circle of Love Daycare, LLC or Sarah Remes. The revised version will be effective at the time it is posted (according to the revision date noted on the lower left of each page) unless a delayed effective date is expressly stated in the revision. Any continued care including payment for care after a notice of change or after the posting of a revised version of this agreement will constitute your agreement to such changes and revised versions. We may also, from time to time, revise, update, upgrade or enhance the Parent’s Guide or Contract and/or related applications or forms, which may render all such prior versions obsolete. Consequently, we reserve the right to provide only the most current version of the Parent’s Guide or Contract, or to terminate the Parent’s Guide or contract in its entirety or in part (i.e. as to all such prior versions of the Parent’s Guide or Contract, and/or related applications and forms).

UPDATED VERSIONS:

I do understand that Circle of Love Daycare, LLC will have me sign an acknowledgement that they have informed me that an updated Parent Guide has been issued. I do understand that I am agreeing to be held responsible to look online for those updates and that Circle of Love Daycare, LLC may verbally inform me of a new version and by my initials I agree I will hold myself responsible for abiding by all updated versions of the Parent Guide or else I will withdraw my child according to the above stipulated withdrawal procedures should I be unwilling to abide by the updated and posted Parent Guide.

Initials