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Just Like Home Childcare, Inc.  
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Dear Parents,

Welcome to Just Like Home Childcare, Inc. and thank-you for your interest. I know for all of us as parents, it can be a difficult time choosing a daycare that we are comfortable with and I understand that completely. I would like to take a moment to just let you know that I realize daycare, as with any other business is a choice, and it is extremely important that you and your child feel respected and cared for while in our home and at the same time understands that there are rules, for the safety and well being of all the kids in our childcare home.

I know in the past when my own kids have been in daycare, the one that you choose truly makes all the difference in the world! It truly does make it much easier on everyone involved if you as a parent can go to work and not worry all day long about your child! So again, thank-you for your interest and if you have any questions or concerns, please feel free to contact me.

When you place your child here, you have entered into a partnership with me for the benefit of your child. Our primary goal is to support each child in a safe and loving home that builds self esteem, encourages home living skills, and actively promotes each child's sense of curiosity and discovery.

## *Our Philosophy*

We use the principles outlined in Jim Fay's "Love & Logic" technique. This approach to learning and discipline have been instrumental in bringing about system change resulting in exemplary teaching and learning environments. You can get more information on this approach at [www.loveandlogic.com](http://www.loveandlogic.com).

As research has proven, children do their most important learning from birth to the age of five.

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Just Like Home Childcare, Inc. believes that as Early Childhood Educators, it is our job to provide children with an age appropriate environment that encourages them to learn, play, and explore.

We believe that every child needs hands-on experiences, warmth, attention, enthusiasm, and encouragement. Most of all, they need the joy and challenge of doing things for themselves.

We further believe that parents are the child's most important significant adults in a child's life. We strive to create mutual respect between parents and teachers. We encourage open communication.

## **Admission Requirements and Enrollment Information**

Before your child can begin daycare, there are five forms that you must fill out completely and return on the first day of care. These forms are:

- 1 Child Care Home Register
- 2 Certificate of Immunization
- 3 Permission Form
- 4 Child Care Agreement
- 5 USDA Food Program Enrollment Form

These forms are a must and there can be no exceptions.

I have a "get acquainted" visit before your child begins. I would like your child to come and play for a couple of hours. The reason for this is to make the transition period a little easier when they actually begin childcare. There is no charge for this visit, however..it does need to be scheduled ahead of time.

## **Drop off/ Pick up and Attendance Records**

*All children are to be delivered INTO MY HOME and signed in on the Sign In/Out sheets provided for you with the parent's **full legal signature** and the time. All children are to be picked up inside my home and signed out with the parent's **full legal signature**. I can not release any child to any person who is not authorized to pick them up and listed on the enrollment form. **Full signatures are a requirement by me and The State of Washington. I can be fined \$75.00 per signature if it is missing, and if I am fined....you will be fined! It's so simple, just make it a daily habit and it will not be a problem for either of us!!***

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## Two Week Trial Period

This is to determine if you and your child are happy with my services, as well as to see if your child fits into the surroundings in our daycare home. At the end of that time, you will need to decide if my services fit your needs and I will decide if your child is adjusting alright to the new surroundings.

## Fees, Payments, and Business Practices

At Just Like Home, I do not charge by the hour. I sell you a “slot” for daycare. This means that you pick the days and times you need childcare and I hold that spot open for you. You will be charged a flat rate for this every two weeks and **must pay the full amount, even if your child missed any days.** **THERE WILL BE NO EXCEPTIONS TO THIS RULE!**

My rates are as follows:

I charge \$10.00 per half day (4 or less hours) and **anytime over 4 hours is as follows:**

Full Day Infants: \$25.00

Full Day Over 2: \$23.00

Full Day (School Age on non school days) \$22.00

Half Day (School Age) \$15.00

Half Day Preschool Age: \$11.00 (A child who only comes to preschool)

There is also a \$50.00 per child enrollment fee that is due yearly at time of re-enrollment.

I realize with the economy, childcare can get expensive. We do offer a sibling discount for families with more than one child. Please ask me about that.

All private pay clients will be charged twice monthly. Payments are due on the 15<sup>th</sup> and the last working day of the month. All state pay clients will be charged monthly, with co-pays being due no later than the 10<sup>th</sup> of each month. **All payments are to be paid on the due date. There may be a late fee of \$10.00 that applies if needed. NO EXCEPTIONS!**

If I receive a check that bounces, you will be charged an additional \$30.00 and all future payments will be in cash or money order only.

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I will review my rates yearly to decide at that time if they will change or stay the same. I will do this as per the date on your contract.

## **Business Hours and Late Pick-ups**

When I first started this little venture, I had normal business hours however; I am quite flexible with children coming and going as parents need...so long as I have the capacity to provide this flexibility. I do need to have my own family time so, please don't take advantage of my flexibility.

Children start arriving at 5:00 a.m. And I am currently working some evenings as well. If you need a flexible schedule and my capacity will allow that, please ask. However, also keep in mind that we have children of our own and we do need some family time as well.

In consideration of our family times, I may decide to charge a late fee if you are continually late to pick up your children. The exception to this is of course an emergency. The late fee will be \$5.00 per hour you are late. If you think you might be running a few minutes late, please call us to make sure we have no other commitment we need to engage in.

## **Business Practices**

It is always a good idea to have a back-up childcare arrangement in the event that I should become ill or have an emergency. In this case, I will call you as soon as possible to allow you as much time as possible for you to make other arrangements. Please ask me if you need some names of other Licensed Providers and I will be happy to accommodate you.

I am a business; therefore my time is valuable, just like yours! If you are scheduled to bring your child and you do not show up, you will be charged your regular rates. Because I am only allowed to care for a few children to make my living, when you fail to notify me about an absence, I can't schedule someone else for that time frame. Thank-you for understanding that this is my job!

## **Closed Holidays**

We are closed on the following Holidays:

- 1 New Year's Day
- 2 Memorial Day

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- 3 July 4<sup>th</sup> Weekend
  - 4 Labor Day
  - 5 President's Day
  - 6 Thanksgiving Day and Weekend
  - 7 Christmas (December 24th-January 2<sup>nd</sup>)

My family may also decide to take a week of vacation off during the year, ...at which time I would give you sufficient notice to make other childcare arrangements.

## Termination Notice

If you feel that my business is not working for you and your family, I will need a two week notice. If your child becomes continually disruptive to the point that I cannot provide adequate care, then I will have to terminate your child's care with a two week notice as well. If termination notice is given by either party, **all childcare charges are due in full at the time of the notice.** Under certain circumstances listed below, this notice will be waived, and immediate termination of services will result:

Child's behavior is a risk to themselves or other children.

Child's behavior is aggressive to another child.

Fees are not paid and are overdue.

Parent (or their behavior) is a risk to provider or other children in care.

Parent is on premises and visibly under the influence of drugs and/or alcohol.

Parent is verbally abusive or threatening to provider.

Parent demonstrates any physical, mental, or verbal abuse to any child while at the provider's home.

Child does not show up for childcare for three or more days with no contact from parent.

## Typical Daily Schedule

- 6:00-8:00 - Breakfast
- 8:00-8:30 - Clean up, free play
- 8:30-9:30 - Free Play
- 9:30-9:45 - AM Snack
- 10:00-10:30 - Circle Time, Sharing
- 10:30-11:00 - Music, singing, dance-a-long
- 11:00-12:00 - Clean up, wash, Lunch time
- 12:00-12:30 - Story time followed by resting
- 2:00 - Individual free time (color, draw, games, etc)
- 2:30-3:00 - PM Snack

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3:00-4:00 – Arts, crafts, games, group activity  
4:30-6:00 – Outdoor fun, clean up, get read to go home

As children and the weather vary, so does this schedule. This is just an idea of our daily routine. Older children may also use the computer with supervision.

I like everyone to take a little rest. I don't mind if they don't need to sleep but, we will all lie down and take a little break. Those children not needing to nap may read stories quietly but, please don't ask me not to make your child lie down if they are of napping age, as we all lie down.

## Preschool Program

We have implemented the Preschool Program called “Funshine Express”. You may read all about it at their website [www.funshineexpress.com](http://www.funshineexpress.com). It's a great program, each month we focus on three different themes, we also work on colors, numbers, letters, and shapes. We do a daily calendar with the day of the month, the weather outside, and we go through our alphabet, shapes, colors, numbers, daily.

We are also learning the sign language alphabet, writing our names and celebrating different seasons of the year as well as holidays. The children absolutely love it and I am convinced it is making a difference in their Early Learning Routines and is helping to get them ready for Kindergarten. The cost for this is only \$25.00 per month to cover the expense of the program.

Our Preschool days are Mon, Wed, Fri from 9:00 – 11:30 a.m. If your child comes only for Preschool, there is also an additional half day rate on those days. Please ask me for an information packet if you are interested in our preschool program.

## Meals and Snacks

I am by Law required to feed each child two meals and one snack during the day if your child is in our home over 7 hours. I do participate in the USDA Food Program. Parents may bring snacks if they wish, please just let me know so I can tell you how many children will be present.

Typical Meal:

Spaghetti, corn, peaches, milk

Typical Snack:

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Apple slices, cheese & crackers, juice or milk

## **Child Abuse / Neglect Reporting**

Federal Law (and my conscience) requires me to report any suspected injury, child neglect, abandonment, food poisoning, or death to the proper authorities. I take this duty very, very seriously for the sake of the children. If I report any suspected case of abuse or neglect, I will have done so in good honor. I am a mandated reporter by law.

## **Behavior Management and Discipline**

- Any form of corporal punishment is against the law.
- I have tried to arrange my daycare room and home with the needs and safety of the children.
- I use locks on doors that the children don't belong in or have access to.
- Shelves are set up so that the toys and materials are child accessible.
- I explain a clear and simple set of rules and they don't change.
- Consistency is the key to clear understanding by the child.
- I prefer to talk to the kids at their eye level and explain to them why they need to follow the rules.
- The goals of positive discipline are to help kids learn to make good choices, to problem solve, and learn basic human values of respect, trust, responsibility, honesty and caring for others.
- I will practice positive re-enforcement to diminish any unacceptable behavior.
- Before there is a problem, I may separate children and explain why they are being separated. I will also ask them to help me decide if they can work it out or if they need a little break to think about their behavior.
- I will do my best to interact with them so that hopefully, there are no problems.
- I will explain to them that sometimes we all have hard days, and we just might need a little more understanding on those days.
- I encourage children to use words, not actions in explaining their feelings. I feel that if they can talk about it, they won't feel like they need to act impulsively through anger.
- I know everyone has some tough days and, on those days I will try to show that child some special attention.
- I will try to let the kids work out what ever problem may arise with my supervision and try to get them to find the solution together. I will also remind them that we all need to be treated with respect, caring, and understanding.

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- Sometimes, I may be having a day when I'm not feeling that great myself. I might need to take a brief "time out" myself, to remember that I wouldn't be doing this if I didn't love kids....even on hard days!!
  - I talk with kids and get on their eye level; I speak to them depending on their age and level of understanding.
  - To help kids problem solve, I might give them some suggestions of different solutions.
  - The kids see me role model behaviors during the day by staying calm, being understanding and fair.
  - Our schedule for different activities promotes social behavior.

When there is a problem, I try to explain to the children what has happened and try to get the group focused on another project. I like it when we can all blend together as a group. I have a wonderful group of kids and they are pretty close. They get concerned if someone is not here or is having a hard day.

### **Non Discrimination Statement**

I will not discriminate based on any religion, sex, sexual orientation, creed, color, national origin, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal of any child or family member. All children's families are represented in the things we see, do, read, and hear. We welcome and encourage diversity so we may learn from it.

### **Religion Statement**

I will not practice any forms of religion with your child. However, we do celebrate holidays. If your child chooses to say a prayer before a meal (for example) that is fine with me. That choice is between you and your child and I will respect it.

### **Medical Emergencies and Information**

#### **INJURY PREVENTION**

I will check indoor and outdoor areas, all equipment and supplies for safety hazards daily.

#### **TREATMENT OF ILLNESS**

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- I will care for ill children waiting to be picked up on the couch in my living room.
  - I will notify you to pick up your child if he/she is running a fever or vomiting.
  - I will record the child's illness on the family child care home record of injury-illness-medication-accidents form.
  - I will do the following in case of a minor medical emergency: I will call the parents and go by the information in the child's records
  - I will do the following in case of a major medical emergency: I will call 911, treat the child to the best of my abilities that I am trained for, call the parents, and try to go to the Hospital with the child if possible.

### Medication Management

I will store medications of my families in my bathroom which is off limits and locked during daycare hours and not accessible. I will record medications given on the permission to give medication forms. I will dispose of medications by giving them back to the parents. All medications must be in the original container. All daycare medications will be stored in a lock box on the top shelf in the playroom.

### Cleaning Procedures

I will clean and disinfect toys and equipment with bleach water at least 3 times weekly.

I will clean and disinfect the bathroom daily with bleach water.

I will generally clean child care areas daily with bleach water.

### Communicable Disease Prevention & Reporting

I will report any communicable disease to the Health Department in White Salmon, Wa at 493-1558. I will not accept children with any of the following:

- Fever of or over 101 F.
- Vomiting on two or more occasions in the past 24 hours.
- Diarrhea, three or more watery bowel movements in the past 24 hours.
- Draining rash.
- Eye discharge or pink eye.
- Head Lice or Nits.....NO EXCEPTIONS!!!
- Fatigue that prevents regular participation in activities.

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Runny noses, colds are to be expected with little ones. But please, if your child is not feeling well....keep them home. That's where they want to be anyway when they are not feeling well.

If the school calls you to pick up your child because they are running a fever or not feeling well.....please don't ask me if they can come to daycare. **If they are too sick for school, they are too sick for daycare too!!**

**Coughs:** A lot of children have some type of allergy which can cause coughing, if your child is coughing to the point of gagging, and spitting up mucous.....you will be called to pick them up. The only way to stop spreading germs and stay healthy is to keep sick kids home UNTIL they are over whatever ails them.

I cannot afford to get sick, I do not want my own children sick, and I do not want numerous childcare parents angry at me because sick kids come to day care....if they are sick, keep them home, if you bring them sick, you will be called to pick them up!!!!

I will not provide childcare if I have a communicable disease.

### Hand Washing

I will wash my hands before and after bathroom use. After coming into contact with any bodily fluids (stool, urine, blood, drool, vomit, mucus) before and after food preparation and before and after eating.

I will help children wash their hands:

After bathroom use

Before and after eating and cooking activities

After playing outside

Before they leave to go home

### Food and Food Services

I will label, date and store foods brought from home in the refrigerator or cupboards. I will keep hot foods hot and cold foods cold.

We do not eat foods with a lot of sugar in them however; we do have special treats from time to time.

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## Fire Information

Fire drills are practiced at least once a month. Smoke detectors are checked monthly. Fire extinguishers are serviced annually. We have a fire and safety record hanging on the playroom wall. Our evacuation plan is next to it as well. We always do a fire drill when a new child is enrolled to get them acquainted to our drills and explain to them why they are done. I also have a Carbon Monoxide detector in the main living space in our home as a precaution.

## Information regarding your child

Please bring one extra set of clothes for your child to keep here. We all have accidents!

Please don't bring toys from home. I can't be responsible if they get lost or broken and I **can't and won't go on a treasure hunt to look for something when it's time to go home!** Please bring a few pictures of your family that your child can keep here. We make a napping board with family members on it and during our quiet time, your child can look at pictures of his / her family to comfort them to sleep.

If your child would like to bring a special blanket to rest with, that's fine. All nap blankets and pillows are stored individually to prevent the spread of germs.

Please dress your child according to the weather. We need fresh air as a way to release our energy so we do go outside in all kinds of weather for different activities. They need to be warm so they can stay healthy. Let me know if you need coats, hats, etc, I can be on the lookout for extras.

## Toiletry

I will assist you in helping your child become toilet trained. Children who need this assistance will need extra clothing that can be kept here. I'm not a fan of pull-ups for potty training but, prefer underwear. Potty training will require your help at home as well. It's confusing to the child if they are using the toilet at daycare and wearing diapers at home, it sends a mixed message to them.

Diapers and wipes are your responsibility to bring and I must have a supply on hand at all times. I will change diapers on a vinyl mat on top of my dryer. It will be disinfected with bleach water after each use.

Diapers are changed at least every two hours, needed or not. More often if needed, we have

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NEVER had a child with diaper rash in my daycare!

## Infant Care

I will not prop a bottle while feeding. I will hold them and cuddle them!

To help prevent the chance of Sudden Infant Death Syndrome all babies in my care and put to sleep on their backs on regular pack and play mattresses. I do not have any cribs or crib bumper pads. I do not put stuffed animals in with them, or tight fitting blankets. All babies are checked on continuously while sleeping.

Babies in my care are encouraged to crawl and explore. That's how they learn! They are not just put into an exersaucer and left alone! Walkers with wheels on them are against the law and are not used, ever, no exceptions!

## Transportation

No transportation is provided at this time. However, we do go on some great field trips and use the Mt. Adam's Transportation Bus.

## Disaster Plan

In the event of a disaster, I am prepared to keep your children (if necessary) for several days. I have enough of the following on hand:

- Several 5 gallon jugs of water
- Enough food for 15 people for at least one week
- Extra pillows, blankets, quilts
- Flashlights, radio, batteries
- First Aid Kit full of supplies
- Extra clothes for several children
- Ready to eat canned fruits, vegetables, soups, crackers, grains, peanut butter
- Comfort / Stress Foods, cookies, cereals, crackers, granola bars
- RV (Motor Home) stocked with foods, propane and electric heat

In the event of a disaster, if you were unable to contact us by land line telephone, my cell phone number is 541-806-0940.

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If we were unable for any reason to stay in our home, we would be located at the LDS Church on Hwy 141.

### **Staff, Training, Classes and Certifications**

My staff and I maintain current Adult/Infant/Child CPR, First Aid, and HIV Certification. We have been tested for TB. We must according to State Law receive 20 hours of Early Childhood Education training, as well as an additional 10 hours of Early Childhood Education training each year.

I am also a former EMT (Emergency Medical Technician.) I am a current Red Cross CPR / First Aid Instructor.

I have also obtained my CDA (Child Development Associate Certificate)

In the event that I have an appointment, a qualified assistant (s) will be present at all times to ensure the safety and quality care for your child.

### **Evening and Night Time Care**

Occasionally, I have children here for evening hours. In the event of night time care you will need to bring pajamas, or sweats and a shirt for child to sleep in. It is also a good idea to include their toothbrush that can be kept here.

I don't provide any bathing. Children use the bathroom for changing clothes in and have complete privacy in doing so.

I will be awake for all drop off's and pick up's.

I don't have children sleeping here over night at this time but, I do provide the children nap mats to lay on with individual blankets and pillows until the parent arrives.

### **Liability Insurance**

I do carry Liability and Homeowners Insurance. Please ask me to see my policy if you choose. I do carry Accidental / Medical Insurance. I will be purchasing Liability Insurance in 2009.

### **Communication with Parents**

I encourage open communication between the parent's and myself. If you feel there is something

I may enjoy my family time. I am more than willing to discuss anything with parents regarding their children and my business. Open communication is the key to a positive childcare partnership!

## No Smoking Policy

Per Washington State Law RCW 70.160 Clean Air Act. No smoking is allowed on the premises during childcare hours.

## Pets

We do not have any indoor pets however; I do breed Yorkshire Terriers and West Highland Terriers. They are kenneled in my barn. When they are due to have puppies, they are brought inside the house and kept in large crates in my bedroom. All dogs are kept current on vaccinations, and are not accessible to the children. The exception to this is when the puppies are old enough to be handled. Sometimes, the kids like to hold them and pet them. Other than that, they are not around the children and are never in their outdoor play space or indoor playroom.

## Wildlife

Due to the location of where we live, occasionally...we may have some wildlife. I'm sure some of you have seen Rabbits, Quail, Deer, etc. A few years ago, there was even a bobcat that was seen walking down the street. We have also had Rattlesnakes in the road and I'm happy to say only once in five years at this location has one been on the concrete patio. (My husband killed it for us!)

I realize this is alarming especially with children and I have done and will continue to do everything in my power to prevent any creature from coming into the play yard or our property. I check outside daily before the children go outside to play. I move toys away from the concrete wall and check behind it. We keep our lawn mowed short and weeds cut down. We keep the patio (s) clean, swept and free from debris. I have a person that comes out and "Rabbit hunts" on some weekends to keep their population down. The point is, I am not thrilled about wildlife in the yard...no matter how neat it may be to look at and I am doing everything in my power to prevent any accident from happening.

I have also been informed by Skyline Hospital that they now keep four doses of antivenin in their Emergency Room.

We talk to the children and explain to them that if they see a snake, bunny, bird, or any animal in the yard, please DO NOT try to catch it, instead tell an adult. We also tell them if they do see a snake, STOP what they are doing and slowly walk backwards away from it. We are ALWAYS outside with the children but, we need them to be aware also.

This is not meant to scare any of you, I am simply informing you that wildlife does exist and I am aware of it and it is my intention to keep every child safe and free from any harm! Please feel free to ask me any questions you may have about this issue.

## Vacation

I will not charge you for a one week vacation during the year. I will need at least a one month notice prior to any vacation days you have planned.

In order for me to take care of myself so that I may take excellent care of your children, I will be closing for one to two weeks during the year to take a vacation myself. I will allow you plenty of time to make back up childcare arrangements but, I will be closed during my vacation time.

## Time Slots Needed for Childcare

These are the days and times my child will need childcare:

Monday from \_\_\_\_\_ to \_\_\_\_\_

Tuesday from \_\_\_\_\_ to \_\_\_\_\_

Wednesday from \_\_\_\_\_ to \_\_\_\_\_

Thursday from \_\_\_\_\_ to \_\_\_\_\_

Friday from \_\_\_\_\_ to \_\_\_\_\_

Total flat rate is \$\_\_\_\_\_ per day.

I understand I will be charged this daily rate regardless if my child was in attendance or not.

I have read all of the Policies and Procedures listed in this contract. By signing this agreement, I agree to all that is listed here.

The days we have discussed for payment are the 15<sup>th</sup> and the last working day of the month.

I understand that a late fee may apply if I am late with payment and that fee is \$10.00 per day until my account is paid in full.

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

