1.  

**TABLE OF CONTENTS**

Table of Contents, Welcome, Waiver & Disclaimer 1

Provider Qualifications & Insurance 2

 Our Philosophy, Mission Statement, Vision Statement 3

 Hours of Operation, Payments, Holding Fee, & Taxes 4 Enrollment, Confidentiality and Supplies 5

 Holidays, Arrivals & Departures 6

Under the influence, Communications &Terminations 7 Nutrition, Nap/Rest time & SIDS 8

Daily Schedule & Activities 9

Illness Guidelines 10

Medications 11

 Discipline & Positive Guidance Techniques 12

Policy & Procedure 13

**WELCOME**

Welcome to SWEET MOM HOME Daycare. We are licensed by the State of Pennsylvania Department of Health & Social Services, to serve 38 children from the ages of 6 weeks to 12 years at any given time.

**DISCLAIMER**

1. NO enrolled child or their family will be discriminated against based on Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry.

**OPEN DOOR POLICY**

We carry an open-door policy – you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on the child’s behavior, and they may “act up” while you are here. Also, if your child is having separation problems, it might make it difficult for them when you leave.

**WAIVER**

"Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect". If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. And failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. Sweet Mom Home Daycare reserves the right to make any policy or financial changes at any time when it is in the best interest of the daycare and will not compromise the quality of the children's care. Any changes will be given a two-week notice.

1.  

**QUALIFICATIONS**

**Experiences: I’ m an accountant and I decided to open a day care to be close to my children.** I had been babysitting for a few years.

**Qualifications:**

Mother of 3 children

Training CPR and First Aid

High school diploma

B.S. degree in Accounting

Mastering Business Issues

I also take workshops and training classes to keep up with my Continuing Education Requirements each year.

**INSURANCE**

We carry homeowners, daycare liability, and vehicle insurance.

1. **OUR PHILOSOPHY**

We believe that self-esteem is the critical component to optimal growth in your children. For a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development.

Just how good children learn to get along with others depends, to a large extent, on how they feel about themselves. If the adults who care for them have helped them to feel they are valued and competent, children are likely to be relaxed and friendly with others. Play is the way children learn about their world, themselves, and others, and the way they develop the skills and knowledge they will need to succeed in their lives. All children learn and grow in their own special way.

“Kids will be kids, and to be a kid they have to play, to play they sometimes get dirty, when they get dirty it means they are having fun, and when they have fun, I have done my job!” - ATOU

**MISSON STATEMENT**

Sweet Mom Home Daycare is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building socialization and self-help skills that build up their self-esteem, which is needed to succeed in all areas of life.

**OUR VISION**

1. Every child/family that comes through our doors will be

treated with love and respect so that when they leave here, they will be able to pass on the love and respect to others that they were shown.

 **POTTY TRAINING**

We require pull-ups to start potty training with for sanitary reasons. Then after 2 full weeks of being accident free **and** can tell me they have to go they may try regular underpants. Please make sure they have enough change of clothing here during this time. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.

**HOURS OF OPERATION**

Our hours of operation are from 6:30 am to 6:30 am, Monday thru Sunday, January thru December. Please respect our time and pick up prior to closing.

**RATES**

See attached rate sheet, increases will be made, and families notified in a timely manner.

**PAYMENTS**

Checks, cash, credit, or automatic deposits from your bank, will be acceptable methods of payment If return checks become a problem then I will require cash payments thereafter.

Payments are all on a prepaid basis; and due every Friday by 12:00 noon. Anything past that time will be considered late, including weekends, and holidays. All payments are appreciated prior to you, or a holiday, postdating a check is fine. IN the event of illness, payment

is due when daycare continues.

**HOLDING FEES**

A holding fee of $150 per month will be required (not more than 3 months) to hold a slot for your child to attend. You then have the OPTION of bringing your child to daycare for 2 days per week without additional payments. This will be based on space available only. This is a non-refundable payment.

**TAXES**

A W-10 form will be given to you by January 31.

**ENROLLMENTS**

Enrollments are based on space available. The following forms will need to be returned prior to the first day of attendance or brought with you on the first day.

1. Enrollment form
2. Health History
3. Immunization form
4. Parent & Provider Contract signed and dated after 2 weeks trial period
5. Verification of policy handbook initialed and dated
6. Transportation authorization
7. Intake for child under 2 years of age
8. Enrollment fee due with packet,
9. 2 week’s payment due prior to child starting. (first and last week)
10. Health check form (signed by child’s doctor) (30 days to return)

**TRIAL PERIOD**

There is a two-week trial period for each family. Either party may terminate this agreement within this period, via phone, in person, or letter, with or without cause. NO REFUNDS will be given during this time. After the initial trial period a 2-week written notice with pay will be required to terminate care.

**CONFIDENTIALLITY**

All the above information will be kept confidential and will only be released to authorized persons such as but not limited to: State licenser, police department, Health and Social services, and my backup provider.

**TRANSPORTATION/FIELD TRIPS**

By signing the contract and enrollment form you are giving your child permission to be transported as needed in case of an emergency only and allowing them to participate in all activities at the daycare whether on or off premises.

**SUPPLIED BY THE PARENTS**

Breast milk, formula, bottles, lunch meal, diapers, pull ups, pack n play, small blanket, & pacifiers are to be supplied by the parents. Weather appropriate attire shall be kept at the daycare as needed: swimsuit, light jacket, snow gear-hat, boots, mittens, snow pants and heavy jacket.

**HOLIDAYS and VACATIONS**

Sweet Mom home Day Care will take 1-week unpaid vacation per year that will be each December 24th through January 2nd.

Sweet Mom home Day care will be closed for all major Holidays & the Friday after Thanksgiving. If these fall on a weekend we will take Monday or Friday off instead.

Sweet Mom Home Day care are the same rate whether you bring your child or not there are no deductions in the weekly fee will be made. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party.

**ARRIVALS AND DEPARTURES**

Sweet Mom Home Daycare assumes full responsibility for your child once they are dropped off and signed in until they are signed out. So please make sure that we are aware that your child is being dropped off or picked up. Do not just leave without someone acknowledging you. Please call us if your child will be late or not attending for that day.

When dropping off or picking up children, remember to sign them in or out and put their belongings away.

We cannot release your child to anyone NOT listed on the enrollment form without prior approval from you. You need to let me know if someone other than you will be picking them up, and they need to have a PICTURE ID with them.

**INFLUENCE OF DRUGS/ALCOHOL**

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.

**COMMUNICATION**

If you need to call me, please keep in mind that the children are our top priority and you might get the answering machine, we will return your call as soon as possible.

Conference can be scheduled at any time by either the parent or provider. Also, I can be reached in the evenings or on my cell phone if you need to discuss something with me.

Keeping the lines of communication open between us is in the best interest of your child. Letting each other know important information about your child and family is essential to us providing the best possible care for them.

**TERMINATION**

Sweet Mom Home Daycare requires a 2-week written notice prior to termination. We also reserve the right to terminate immediately or at any time for, but not limited to:

1. Failure to pay fees on time
2. Failure to comply with policies

We will work with you and your child as much as possible but ultimately, we cannot put our business, the other children in our care, or our family in a compromising situation.

**NUTRITION**

Food for the children in daycare is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet 1/3 of the nutritional requirements, and snacks will include 2 items from the 4 food groups. We participate in the CACFP food program.

We serve two meals and two snacks a day there is no need to bring food with your child to daycare. If your child has any food allergies, PLEASE make sure to put this on their enrollment form. A doctor’s note must be signed and kept on file.

**EATING SCHEDULE**

Breakfast is served from 7:00 am to 7:45 am. AM snack is served from 9:30 am to 10:00 am Lunch is served from 11:30 am to 12:15 pm. PM snack is served from 3:00 pm to 3:30pm.

And Dinner is served from 7am to 7,45pm and snack is 11pm to 12am.

**NAPPING/REST TIME**

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. We will provide children over the age of 2 with a cot and cover for naps. A non-school age child can bring a small blanket or stuffed animal from home to have at naptime. Children that are not sleeping after 1⁄2-hour rest can get up to have quiet play, like books, puzzles, coloring, etc. If your child falls asleep, they will be allowed to sleep for the entire nap time.

To reduce the risk of **SIDS** the following rules will be applied:

1. All infants under one year of age will be placed on their backs to sleep. 2. NO Pillows or comforters. Only a thin receiving blanket will be used, the infant will be placed at the foot of the playpen with the blanket tucked into the mattress and reaching only as far as their chest. 3. The infant’s head shall always remain uncovered 4. When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleep position they prefer. 5. If your child is asleep when arriving I will arouse them a bit.

IF you have any questions about this or need further information please ask me or call the SIDS alliance at 1-800-221-SIDS or Back to sleep campaign at 1-800-505-CRIB.





**SCHEDULE**

Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is subject to change from day to day depending on the children’s interest and of course the weather.

7;00-7:45 BREAKFAST

8: 00 -9:00 Free Play ~ and Individual Skill Time

9:00-9:30 Circle time: calendar, shapes, colors, a short story, music, etc.

9:30 10:00 SNACK

10:00 11:00 Indoor play and learning centers & craft time

11;00 11;30 Quiet play – puzzles, books, and file folder games, etc.

11;30 12;15 LUNCH

 12;00 12;30 Clean up, potty, diaper changes

12;30 2;30 REST TIME

2;30 3;00 Wash up for snacks, quiet play

3;00 3;30 SNACK

3;30 4;30 indoor play, large group activities, clean up children for pick up

4;30 6;00 Individual quiet play/activities, playdoh, file folder games, etc

7pm to 7, 45pm Dinner time,

8pm to 8,30pm Clean up, potty, diaper changes.

9pm to 11pm REST TIME.

12pm to 630am continue rest time in between have snack or free play or activity time kids’ choice.

Please make sure your child is dropped off and picked by your contracted time. We plan our day/activities according to the children that will be here. If you are going to be **more than 30 mins late,** please call.

**DAILY ACTIVIES**

Our day will consist of one or more of the following: Use and develop of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor activities, active and quiet play, individual and group activities. This will all help in learning new ideas and skills, be exposed to a variety of cultures, and protect them from excess fatigue and over stimulation.

The Value of Play: Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work extremely hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children’s skills, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, and run, use their Imagination, test themselves and challenge others, and above all to enjoy themselves.



**ILLNESS GUIDELINES**

Promoting good health and safety is a goal at daycare. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the daycare.

Each child is required BY STATE to have on file a health statement signed by a doctor, and immunizations all updated. I require children have all immunizations to attend here.

If your child comes down with a communicable disease you need to notify me right away and in turn I must notify other parents and the Allegheny County Health Department. Children with a contagious illness will not be allowed in daycare until they are properly medicated. A child must be on the antibiotic 24 hours before returning to the daycare.

Sweet Mom Home Daycare will exclude any child who exhibits any of the following:

1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours) WITHOUT THE USE OF A FEVER REDUCING MEDICINE
2. Diarrhea (2 or more stools while here that differ from normal bm)
3. Vomiting (2 or more times during the day)
4. Draining rash anywhere on the body – must be gone before returning.
5. Eye discharge – Pink eye or from a cold- must be gone before returning.
6. Lice or nits – can return only after being free of them for 24 hours.
7. Communicable disease: chicken pox, measles, etc. must be gone before  returning to daycare
8. Consistent complaints of ear, stomach or headaches, or other pain
9. Any color of nasal discharge, it must be clear before returning to daycare  unless it is a severe clear runny nose, then they need to remain home until it  becomes a mild runny nose – wiping it less than every 15 minutes or so.
10. Severe coughing- congested, with phlegm, gets red in the face, gags, throws  up, or high-pitched whooping or croup sounds – must be mild before returning to daycare

• **Before returning your child to daycare they MUST BE free of all symptoms for 24 hours from the last onset of symptom**.

**MEDICATIONS**

Before we can administer any prescription or non-prescription medications to your child you will need to do the following:

1. Keep them home for 24 hours after the first dose ~ for possible allergic reactions 2. Sign a Medication Authorization Form

All medications must be brought in the original container with the following information on the label: Child’s name, Prescription name, Doctors name, dosage, Pharmacy name and phone number, Instructions for administering, & dates the medication is to be used for.

Non rescripted medications may include but are not limited to:

1 Antihistamines

2 NON-aspirin fever reducing/pain reliever

3 Decongestants

4 Anti-itching ointment or lotions

5 Diaper rash ointments or lotions

6 Sunscreen

7 Cough syrup

8 Teething gels

9 Insect repellants

These must be sent in original containers. If any of them will be taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician.

If you fail to bring your child’s prescribed medication to daycare you will be asked to go home and get it or take the child home and give them the required dosage.

We have a medication log that you can review at any time to see when your child was given his/her medications. Plus, a note giving the times and dosage administered at daycare will be on your daily reports.

If a child will be on long terms meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files.

Medications that are not being used must be sent back home. Only asthma type medications can be kept here to be used when needed.



**DISCIPLINE & GUIDANCE**

**DISCIPLINE**

We believe discipline should be used to teach a child. The children are explained the rules of the childcare home frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used and as a last resort a conference will be called with the parents. If problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

**POSITIVE GUIDANCE TECHNIQUES**

1. **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
2. **Redirection:** We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
3. **Verbal Intervention:** We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.
4. **Logical Consequences:** We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.
5. **Take a Break:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs constantly or not working child’s parent will be asked to come and pick up the child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child’s good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.

Policy > Inclusion

Program enrollment is open to children of all abilities. Each child's optimal growth and development is promoted and supported implementation of a comprehensive system of services and supports, designed to identify, and address individual needs within an inclusive learning environment.

Procedure

-• Program completes an inclusion self-assessment and develops a CQI plan to inform inclusive system planning.

• All staff participate in annual professional development to acquire knowledge, skills and dispositions required to implement inclusive practices.

• Each child receives a developmental/behavioral screening within 45 days of enrollment to inform individualized curriculum planning and identify additional support needs.

• Child assessments, using valid and reliable observation-based tools are completed at least 2 times per year, and internal data regarding child outcomes is maintained for each child.

• Modifications in the learning program are made to ensure that all children's individual needs are met, i.e., curriculum adjustments, removing physical barriers, providing technology support.

• Multiple and varied formats for instruction and learning are implemented to meet children's individual needs.

• A multi-disciplinary team is established for children who receive early intervention services to ensure that an integrated process of communication and shared goal planning exists.

Family conferences are provided at least two times per year to discuss children's strengths, progress, developmental needs, and to engage families in shared goal planning.

• The learning environment is assessed at least annually, using reliable observation instruments that include indicators for staff/child interaction, and responsive, inclusive teaching practices. Assessment results are used to inform the program's continuous quality improvement goal planning.

• Formal relationships are established between key stakeholders to ensure a collaborative approach to providing services and supports to children, families, and staff.

• Specialized services and therapies are integrated into the general ECE program.



**RECEIPT OF HANDBOOK**

* I ………………………………….

have received the SWEET MOM HOME DAYCARE Parent Handbook and Handouts.

 **PARENT**

**INITIALS HERE**

Waiver …………………

Insurance ………. Payments and other cost ………………….

Enrollments, Confidentiality, Supplies ……………….

 Holidays &Termination ……………….

Nutrition, Naps & SIDS ………………

Daily schedule & Activities ………………….

Illness Guidelines ………………….

Medications …………………

Discipline & Positive Guidance Techniques …………………

HANDOUTS:

Rate Sheet

Emergency Plans

This is to verify that I have read Sweet Mom Home Daycare Parent Handbook and Handouts. I agree to comply with the policies outlined in the parent handbook.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you,

 SWEET MOM HOME DAYCARE

PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_