

# Tiny Treasures

**Licensed Home Childcare**



Something Special Inside Each Child

**Lori Staton**  
**Centennial, CO 80122**  
**(303) 794-7278**

## Tiny Treasures

Thank you for choosing **Tiny Treasures** for your childcare home. Enclosed you will find a copy of my ~Parent Handbook~. It may seem like a lot of information, but this is to let you know what you can expect from me as your child's caregiver, and in turn let you know what is expected once this contract is signed.

Please take the time to go over this ~Handbook~. We have reviewed it during your interview, but this copy is for you to back reference. If, at any time you have a question regarding my policies, please don't hesitate to ask. I want to always have an open line of communication with you.

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes in policies, as I deem necessary. You will be notified in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

I look forward to having you and your child/children into our home.

Sincerely,

Lori Staton

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## INTRODUCTION

Thank you for choosing **Tiny Treasures Childcare** for your child. I started my home childcare business in 1981, when my own son, Tyler, was born. I had been working in childcare centers for 4 1/2 years and had decided not to return when he was born. I did not like the ratio of teachers to children and the care the children received in the centers, so I decided to “be my own boss” and do quality childcare for other children and my own. I was working toward my degree in college before my children were born, so I have several early childhood and elementary education classes. I take continuing classes to keep my license current and to keep myself at the top of my profession. I am married to Randy, who is my back up when I am away for an appointment. He is an important addition when you consider the lack of good male role models for children. Our sons are both married and have grown up to be successful men who married amazing women. We are so proud of the people they have become, and we credit our home childcare for a part of that. We have 6 grandchildren and hope to watch them carry on the love of the family childcare. I started childcare because of my love for my own children and others. I love my profession and am proud to be a home childcare provider.

As a family childcare provider, my licensed home is designed to share with you the responsibility of caring for your child in a warm, creative, home atmosphere, where your child will feel secure and loved. Your child will learn self-respect and to respect others. He will be enriched with daily activities, learn to be self-confident, and enjoy being a unique and wonderful child. I accept children between the ages of birth and twelve years of age.

As your partner in caring for your child, my interaction with you, the parent, is as important as my interaction with your child. I encourage parent involvement in the childcare setting.

Regarding all statements in this policy book directed to the parent, the word parent should mean parent, guardian or adult person responsible for the child’s physical and financial well being.

For clarification purposes:

Infant-any child 12 months or younger.

Toddler-any child 12 months to 24 months.

Preschooler-any child 24 months to kindergarten.

School ager-any child attending kindergarten or higher.

All policies shall remain in effect as stated herein unless provider gives notice of change of any said policy in writing. Provider retains the right to enforce these policies at will. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

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## CONTINUITY OF CARE

When children are in safe, nurturing, and high-quality settings, maintaining the primary caregiving relationship, until the child is at least 3 years old, is an important effort to support continuity for the child and family.

Providing continuity of care plays an important role as your child builds a sense of security and trusting relationships. My goal is to work together as one large family, and keep consistency between home and child care. This will provide stability in your child's development of self, their environment, language, culture, early learning experiences, and trust. It provides opportunities to build close personal relationships with other children as well as me. I also have chosen my husband as my backup, and since he is here with the children most days, they will feel loved and secure especially if I am not present. If a concern should arise, it also provides continuous caring relationships for your child through the coordination of special services, such as Child Find and Head Start. It helps me as well with extended time, to better understand the needs of your child and form trusting relationships with you as family.

I hope to be able to share in your children's nurturing years with continuity of care and love.

## REGISTRATION REQUIREMENTS

All necessary forms must be completed and returned to me before I will assume responsibility of caring for your child. **NO EXCEPTIONS!** Please inform me immediately of any changes. Listed below you will find the list of forms that you will need to return to **Tiny Treasures** before or on your child's 1<sup>st</sup> day.

\*Enrollment /Admissions Form

\*Current Health Evaluation (annually for children birth to six, every three years for children seven and over)

\*Current Immunization (on back of Health Evaluation)

\*Authorization to Seek Emergency Medical Treatment

\*Medication Administration Authorization forms (if applicable)

\*Permission Slips: Transportation, Trips and Activity participation, Television Viewing and Computer and Media Use, Photo Release, Sunscreen Use, and Infant New Foods

\*Parent Handbook (Policies & Procedures)

\*Parent/Provider Contract

PLEASE BE AWARE IF YOU CHOOSE TO NOT IMMUNIZE YOUR CHILD/CHILDREN, they may not attend childcare in the event of an outbreak. Your child will have to remain at home during the required duration of the illness. I care for infants and this policy will be decided on an individual basis.

## DAYS AND HOURS OF OPERATION

Childcare is open Monday-Friday, from 7:30 a.m. to 5:30 p.m. If you drop-off or pick-up before or after these scheduled hours, you will be charged a late fee. The late fee will be as follows: I will charge an overtime rate of \$10.00 per every 15 minutes that you are late, unless it is prearranged. Then the fee will be \$5.00 per every 15 minutes. This late fee is per child. This is to assure that children are picked up on time.

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In the event that Littleton Schools close due to weather, I will close also. If this occurs during operating hours, I will notify you for the pick-up of your child/children. Please make arrangements to pick-up your child as soon as possible. Weather conditions will be considered in your promptness.

In the event that your child is left in my care after the scheduled closing time, and after I have exhausted all efforts to contact you or your child's emergency contacts, I will notify the Arapahoe County of Social Services or the Arapahoe County Police. I will continue to provide care and food until the child is released from my home.

### SIGN-IN AND OUT SHEET

Parents will be required to sign-in and sign-out your child on the sheet provided each morning. This will also include a space for times. In the event you will be unable to pick your child up personally, you must call ahead or present in writing your request for alternate pick-up by an adult at least 18 years of age or older. I will not release a child without previous permission from a parent. This is a safety issue with no compromise.

Please advise anyone who may pick-up your child not to take offense at this policy. It is simply the only way I can assure the protection of you, your child, and all other parties involved.

\*If your family is experiencing a divorce, or other legal situation, which would affect who is allowed to pick-up your child, please let me know immediately. You will also need to provide court orders or other proper legal documents indicating who is no longer allowed custody of your child. Unless these papers are provided, I will have no choice but to release your child into the custody of anyone currently on your list. I will also have a sign-in and sign-out log for visitors to aide in your child's safety in my home.

### FEES

Weekly rates:

Infant- \$	School-ager- \$(Before and After School)
Toddler- \$	School-ager- \$(Full time or Vacations)
Preschool- \$	Daily-\$

Checks should be made payable to Lori Staton. A late charge of \$10.00 per day will be assessed for late payment. There will be a \$25.00 fee assessed for all returned checks and all bank fees will be paid by the parent.

\*The amounts for the weekly rates include all activities and excursions unless requested for a specific field trip.

\*Please expect a yearly rate increase of 5%. You will be given a month notice in the Parent Letter.

### HOLIDAYS/SUBSTITUTE CARE

I will not be caring for children on the following Holidays: New Years day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the following Friday, and Christmas Day. You will need to make alternate arrangements on these days. When taking a vacation, please give at least 1-week notice. I will be taking 1 to

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2 weeks vacation per year. You will be responsible for payment up to 2 weeks of my vacation, and you will need to make alternate arrangements for care. Any other time taken off by me, you will NOT be responsible for payment, but will need to make alternate arrangements for care. I will give at least 1-month notice (if at all possible), so you will have time to make alternate plans.

If I am ill or unable to care for your child, I will try to have substitute care available. If that is not possible, you will need to have a back-up care plan.

### INSURANCE

**Tiny Treasures** does carry Childcare Insurance. A policy is available for review.

### MEDICATION

I am willing to administer prescribed medication to your child. The medication must be in the original container with the label intact. All medication that is given, including “over the counter” types, such as Aspirin, Tylenol, and Cough Syrup must be accompanied by a written Permission for Medication form for each prescription. I have forms available to keep in your child’s file at their Dr’s office for your convenience. All medication will be stored in a locked box in my pantry or refrigerator. All medications will be given as the doctor has prescribed and recorded in a medication log. All empty medication will be disposed of in a safe manor, and all unused medication will be returned to the parent for disposal.

### EMERGENCIES

In case of an emergency, I will make every effort to locate and advise the adult listed on the Enrollment Form. If I am unable to reach parents in case of a serious emergency I will arrange for emergency medical care. The parents will assume all responsibility for any expenses that may arise. \*I have included an Emergency Plan with this handbook for your review. Your signature on the final page, will serve as acknowledgement and understanding of the procedures.

### MEALS

I provide a nutritious breakfast, morning snack, lunch, and afternoon snack each day for all children that are on solid foods. I serve well-balanced meals and snacks that meet the guidelines of the Federal Government Food Program. Menus are available upon request. Breakfast is served until 9:00 a.m., so please have your child here by that time if you want them to eat breakfast here. If your child arrives after 9:00 a.m., I will have expected them to eat at home. Lunch is served at 11:30 a.m. and I serve a p.m. snack at 3:15 p.m. I believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat. Children, who choose not to eat, will not be served food until the next meal or snack.

If your child is on baby food, I will be able to provide baby food. If your child is an infant that is breast fed, then they must be transitioned onto a bottle before they can attend or you may feed your child in my home. I will provide Good Start or Target brand formula for your child. If these formulas are not acceptable you may choose another brand, but I ask for you to provide the formula. If providing breast milk, please bring it in the

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container it is to be served in. At 1 year of age, or when the child is able to manage a cup, I will be transitioning your child to a “sippy” cup from a bottle.

I will accommodate children with limited allergies if possible. We can discuss any alternate arrangements if needed, as well as religious restrictions. If any child wants to bring a special food treat from home, please bring enough that all children will be able to share and enjoy the special treat.

### PERSONAL BELONGINGS

Toys from home are discouraged since they can be easily lost or broken. Small toys also create a hazard to our younger children. Some exceptions can be made if we agree ahead of time. An example would be a video, a book or an item for a unit we are studying. Please refrain from bringing a “sippy cup” with your child in the morning. I provide breakfast and a drink for your child until 9:00 a.m. If you would like to bring a food or drink, please bring enough for everyone.

I have provided your child with a basket with their name on it. If a child would like a nap time comfort item it may be kept in their basket until nap time and returned to the basket after nap.

If your child arrives with an inappropriate toy, it will be stored in their basket until the end of the day. You and your child will be asked not to send it with your child in the future. Toy guns and swords may be fine for pretend play at home, but they are not suitable for a group care environment.

### TINY TREASURES SCHEDULE

\*I will meet the needs of the children before I will follow a schedule. Some days it is just not possible or purposeful to be so structured.

7:30 - 9:00 Children Arrive and Breakfast Is Served.

9:00 - 9:30 Breakfast is cleaned up and children have Free Play-Dramatic Play

9:30 - 11:15 Preschool Time (Theme projects, story time, colors, shapes, numbers, and arts and crafts)

11:15 - 11:45 Outside Play (weather permitting)

11:45 - 12:00 Clean Up and Lunch Preparation Time/Hand Washing.

12:00 - 12:30 Lunch and Clean up.

12:30 - 1:00 Settling down for Quiet Time

1:00 - 3:00 Quiet Time.

3:00 - 3:15 Wake Up Time

3:15 -3:30 Snack

3:30 - 5:30 Outside Play (weather permitting), Free Time, and Story Time. Children Depart.

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## OUTDOOR ACTIVITIES/SUNSCREEN

Our outdoor activities will include using the playground equipment in the backyard, riding toys and playing. Children, no matter the age will **NOT** be allowed outside to play unsupervised.

Summer: We will swim and spend a lot of time outside. Please plan clothing appropriately. You will be required to sign a release for the use of sunscreen. Sunscreen of SPF 30 or greater will be applied daily for outdoor activities. Full spectrum sunscreen will be reapplied as needed during the day. Sunscreen is not applied to infants according to manufacturer instructions. Infants will be kept in the shade, and for extra protection, please provide your infant with a wide-brimmed hat.

Winter: Children will go outside, weather permitting, if no one is sick. Please be sure your child has the proper clothing to allow them to play comfortably and stay warm. Sunscreen of SPF 30 or greater will be applied daily for outdoor activities.

## PRESCHOOL PROGRAM

**Tiny Treasures** is proud to offer a “Preschool Program” September to June of each year. This program targets children ages 2 to 5 years. Currently, I am using my own program that I have created consisting of themes, shapes, numbers, colors, and other activities. There are many learning areas in our childcare playroom. There is a housekeeping area, blocks and trucks, puzzles and books, dress-up items and much, much more. Children actively learn while playing.

## ILLNESS

Your child will not be accepted on any day when they show signs of illness. This is for the protection of your child as well as the protection of the other children. If your child becomes ill while at my home, he/she will be isolated from the other children and one parent will be notified immediately. I will expect them to be picked up within ONE HOUR or a reasonable length of time. Please call as soon as possible if your child is ill and will be staying home for the day. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. If your child is too sick for school, he is too sick for my home as well. You will need to make arrangements to stay home with your child until he is well enough to attend school or able to comply with my sick policy. There are also some illnesses that by law exclude the child from attending childcare. Some of those illnesses are, but not limited to:

\*Infectious Conjunctivitis \*Infectious Diarrhea  
Impetigo \*Chicken Pox \*Hepatitis A  
\*Scarlet Fever \*Scabies \*Lice  
\*Ringworm \*Strep Throat \*Pink Eye

When a child has certain symptoms, he should be kept at home. Some of these are:

\*FEVER \*VOMITING OR UPSET STOMACH  
\*DIARRHEA \*RUNNY NOSE WITH YELLOW/GREEN DISCHARGE

\*Please do not give your child Tylenol to cover up a fever and bring them to childcare. A child is most contagious when he is running a fever. This request not only benefits your child, but the other children and the childcare provider’s health.

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## BEHAVIOR/GUIDANCE/DISCIPLINE

I will use developmentally and individually appropriate strategies, taking into consideration children's differing needs, interests, styles, and abilities. My goal is for every child at my childcare to feel safe, secure and loved, not only by being told, but shown as well. I will encourage mutual respect between children and adults with encouraging conversation and listening to their needs. In addition, I will use positive guidance techniques (e.g., modeling and encouraging appropriate behavior, redirecting children to more acceptable activities, setting clear limits, or time to reflect) helping children develop trusting relationships with their peers, adults, parents and with me. Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, or name-calling used. Neither food nor sleep will ever be withheld from children as a means of punishment.

### **My goals for families:**

1. State the importance of family involvement.
2. Create a welcoming atmosphere that encourages family involvement.
3. Culturally Responsive and Supportive.
4. Implement effective communication skills, such as listening, mutual respect, and collaboration.
5. Being good behavioral role model for the children and families.

### **My goals for your child and me:**

1. Allow for unstructured, and individual time with your child
2. Let your child know I am interested in his/her activities.
3. Encourage your child to express their feeling in age-appropriate ways.
4. Respect and explore your child's feelings.
5. Provide opportunities for your child to develop relationships with peers and adults.
6. Help them develop self esteem, self confidence, self control, self respect, conflict, communication and social skills, empathy and morality.

If a child's behavior is extremely disruptive or unsafe, a conference will be requested to discuss the situation. We will work together in setting goals, facilitate techniques specific to the behavioral needs, develop a collaborative action plan (form), then evaluate a support plan (form), all using respect for all involved, allowing time for positive outcome, having shared short and long term goals with open communication, using observation and documentation. If he/she is still having concerning behavior, a consultation of an Early Childhood Specialist through Arapahoe County will be requested, such as Child Find, Arapahoe Mental Health, or doctor. If our home is not a good fit, or he/she needs additional support we cannot provide, then we will discuss a transition plan for your child to move to more supportive environment.

It is ultimately my decision to expel or suspend a child, after all of the above options have been unsuccessful.

## SPECIAL NEEDS

I do provide care for children with special needs, based on the accommodations required. I will make every effort to accommodate as long as the accommodations do not fundamentally alter my child care program or my home. In addition, the child's needs must correlate with the amount of training I have received in the field of special needs.

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## REPORTING ABUSE/NEGLECT

As a childcare provider, I have a responsibility by Colorado law to recognize and report any evidence of child abuse—physical or emotional—or neglect. This is strictly for the benefit of your child.

If you or I suspect child abuse, we are to report it to the Arapahoe County Department of Human Services at: 303-795-4873 or 303-797-5212.

If you have concerns about a child care facility, please consult the Colorado Office of Child Care Services at: 303-866-5958 or at: 1575 Sherman St. 1<sup>st</sup> floor Denver, Colorado 80203-1714

If you care to review the Rules and Regulations that this child care home is regulated by, you can view them online at [www.cdhs.state.co.us/childcare](http://www.cdhs.state.co.us/childcare)

## RECALLS

Every effort is made to remove immediately any toys, furniture, or other equipment that have been recalled either by the manufacturer or the Consumer Product Safety Commission. To ensure that products and/or equipment used in my facility are not on a recall list, I routinely check CPSC website at [www.cpsc.gov](http://www.cpsc.gov)

## OPEN DOOR POLICY

At **Tiny Treasures** you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind, a child just adjusting to a new surrounding will want to leave with you, if you pop in for a visit. Please keep in mind there may be times when it is not convenient for me to run to the phone. (I.e. diaper changing, kids in the swimming pool, bottle-feeding, etc.) If the phone goes unanswered please do not become alarmed, simply leave me a message, and I will call as soon as I am able.

## NAPTIME/QUIET TIME/SAFE SLEEP

I will offer infants a morning nap, or as needed. All children will be offered an afternoon nap shortly after lunch, generally between the hours of 1:00 p.m. and 3:00 p.m.

All children will be expected to sleep or rest quietly during this time, so that the children who need to sleep can do so. Nap times will start with a quiet time with an approved T.V. time and then the children will be allowed to choose books to take to their mats.

All bedding and linens will be provided. However, if your child has a favorite blanket or other comfort object, you are certainly welcome to bring these.

Each child will have their own regular sleeping space such as a playpen, bed, or mat, and each child's linens will be washed each weekend, or as needed.

Please do not request that your child be exempt from nap time. In a group care situation, this would not be in your child's best interest.

Also, please refrain from dropping off or picking up your child during the scheduled nap times as this potentially disrupts the entire group. I will attempt to accommodate occasional deviations from this policy, such as for emergencies and other necessary events.

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\*I give each family with an infant a safe sleep brochure provided by the American Academy of Pediatrics. I follow safe sleep procedures by the AAP. Infants will be placed in empty cribs, on their backs, and not swaddled. Infants under 12 months that use a pacifier at home will be offered a pacifier in childcare. A release must be signed if you choose not to use a pacifier in our childcare home. We will physically check and observe breathing every 10 minutes while they are sleeping. A physician's note updated every month and signed by the parents, the provider, and the physician, and/or Child Care Health Consultant must be on file if there are any deviations from the policies due to health reasons.

## **PARENT/CAREGIVER COMMUNICATION**

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I 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 in person.

## **PARENT LETTER**

I publish a monthly Parent Letter that will explain some of the activities we are doing, our current curriculum, themes, events that will be happening during that month, my days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our Parent Letter. You will receive the letters September to June.

## **DIAPER CHANGING AND TOILET- LEARNING**

Diapers are checked all throughout the day and changed as needed. Preventative diaper rash creams such as petroleum jelly or diaper rash ointments can be applied without a health care provider's signed form. However, if these topical preparations, or other products, are to be used as treatment on open wounds or broken skin I must have a written order from a prescribing health care provider in addition to your written authorization. Parents who have children in diapers will be responsible for supplying diapers, diaper rash ointment, and any other over the counter medications your child may need. I will supply wipes as I use many throughout the day for all children. Should your child require a special brand of wipes, it will be your responsibility to provide them.

Children should begin toilet-learning no sooner than 18 months. Forcing your child to learn before he/she is ready can result in bedwetting, frequent accidents, constipation or regression, in times of stress. I believe that most children are ready to begin learning around 2 or 3 years of age. Of course, all children are different. While some may be ready at 18 months, others are not ready until 3 years. Some readiness signs to look for are (1) Language skills, the ability to say "potty" or some other term which indicates that your child needs to use the toilet. (2) An interest in staying dry or clean. (3) Self-help skills, the ability to dress and undress themselves. (4) Staying dry for longer periods of time throughout the day.

It is not a good idea to dress your child in overalls, pants with difficult fasteners or "onesies". This will be frustrating for your child. Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up.

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Toilet- learning should be a good experience. Punishment for accidents is inappropriate. I will provide a Toilet-learning Backpack for your child when he/she is ready to learn to use the toilet if you would like to use it. Parents will be required to provide diapers for their child until they are successfully using the toilet.

### CHANGE OF CLOTHING

Each child will need a change of clothes to be left at my home in case of an accident. Accidents do happen! The clothing should include shirt, pants, underpants, and socks. Please keep in mind the clothes need to be weather appropriate and changed with the seasons.

### EXCURSIONS

At times the children and I will be going on outings either by foot or by car. During all car trips the children will be secured in car seats or seat belts at all times, depending of their age and size. If you will need to pick up or drop off your child at a time different from what we have agreed upon, notify me so that scheduling won't conflict.

I have a 7 seat van that accommodates 5 car seats, and other parents will accompany me on any field trips if more seating is needed. Parents helping with a field trip will only transport their own child(ren) unless someone in the vehicle has valid CPR and First Aid certificates.

For walks around the neighborhood and other excursions, you will be given notification before-hand.

### SMOKING/OXYGEN/ALCOHOL

This is a nonsmoking home with OXYGEN in use. and there will be no smoking anywhere on the premises. As a courtesy, please do not throw cigarette butts on the driveway or yard.

If at any time a parent or guardian attempts to pick up a child from my home while under the influence of alcohol or illegal drugs, I will attempt to arrange alternate transportation for your child to your home. If this is not possible, I am legally bound to release the child to your custody and alert the police of the situation.

### BIRTHDAYS AND OTHER HOLIDAY CELEBRATIONS

We celebrate Holidays. If you do not want your child to participate in an activity please discuss this with me prior to the day, so we can make the appropriate arrangements to meet your needs.

Each child's birthday is his/her **SPECIAL DAY**. We will celebrate everyone's birthday by making a cake or cupcakes and I will buy a gift that is from all of us. If anything else is desired, it needs to be provided by a parent.

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## TAXES AND RECEIPTS

I will supply you with a year-end summary of all childcare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement or receipt at any time.

## PETS

Currently we have 1 dog, Lacie, who is inoculated in accordance with Colorado Childcare License Rule. We also have a fish. It has not had its shots yet!

## ADJUSTMENT PERIOD AND WITHDRAWAL

A two- week adjustment period will be given, upon enrollment, to determine the suitability of the arrangements. If at any time during the two weeks, the arrangement has not proven workable, then you will be given two weeks to find alternative arrangements. You may also do the same if you feel the situation is not suitable for your needs as well. If however you are happy with the care that your child is receiving and your child is settling in, then we will enter into a permanent contract. I do require a two week-notice, (in writing) if you intend to withdraw your child from my care. This two-week notice is paid.

If at any time after consultation with the parent or guardian, I feel that you or your child pose a safety risk to myself or any of the children in my care, I will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and I will first attempt to resolve any issues with you before resorting to termination of care.

## INFANTS

Because of the limited openings for infants, it is not the policy of **Tiny Treasures** to hold a spot for unborn infant children. Every priority is made for current families in my care to accommodate their needs, and special arrangements concerning the situation can be discussed.

## HOUSE RULES

The children will learn the rules of the house while in my care, so I would like you to know them as well. I feel it is important with the number of children in my childcare to follow these rules to insure safety and lower maintenance of my home.

\*No hitting, biting, pushing, kicking, etc.

\*No throwing or intentionally breaking anything. (Parent will be responsible to replace anything broken intentionally).

\*No running or jumping in the house. (These are outside activities)

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- \*No picking up babies or toddlers.
- \*No leaving the house or the yard.
- \*No name calling, teasing, etc. Everyone is treated with respect.
- \*NO GUM
- \*No toys brought from home unless prearranged.

Sometimes at pick-up, the children may get rowdy because someone else is here. Your child has listened to my rules all day. Please show your child that you respect me and my rules by reminding them and enforcing them while you are here. This is a time of testing when two different authority figures are present (parent and provider), and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Please be prepared to back me up. If your rules or desires are being tested, I am ready to back you up as well.

\*When leaving, please DO NOT ALLOW CHILDREN TO RUN OUT TO YOUR CAR WHILE YOU ARE STILL INSIDE! Our safety rule is “No one outside without a parent or guardian with them.” There may be other cars on the street and a serious incident could occur.

\*Please remember there are times we have places to go, or appointments that we have to meet at the end of the day. For this reason, please don't be late. Childcare hours END at 5:30 P.M.

## TOUCH POLICIES

It is the policy of **Tiny Treasures** to inform parents of the nature and type of routine physical contact their child (ren) will experience while in my care. There is NO physical punishment at my childcare at any time. It is my belief and practice that children need nurturing adult physical contact for their care and healthy development. This contact can be described in three ways:

- 1) Nurturing: This includes hugs and non-intimate kisses, hand holding, gentle tickling, caring and cuddling. This type of contact is never made against the expressed wishes of the children.
- 2) Safety and Guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading or guiding them and administering 1<sup>st</sup> aid to injuries.
- 3) Hygienic: This includes face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), diaper changes, examining rashes or unusual marks, nose blowing and assisting with or conducting necessary clothing changes.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and handholding. This type of contact is never made against the expressed wishes of the children.

## RESOURCES

I have resources available for parents on my WEBSITE: [www.loristinytreasures.com](http://www.loristinytreasures.com) . I will also be adding relevant topics and activities to your monthly newsletter. When events of interest occur during the month, I will post them and/or put them in your folder. Please ask if you need any information on any topic not covered.

\_\_\_\_\_  
Initials    Initials

## TRANSITIONS

- 1) Upon departure, by your choice or mine, I will forward a copy of your child’s assessments, physical form, shot record, and/or “Get to know my child” form. I want the next transition to be as seamless as possible, so please let me know what I can do to ease the transition.
- 2) For Kindergarten, I will be working on their enrollment screening and assessing your child during the year. I want this transition to be successful, and you as a parent, to feel your child is well prepared. Please let me know if there is anything I can do to help make this process a positive experience for your child. I have a kindergarten readiness check list available at your spring conference.

## LIMITED LIABILITY

I, Lori Staton will not be liable or accountable for treatment and or care of medical conditions or events that are pre-existing and/or unforeseen in nature. I, Lori Staton will not be liable or accountable for incidents in which parents fail to report or disclose anything that could affect the health and/or safety of this child.

## TERMINATION OF POLICY AND CONTRACT

Termination of this contract must be in writing and the intent to terminate must be given to the childcare home 2 weeks before the child is to leave the childcare home. Failure to give 2 weeks’ notice will result in the normal-fee being due and payable to cover the 2 week period.

A 2 week notice will also be given if the child can no longer be served in my home.

The provider has the right to terminate the policies and contract without notice if parent fails to follow the policies of the childcare home. No tuition will be reimbursed.

The provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child has caused intentionally or otherwise.

## CONCLUSION

Our children are our future and it is exciting to be a part of teaching, raising, and loving our most precious resource for tomorrow. I’m looking forward to the challenges, experiences, and joys that lie ahead, and from here on out, we are truly “family” childcare.

I/We have read and understand the above policy.

\_\_\_\_\_  
Parent Signature / Date

\_\_\_\_\_  
Parent Signature / Date

\_\_\_\_\_  
Provider Signature / Date

\_\_\_\_\_  
Initials    Initials