



Rowe's Family Daycare

Parent Handbook Policies and Procedures

WELCOME and PHILOSOPHY

Welcome to Rowe's Family Daycare. To facilitate greater understanding between us I have created this handbook. It covers the childcare philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

Rowe's Family Daycare believes that children are curious and eager learners. We believe that young children learn best when they experience their surroundings firsthand in play. It is their direct experience in the world with the people, places and objects which spark their desire to figure out or otherwise solve problems that present them through the course of everyday events. Children will have some outdoor time every day in my private yard or outdoor space. Connecting with nature lets children gain deeper knowledge of themselves and the world.

COMMUNICATION

Communication is very important to us. When we accept a new family into Rowe's Family Daycare, we like to be sure that we can share openly any concerns or question that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. Please check your child's folder everyday as there may also be special notes or announcements. You are encouraged to call us at any time between operating hours. If you call during the day, please be aware that we may be busy with the children and may not be able to talk to you right away. If you would like to leave a message, go ahead and we will call you back as soon as possible. We are looking forward to a terrific relationship with you and your child!

ENROLLMENT POLICY

There are several forms that we must have completed and, in our possession, before we can assume the responsibility of caring for your child. The types of forms that are needed are listed on the following page. This is to ensure that your child will get the very best care possible from Rowe's Family Daycare.

The Forms are as follows:

- Enrollment Form
- Signed Contract and Fee Agreement
- Acknowledgement of Policies
- Consent for Emergency Treatment
- Medical Permission Slip
- Health Record
- Child Enrollment Program-Food Program
- Permission to Administer Medication
- Field Trip Permission
- Child Pick UP Authorization
- Child Neglect Protocol
- Discipline Statement
- Transportation Waiver
- Video, Pictures, and Social Media Release Form

You are required to keep us informed of any change in address, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

TRIAL PERIOD

All new children will be cared for on a two-week 10 calendar days trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours' notice. No pre-paid fees will be credited upon cancellation during the Trial Period. After the trial period, a two-week's written notice is required by either party to terminate the agreement. No refunds will be given.

PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Fee Agreement. The weekly daycare fee is due every Friday morning of each week before care, preferably in cash. The fee reserves a space for your child and must be paid even if your child/children miss a day or more each week. If the weekly fees are not paid on Friday, a late payment fee of \$25.00 is due and \$5.00 each day thereafter per child.

There is a \$50.00 fee on all returned checks and any other fees caused by this incident. If you present a check / money order as payment, the check / money order will be considered your proof of payment. No post-dated checks will be accepted for tuition, this is considered a late payment so please comply with any late payment fees. Repeated late payments may be grounds for termination. If we must go to court, you are responsible for ALL court costs. *If childcare is paid by subsidy program, whatever the program does not cover, the parent is responsible for fees.

TAXES

Rowe's Family Daycare will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated.

NSF CHECKS

If a check is returned to us for non-sufficient funds, a \$50.00 fee will be charged. You will be required to pay all fees that Rowe's Family Daycare incurs as a result of the returned check. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash payment from you from that point forward.

HOURS OF OPERATION

Normal hours of operation are Monday through Sunday, 24 hours a day. Your specific hours will be outlined in your Contract and Fee Agreement. We require a 2-week notice if you need to change your enrollment hours to see if we can accommodate your request. You are still responsible for paying all fees for your contracted days regardless of whether your child come or not. If the child will not be in on a day of operation, please be considered and call the center to inform us. You are required to inform us if you are at any other location than what is listed on your Enrollment Record and to provide a telephone number for that place. *THE DAYCARE WILL CLOSE WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER*

HOLIDAYS AND PUBLIC EMERGENCIES

Parents please respect the holiday schedule. National Holidays are paid and allowed for each daycare center. Parents you are still responsible for payments for the week of a Holiday. No credit will be given. We will be closed with pay for the following Holidays:

New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Easter, Mother's Day, Father's Day, Fourth of July, Day after the Fourth of July, Labor Day, Veteran's Day, Memorial's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and Day after Christmas. I will also close with pay for a 4-week vacation, 3 sick days, 3 personal days, and 1-week bereavement.

When a Holiday (listed above) falls on a Saturday, Rowe's Family Daycare will be closed the preceding Friday with pay, when a holiday falls on a Sunday Rowe's Family Daycare will be closed the following Monday with pay. You will pay for these Mondays and Fridays if that would be a normally scheduled day for your child.

Due to a Public Emergency, Rowe's Family Daycare still charges for times when we are not open due to a public health emergency. Parents will still be responsible to pay their daycare fees. The same goes for parents who has a childcare subsidy for up to 10 days of non-operational per fiscal.

PERSONAL BELONGINGS

No toys should be brought from home. Little ones have a difficult time, sharing with others, and it is even harder with their own special toys. Exceptions will be Show and Tell and other special activity days. We are not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with the child's name.

SUPPLIES

You are responsible for supplying 2 full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You are required to supply a blanket for your child to be kept at the childcare. All blankets and bedding will be washed every Friday. Good clothing is not recommended. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a trip to the photographer, a party, etc.), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. We will request certain items for certain times of the year such as boots or snowsuits. All items need to be labeled with your child's initials. Parents are responsible for Pull ups, pampers, and baby wipes.

DAILY SCHEDULE

A schedule helps the day to flow smoothly; it allows the children to anticipate coming events, and aids in achieving a variety of goals. There will be times when I must adjust the schedule.

SIGNING IN & OUT

Rowe's Family Daycare is required to have all parents sign in and out for pick-ups and drop-offs each day. A sign in/out sheet and a pen will be available your convenience. This gives us a written record of the child's attendance, hours, and the person who brought /picked up the child each day. Children will be released to the person that is listed on the pick-up list. A written notice is required from the parent if the child is to be released to anyone other than the individuals listed. Before releasing your child to anyone, I will require a valid Driver's license and the child must be signed out.

ABSENCES

There will be no refunds or adjustments made to your childcare fee for your time missed due to illness, holidays, or days off. You are still required to pay for missed days. A place has been reserved for each child that cannot be filled on a short-term basis.

BIRTHDAYS & PARTIES

Each child’s birthday is his/her “Special Day.” If you feel you must purchase a personal gift for the birthday child, we ask that you give this outside of the childcare home. It will be your responsibility to provide a cake, cupcakes, or treats for your child’s special day. At Christmas time, parents are asked to purchase and wrap a toy or book gift to be presented to the children at our Christmas party. This item will remain in the childcare classroom for continued year-round use by all the children.

ARRIVALS & DEPARTURES

Children are to arrive clean and fed (unless arriving just before mealtime). It is normal for some children to have a difficulty separating from parents, or cry when being dropped off. Please be very brief (no more than 5 minutes is enough) during drop-off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider), and all the children will test to see if the rules still apply. An early arrival to pick up your child does not mean you may stay until the close of business. If you’d like to stay and visit, please arrange this with me beforehand. But typically, pick-up time needs to be kept brief. When picking children up at the end of the day, you will be asked to show I.D before child is released until staff are familiar with who you are.

Do not allow your child to run out to your car while you are still inside!! The safety rule is “NO one goes outside without their parent with them.” Drop-off and pick-up times are not good times to discuss problems. Little ears and minds hear and understand everything. We are not comfortable with discussing children in the presence of anyone except their parents. Topics that concern day-to-day events or light-hearted discussions are fine. Rowe’s Family Daycare normal procedure is to release the child only to his/her parents or someone else the parents designate. If someone other than the parent is to pick up the child, that person must be an authorized pick up person. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, we would need to ask for photo identification. We do not mean to offend them. This is simply a measure taken for your child’s protection. We will not let a child leave without a parent’s verbal permission even if that person is listed as one of your designated pick-up people.

MEALS

Rowe’s Family Daycare participates in the Food Program. Nutritious meals will be served to children who are enrolled in this program at no extra cost to you. Children are fed nutritionally on a daily basis-breakfast, lunch and snack as required through enrollment with the family.

MEALS are only during the times of:	
Breakfast:	6:00 a.m., 8:00 a.m.
Lunch:	12:00 p.m.
Snacks:	10:00 a.m., 3:00 p.m., 3:30 p.m., 7:00 p.m.
Dinner:	5:30 p.m., 6:00 p.m.

No outside foods allowed. Healthy snacks will be provided to school-age children. We believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat it. We do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! If a child refuses to eat their meal, there will be no food served until the next designated meal/snack time.

Children that have a special diet will need a doctor’s statement, NO EXCEPTIONS!
Liquids and Foods hotter than 110 degrees are kept out of reach of children.

CLEANLINESS & HYGIENE

Rowe's Family Daycare does their best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush, teeth will be brushed, as well. Staff members wash their hands frequently and use antibacterial gel. Each child has a separate cot with a blanket that are washed weekly (unless soiled they are washed as often as necessary). Children use separate cups, plates, bowls and eating utensils that have been washed and dried. Tables, toys, etc... are disinfected with bleach water solution after each use.

QUIET TIME

All children are required to lie down for a rest period in the afternoon. All children must nap, rest or sit quietly during the period. Quiet Time gives everyone a much-needed break during the day. Without quiet time, some children are argumentative in the afternoon, short-tempered with others, and not happy when they go home in the evening. Quiet Time gives the staff an opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. We provide nap cots. If your child has a special blanket or stuffed animal that he/she sleeps with, please bring it along. We would ask that you please avoid picking up or dropping off your child during naptime, unless you absolutely must, as you know it disturbs the other children's rest period.

ACTIVITIES & CURRICULUM

My goal for children's learning is for them to become independent, self-confident, and enthusiastic learners for life, developing strong self-esteem, have fun, improve social skills, and a positive attitude towards exploration and learning so they're not afraid to try out new ideas or make mistakes. We will utilize a variety of activities to accomplish the goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing. Some of the activities include arts & crafts; music, math, science, stories, games, as well as letter, shape, color and number recognition are a weekly theme format. Some of the projects will be taken home to share with the family and others will be ones that you can ask about. The goal of Rowe's Family Daycare is to have fun and provide extra learning stimulation for your child. Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or mealtimes. The activities planned helps the children to do the following:

- Figure out how things work
- Test new thoughts and ideas
- Develop small muscle control
- Use their imagination
- Develop problem-solving skills
- Practice cooperating with others
- Strengthen verbal and negotiating skills

PARENTAL INVOLVEMENT

There will be time and ways you can get involved in your child's childcare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Chaperoning on field trips
- Lending objects for units of study
- Coming and talking about your job
- Helping your child at home with the concepts we are studying
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties
- Participate in Advocacy Endeavors
- Clerical Work or Volunteer Work
- Fundraisers

Parental involvement is important to me. All parents are welcome to visit my home at any time during operating hours. You may also email me at latoyarowe05@yahoo.com

DAYCARE RULES

The respect that you show Rowe's Family Daycare, including furnishings, equipment, staff members, and other children will communicate itself to your child and will make for a better working relationship. There are certain rules that all children will be taught and expected to follow. The following rules are enforced for the safety and well-being of everyone. There will be no running permitted in the Childcare. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No sanding or climbing on chairs, tables, or furniture. There will be no use of obscene, derogatory or disrespectful language. Children are not permitted to lift and /or carry other children while in classroom or on the property. Respectful treatment of other people and all property, toys and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support me in the enforcement of these rules, in order to create a better environment for all.

NO SMOKING IS PERMITTED ON THE PREMISES.

INDOOR & OUTDOOR PLAY

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them the help with clean up, when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoor every day that weather permits. Please make sure that your child is always appropriately dressed for outdoor play. Our activities will include taking walks, backyard playground, water play, bike/toy riding and more. During spring and fall, our outdoor play will probably range form 20 – 45 minutes, and during the summer it may be a little longer.

POTTY TRAINING

Here at Rowe's Family Daycare all children consider considered potty trained must be verbally able to tell the caregiver he/she needs to go to the restroom. During this time of potty training, please dress them so they may easily remove clothing. Any children in transition with potty training must still be able to recognize when he/she may need too. A caregiver will assist if help is needed but only if needed. Additional fees may apply for potty training and parents must be on one accord with caregiver.

CHILD NEGLECT AND ABUSE

As a Childcare provider, we have a responsibility by law to recognize and report any evidence of child abuse—physical or emotional or neglect. This is strictly for the benefit of your child. Child abuse and neglect are against the law in California, and so is failure to report it. I am required to make a report within 48 hours of the time I suspected the child has been or may be abused or neglected. All suspicious of child abuse and neglect will be reported by calling 1-800-540-4000.

DISCIPLINE AND GUIDANCE POLICY

Rowe's Family Daycare philosophy is that you use discipline to teach a child. We achieve this through love, consistency, and firmness. Rowe's Family Daycare stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the childcare classrooms frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children, who are not adept at communication; have a hard time expressing their feelings, sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what we will be doing, remember that this behavior is normal in most cases. This will ensure that each child is following the center rules and guidelines. Any form of corporal punishment is prohibited.

The following methods of discipline will be used:

- I will go over the class rules
- The child will be given a book to read to calm them down
- Intervention and discussion
- Re-direction to another play area
- Encourage children to solve problems themselves
- Quiet Time/Moment of Peace
- Give positive expression that shows self-control, self-directions and self-esteem.

Parent Involvement will be needed if the above actions do not work. If we feel there is a chronic behavioral issue that needs attention, we will let you know so that we are handling it in the same way and your child has continuity in discipline between home and childcare. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all. Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling, or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment. Teacher and /or Director have ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around school readiness, the objective of the program. Parents are kept informed as to their child's progress.

*If for any reason I feel the behavior has not changed he/she will be withdrawn from care I reserve the right to withdraw your child/ren at any time without refund.

SUSPENSION AND EXPULSION

No child is to hurt or cause harm to any person in the center. Children are expected to be respectful to their caregivers and peers. This is always done by being kind and safe and respectful with personal property and daycare property. If children are unable or unwilling to be productive children by making good choices in this daycare, we will give appropriate consequences. This will be on an individual basis.

The process will be

- Verbal warning
- Documented warning with call to parents/guardians
- Documented warning and conference with parents/guardians and a (1) day suspension, if behavior persist it will result in withdrawal from the program.

ILLNESS POLICY

Under no circumstances will parents be allowed to bring a sick child to Childcare. Sick children expose other children, as well as Staff Members, to the spread of illness and require additional care and attention that we are unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to childcare before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. If staff members become ill due to exposure to a sick child, all the children may need to arrange alternate care. Because this is disruptive to other children, their families, and staff, your cooperation on this issue is extremely important.

The following illness policies will be strictly enforced, for the health, well- being, and safety of all concerned. In accordance with the State of California licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician stating the child has been diagnosed and poses no serious health risk to the child or to other children.

In accordance with the State of California licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician stating the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family childcare home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can no exceptions since illness spreads quickly among children.

Please parents do not bring your child to the daycare if he/she has had a fever/temp over 100 degrees, diarrhea or vomiting over the weekend or anytime during the week. These symptoms are considered to be a contagious illness. For the safety of everyone in my care, if your child becomes ill at the daycare home, you are responsible for picking the child up within the hour and NO refund will be given on tuition. Your child cannot return to the daycare home until he/she is free from illness for at least 24 hours and please respect my policy. I reserve the right to withdraw your child at any time if I feel my policies are not respected. Please provide an additional clothing to stay at daycare home in case of an emergency.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in childcare. I am sympathetic to the difficulties of taking time off, so discretion will be used. The symptoms of illness for possible exclusion shall include, but are not limited to any of the following:

- A). If the illness prevents your child from participating comfortably in the daycare environment,
- B). If the illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, or
- C). If your child has any of the following conditions:
 - Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted; unless a healthcare provider or health official determines the condition is noninfectious.
 - Fever a normal temperature is about 98.6°F (37°C) when taken orally (in your child's mouth) and 99.6°F (37.5°C) when taken rectally (in your child's bottom). Many doctors define a fever as an oral temperature above 99.5°F (37.5°C) or a rectal temperature above 100.4°F (38°C). So, until medical evaluation allows inclusion.
 - Hepatitis virus, until 1 week after onset of illness or as directed by health department when passive immune prophylaxis has been administered to appropriate children and staff and a licensed physician states in writing the child may return to childcare.
 - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
 - Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return to childcare.
 - Mumps, until 9 days after onset of parotid gland swelling and licensed physician states in writing the child may return to childcare.
 - Mouth sores with drooling, unless a healthcare provider or health official determines the condition is noninfectious.

- Nose Bleeds, if for any reason your child begin to have a nose bleed I will tilt the head back and Keep pressure on the nose for at least 10 minutes and the parent will be called and will have to pick-up child from childcare, until a health care provider evaluation determines that these symptoms do not indicate a communicable disease is present and the child is able to return to childcare;
- Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return to childcare.
- Purulent conjunctivitis (defined as pink or red eye conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- Rubella, until 6 days after onset of rash and licensed physician states in writing the child may return to childcare.
- Scabies, Head lice, Impetigo, or other infestation, until 24 hours after treatment has been initiated.
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- Scalp or Head ringworms, fungal spores can be transmitted through contact with an infected person, fallen infected hairs, or fomites, which are contaminated objects. These may include objects such as barbershop instruments, hats, movie theater seats, hairbrushes, bedding, and clothing. Until a health care provider or health official states that the child can attend childcare.
- Tuberculosis, until a health care provider or health official states that the child can attend childcare.
- Uncontrolled Diarrhea is considered as having more loose or liquid stools per day. Until medical evaluation allows inclusion.

***Always inform your doctor at every visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

****Injuries*: I will supervise your child closely to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up to date).

MEDICATIONS

Parents are required to fill out the proper forms and to supply all medications in their original containers. All written instructions shall be valid for six months unless a shorter time period is designated by the physician, dentist, or parent. These must be labeled with the child's name. NO EXCEPTIONS

MEDICATION POLICY

I cannot administer medication without a form signed by your child's doctor and the child's name must be on the prescribe medication.

MEDICAL EMERGENCIES

In case of EMERGENCY, we will administer the necessary first aid. The Police Department or Paramedic Unit will be called, and your child will be transported to the hospital designated on your Emergency Transportation Authorization form. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility.

IMMUNIZATION REQUIREMENT

***All parents are requirement to keep all children current and up to date with their required immunizations. Parents will be reminded in advance as of the status of their immunizations so they may call and make appointments with the doctor or clinic. Parents will have to provide current immunizations from the doctor's office.

***If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

***If for any reason I feel I am being deceive I reserve the right to withdraw your child/ren at any time without refund and without notice.

All students are required to MEET TUBERCULIN REQUIREMENTS

FIELD TRIPS

Occasionally, we may have the opportunity to take a field trip. In the event of an emergency away from the childcare home, your child will be cared for and you will be notified. It is not required that your child attends the field trip, but it will be your responsibility to find and pay for alternate care if you do not wish for them to attend. You still pay your regular childcare fees. For your kid to attend any field trips, a permission slip must be signed before each trip and the child must have not had any discipline problem within 30 days of the trip. Some field trips require an additional fee, you will be notified of such trips and are responsible for the fee.

TERMINATION POLICY

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the childcare after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations
- Serious Illness of child
- False information given by parent either verbally or in writing

We appreciate as much advance notice as possible when terminating and will give the same courtesy in return. You are required to give 2 weeks’ notice when decide to terminate childcare. The 2 weeks will be paid in full, regardless of whether your child is in attendance. We will give 2 weeks written notice of termination for which full tuition is due, whether your child is in attendance. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of staff or other children in attendance. In this situation, the 2 weeks payment of tuition is still required. Termination notice will not be accepted while provider or parents are on vacation. You may pay 2 weeks fees in lieu of 2 weeks’ notice. In order to receive any form of financial statements at the end of year and all fees must be current. After your initial paperwork is complete, it is your responsibility to notify me of any changes.

A Few Final Thoughts:

As a parent, please....

- Take an interest in your child’s activities and development at the daycare and share your child’s habits, fears and concerns with me.
- Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed.
- Remember that you are responsible for your child while you are on my premises so please remain in complete contact with your child during that time.
- Call me! Your concerns and feedback are important to me.

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. Rowe’s Family Daycare reserves the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least a 2 weeks’ notice of changes.

SIGNATURE OF PARENTS

SIGNATURE OF ROWE’S FAMILY DAYCARE CHILDCARE/PRESCHOOL DIRECTOR

DATE _____