

# 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, no exceptions. 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.
- 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 could arise because of medical or other appointments 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 substitute care the morning of the appointment day. Please understand, there may be times 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 to use 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, be sure I am aware of it when you drop your child off. For example: one parent is out of town, takes a day to catch up on sleep, 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.
- J. This is an alcohol/drug free zone. We will report anyone attempting to drop off or pick up a child while smelling of alcohol or drugs. Although we have no legal right to withhold a child from a parent/caregiver, we will try to keep your child and call for alternative care. If we smell or believe the person picking up a child seems to be under the influence of alcohol or drugs, we will contact any/all relevant authorities, i.e., Police, Child Protective Services, Partner, backup care (in that order).
- K. We are a trash free childcare. No cigarette butts or trash shall be left or thrown on this property or the road around the daycare while arriving or getting in/out of your vehicle. We take pride in the appearance of this property and you and everyone associated with you must do so also.

## ***ADMISSION PROCEDURES***

- A. I have several binding documents that must be signed before your child starts, all are required by law. 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 visit 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 since emergency personnel requires the information.
- B. Due to Recent changes in Daycare Liability Insurance, administration of medication at childcare has become a highly regulated Process-I can no longer administer medications without an approval process beforehand.
- C. If your child has a cold or ear infection (without a fever which means body temp under 99), no excessive coughing or nasal discharge, I can care for him/her; however, please don't bring your child if he/she is showing obvious signs of illness (profuse clear, white, yellow or greenish nasal discharge, consistent coughing/sneezing discharge, diarrhea, vomiting, fever over 99 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 children are more comfortable with Mom or Dad when sick. If your child has an illness that requires treatment with antibiotics, **he/she's must be on them for 48 hours BEFORE bringing him/her to childcare. You MUST notify me if your child has any prescribed or over the counter medications in his/her system upon arrival.**
- D. Bringing your child to my home when he/she is ill exposes the other children and myself to your child's illness. You will miss MORE work by bringing your child and infecting us than if had you stayed home with them during their illness. **If you 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 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 understand 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 (but not limited to) 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 and/or 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 while in this daycare. I can make suggestions on toilet teaching that might be helpful. Toilet teaching can only be done in a non-disciplinary manner and a reward system is used if needed. A calm, patient, matter of fact approach is used, negative tactics like scolding, punishing or shaming will not be used. I must have at least 2 extra sets of clothing for your child. Pull-ups are required during this time. NOTE: any child not showing signs of interest in being potty trained will not be potty trained while here and must wear a diaper while still regularly pottying on themselves here. Pull-ups are not to be placed on a child brought here if that child is not in potty training while here.
- 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 for 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. 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. Water is always available if your child asks. 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.
- C. If your child arrives at/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 in my driveway.

***PESTICIDES AND FERTILIZERS***

- A. I employ a company that administers both pesticides and fertilizer to my lawn monthly from Spring through fall. You are responsible for keeping your child on the sidewalk or driveway at all times because at any time of the day the lawn care company could come and apply their products. Children will not go to the playground or lawn until 24 hours after the administering of lawn pesticides or fertilizers. You will also see a yard stake notice telling you a chemical has been applied to the lawn.
- B. With summer comes a multitude of ant hills. It is necessary to eliminate all possible means of encouraging those pesky little critters on my walkway and in my yard. I have therefore employed a pest control service because I wish to keep those critters from overtaking the playground, sidewalk, and driveway.
- C. **You have a part in this process.** Food and or drinks are not allowed to be transported onto the property from your cars. We need to work together to eliminate pests! If your child is consuming a snack or a drink in your car, I know you're able to help them understand it needs to either be eaten before they arrive, or else it has to stay in the car. We work together to train up our children to listen and learn about the world and their surroundings. We talk about this process here and I hope you will be doing the same at home.
- D. Children will not be taken to the playground or onto lawn until 24 hours after the administering of lawn pesticides or fertilizers. You will also see a yard stake notice telling you a chemical has been applied to the lawn.

***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 (such as hitting, biting, pushing shoving, yelling or crying uncontrollably) 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-TRAVEL***

- 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. In order to go outside all children in care must have appropriate clothing & protection. We go outside regularly on days when weather permits and when all children have the following:  
Spring/Summer: appropriate skin care (sunscreen & bug repellent). Hat, tennis shoes/socks or water shoes, shorts and short sleeved top or bathing suit.  
Fall/Winter: bug repellent, rain boots/snow boots, appropriate pants & tops, jacket/winter coat, mittens, hat.
- C. Due to recent regulations passed by State of Michigan Licensing it is no longer feasible for us to take field trips. We do, however, love to take walks and explore around the neighborhood. On any given day we may be taking walks around the neighborhood or to Hamilton Elementary School playground. If you want your child to attend go with us on walks please sign your approval here:

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

### **ACTIVITIES**

- A. The type of screen viewing your child watches while in my care is limited to educational content. We may turn on a you tube video or a 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.
- E. On any given day we may take photos or videos of our daily activities. Children love to have their pictures taken and they feel good about themselves when they see the pictures taken. For this reason, time permitting, I take lots and lots of pictures and post them to either the Google page, or the group Facebook Page and/or to the MyKidzDay App. To allow you child to have his/her picture taken please sign here:

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

## 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 only: Personal check or Cash App payment. Your check 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 your agreed upon drop off time found in the Childcare Contract.
- B. A \$36.00 charge will be assessed for any bounced checks. You will also be held responsible for any charges I am charged by my bank, or any other source as a result of your bounced check. If you bounce even just 1 check, you will be required to make all future payments via the Cash App only.
- C. Choosing to use Cash App for Child care payments makes you responsible for calculating and paying the 1% deduction Cash App takes before paying Circle of Love Daycare, LLC the remainder for your childcare payment. Calculation errors by parents occasionally create an over or under payment in small amounts. This daycare is not large enough to run an accounts receivable ledger; therefore, we do not accept responsibility for any under or over payments. A shortage must be corrected when it occurs. All over payments are considered a tip. All payment amounts received by the daycare will go toward your year-end childcare tax deduction; however, IRS does not allow you to deduct the 1% paid to Cash App.
- D. Note: My accountant and my bank charge me a fee per transaction. If you are making multiple transactions when paying through Cash App, rather than just one per week, you are creating additional fees for the daycare. Your childcare rate is based on 1 transaction per week so figure out how much to send Cash App so your payment is as accurate as possible.
- E. We all have personal activities to attend after childcare hours, **pick up tardiness will not be tolerated**. We have instituted the following fees in order to AVOID late pickups. You won't be charged anything if you are **NOT** doing what I determine to be consistently late picking up, or, if you have a true EMERGENCY. Your drop off and pick up time is determined by our contractual agreement. I am not a drop in daycare and I do not enroll drop in care.
- F. A late pickup fee of \$20.00 will apply after 5 minutes late and 2.00 per minute thereafter will be charged. These charges must be paid when you arrive to pick up your child via the Cash App. Your child is enrolled for specific drop off and specific pick up times and for a maximum of 9 hours per day inside that enrollment schedule. A fee will be charged at the discretion of Sarah Remes for any additional minutes your child is in care over 9 hours any given day. If you incur additional charges they must be paid via cash app that same day.
- G. 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 \$15.00 will be charged for meal expenses.
- H. A non-refundable deposit equal to your weekly childcare payment 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.
- I. In the event of a required temporary business closure, for any reason i.e., public health emergency, pandemic, weather related emergency, emergency, State/Health Dept. mandated, etc., families not in attendance are responsible for a weekly holding fee of 112.00 a week. Should you decide to withdraw instead, your deposit will be used toward said withdrawal.
- J. A standard cost of living increase will be considered the first day of each year of your contract.
- K. 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.

- L. 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.
- M. 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 and disenrollment 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; you 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 we are closed: Christmas Eve, Christmas and the business day after, Thanksgiving and the Friday after, New Year’s Eve, New Year’s Day, Good Friday, Easter Monday, 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 we will notify you as to which days we are 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 additional year of enrollment thereafter.
- 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 4:30 PM.
- B. If your child will be absent on a given day, you are responsible for texting me before 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. Full time care over 18 months @ 9 hours daily = \$195.00 weekly. Birth to 16 mos @ 9 hrs daily = 205.00 weekly.
- B. All childcare is non-refundable either in portion or in full. Also, keep in mind you are paying by the week not by the day or even by the hour. No part time or drop in care is offered, a regular drop off/pick up time is expected.
- C. A respectful relationship between everyone 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 the most from this type of behavior.



**MODIFICATIONS TO THIS PARENT GUIDE**

Circle of Love Daycare, LLC 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 footer 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 an updated Parent Guide has been issued. I do understand 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.

**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 and have also signed our initials on EACH page therein:**

\_\_\_\_\_  
Mother or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sarah Remes  
Licensed Professional Childcare Provider

\_\_\_\_\_  
Date