



Sally Calvin
Joyful Kidz Home Daycare

1008 16th St. SW
Willmar, MN 56201
320-222-2892

I welcome you and your children to my home. Since this will be your children's home away from home, I try to provide a safe, caring, homelike atmosphere for your children while providing for their physical, intellectual, emotional and social development.

Because this is a business arrangement, I have outlined my policies and procedures. I have met the requirements necessary to acquire my license from the State of Minnesota Statutes 9502.0300 to 9502.0445. All requirements are listed in the Family Child Care Licensing Rules, and are available for your review upon request. This is also available online at www.leg.state.mn.us. My family child care license authorizes me to care for a total of 10 children who are under the age of ten (10) years. Of the total children under school age, a combined total of no more than 2 shall be infants and toddlers. Of this total, no more than 1 shall be an infant.

LICENSING

To be relicensed annually by the Department of Human Services, I must complete continuing education requirements, pass a safety inspection and be interviewed by a county social worker. Annually the county will contact some parents and ask them to complete an evaluation of my child care home and program. If you receive a questionnaire from them, please complete it and return it promptly to the county.

I am a mandated reporter and legally I must report any suspected physical abuse, sexual abuse or neglect of any child in my care, as required by Minnesota Statutes, Section 626.556.

NONDISCRIMINATION

I will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex or disability.

MEALS AND SNACKS

I do participate in a federally funded food program; I am required to serve nutritious, well-balanced meals and snacks. I serve the following meals: am snack, 8:00 am – 9:00 am; lunch, 11:00 am – 12:15 pm; Supper snack, 3:00 pm – 4:00 pm. If any food or bottles are brought from home, they must be labeled with the child's name. It is important to let me know if your child has any food allergies.

***SLEEPING ARRANGEMENTS**

I provide each child with a safe, comfortable sleep space, with separate bedding. Infants will sleep in pack-n-plays with waterproof mattresses or pads.

I will sleep infants on their backs according to the recommended guidelines of the SUID (Sudden Unexpected Infant Death) and American Academy of Pediatrics Foundation. If your baby needs to sleep on its stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor. I have forms you may take in to your physician.

Infants are allowed to be swaddled with a written consent of a parent, "in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle."

***ILLNESSES AND MEDICATIONS**

To curb sickness we are going to continue our 3 sick day policy at no cost. Additional days will be paid at regular rate. It is the parents responsibility to inform me you are using a sick day. I will note it in your child's files. This is only for sick days.

Sick Policy~

This is for the protection of all of the children in my care as well as the health of your own child and my family. In order to protect the group as a whole, I ask that parents assist me by keeping sick children at home.

In the event that a child becomes sick while here the family will be notified and prompt pick up arrangements will be made. If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.

Children with infectious illnesses cannot attend.

A child may not attend daycare when:

- Fever is 100.0 degrees and higher
 - This includes the night before/morning of daycare~ No fever for 24 hours without taking fever reducing medication.
 - If you had to give your child medicine the night before then that still means they cannot come to daycare the next morning.
- Rash ~ Unexplained rash ~ Consult doctor / Need a note stating your child is not contagious.
- Vomiting and/or Diarrhea ~ All symptoms must be gone and no vomiting or diarrhea for 24 hours.
- Strep Throat ~ Consult doctor / Need a note. Child must be on antibiotics for 24 hours and without a fever without meds for it.
- Flu/Bronchitis/Pneumonia ~ Consult doctor/ Need a note stating it is ok to come back to daycare.
 - This usually takes 2-3 days before they can come back to daycare.
 - Must be on antibiotics and no fever for at least 24 hours w/o taking fever reducing meds.
- Ear Infection~ Consult doctor/Need a note. Child must be on antibiotics and no fever for 24 hours before returning.
- Conjunctivitis (red eyes with yellow discharge) /Pink Eye ~ Consult doctor /Need a note. Child must be on eye drops/antibiotics for 24 hours.
- Head Lice ~ Usually takes 24 hours to treat and house ~ When all nits have been removed and child is cleared from the doctor. Need a note.

Common Cold Policy~

Children suffering from a common cold will be assessed on an individual basis.

- Factors of consideration include the developmental level of your child in congruence with my ability to limit the spread of germs.
- The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.
- Also when caring for an ill child, the ability to provide high quality care to all of the other children is jeopardized
- A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day.
- In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into care.

If you have any questions concerning this policy and whether your child should attend, please call me before bringing your child. Please use your judgment as to whether your child is sick or not and keep into consideration the health of the other children in my care. Remember, if my child becomes ill and I have to close everyone will have to find alternate care.

If your child contracts a serious, contagious illness listed in Minnesota Statute

4605.7040, I must report this to the Minnesota Department of Health.

I require written permission and instructions to administer prescription and nonprescription medication such as, Tylenol, cough syrup, sunscreen lotions, diapering products, insect repellents, etc. Medicines must be supplied in its original container, have the child's name and current prescription information on the label.

CLOTHING AND SUPPLIES

For infants, I may ask you to provide: disposable diapers, wipes, baby bottles, and two extra sets of clothes. For older children, I would appreciate an extra set of clothes. Weather permitting, children of all ages will spend time out-of-doors each day. Please send: hats, mittens, winter jackets, snow pants and boots during colder weather.

IMMUNIZATIONS

The Immunization Record Form must be completed for each child prior to admissions into my child care. Minnesota law requires that children enrolled in Minnesota daycare homes must be immunized against DTP, IPV, MMR, HIB, and HBV. If the child is 15 months or younger, the physician will need to sign the immunization form. For children over 15 months, the parent may sign the record, if all required immunizations have been obtained. If you conscientiously oppose any required immunizations, I will need a notarized statement signed by the guardian.

PETS :-(

EMERGENCIES/BACK-UP

The Admission and Arrangements Form must also be completed prior to admission. If, for any reason, your child would require emergency medical attention, I need to have your written permission to follow any steps necessary for his/her well-being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

If, for any reason, I need to leave for an emergency, I have an adult who can come in for a short period of time until you arrive. In the event that I am ill or on vacation, and cannot provide care, **you will need to have your own back-up arrangements available**. I will notify you as soon as possible, when I am unable to provide care for your child.

EMERGENCY DRILLS

I conduct and record monthly fire and storm drills. I have a fire evacuation plan that we practice monthly. During severe weather season, I talk about severe weather with the children.

TRANSPORTATION

At times I transport the children to various activities. I must have your written permission to transport your children. Each child under the age of four must be individually fastened in a safety seat and never left unattended. (Minnesota Statute 169.685). In the event of a planned field trip a written permission form will be required. We will try to use the Willmar Katbus or walking to planned trips. Additional fees apply(see field trips).

SMOKING

Smoking is not allowed in my home during child care hours. This is according to Minnesota State Law, which was effective March 1, 1994.

POTTY TRAINING

Potty trained: the child is capable of using the toilet, but it is the adult who is trained to get the child to the bathroom on time. Accidents occur often. It is the first step in the total process.

Potty Learned: The child is not only capable of using the toilet, but has the developmental ability to express the need to go. Accidents occur, but infrequently.

If potty training is begun when your child is ready, the task is easy and quick. If parents undertake the task of potty training when they want it to happen, the task is arduous and painful for all concerned. Thirty months of age is a good rule of thumb to start checking for signs of readiness.

When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, NO wearing of overalls or clothing with suspenders, snaps buckles, belts or zippers. Elastic wadded pants ONLY. Anything else sets your child up for failure. In addition, your child must be provided with two complete changes of clothes and several pairs of thick training pants. If your child does not have immediate success, he/she will be put back into diapers and after a respite, the process will be attempted again. This does not harm the child in any way; in fact, keeping a child in "grown up" pants when he or she is not successful may truly be harmful.

SUPERVISION

I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the care giver is capable of intervening. For school age children, I am required to be available for assistance and care. Written permission is needed from you if your school age child is to be off my property. This includes walking to/from the bus stop or school.

DISCIPLINE

I would like your views and idea on the type of behavior guidance used in your home. Parenting methods that work at home are not always appropriate in the child care setting. According to the Minnesota Rule, I am not allowed to use any type of physical discipline, such as hand slapping, spanking, hitting, pinching, biting, etc., with child care children. Please do not ask me to use these methods. I will not do or say anything that will threaten, humiliate or frighten your child. I will try to redirect you child and use logical consequences for behavior guidance. A short period of "time out," away from the other children or activities, may be necessary if a child does not respond to verbal messages. I believe that by rewarding and praising the many positive behaviors, the positives will be repeated.

AUTHORIZED PERSONS

Occasionally you child may need to be picked up from child care by someone other than the guardians. Unless the names are listed on the Admissions and Arrangements Form, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

ACTIVITIES

Activities are an important part of my child care program. They are informally structured to meet the needs of each child. Games and craft projects are designed to be challenging, but within the abilities of the child. Building blocks and construction toys encourage imagination and creativity; and puzzles teach problem-solving ability, shape and color recognition. Group activities teach cooperation and sharing, and many games help with counting and number skills. Cutting, pasting and coloring projects help develop coordination and small muscle control. Children of all ages spend some time outdoors everyday, weather permitting. Outdoor activities strengthen and develop large muscles.

I will limit your child's television viewing while in my home. At times we may watch educational programs and movies. We celebrate each child's birthday, and plan parties or special projects for major holidays.

FIELD TRIPS

We have several field trips scheduled. These trips are very educational and provide a hands-on approach to learning. We will try to use Willmars Katbus or walking for all trips (to eliminate the need for carseats). Katbus fee is \$6 - \$3 for each way. Some field trips require additional fees. Fees are requested before or day of trip. If fees are not given before trip your fee will be added to your bill. If unable to pay fee please talk to me.

COMMUNICATIONS

We need to spend a few minutes at pick-up and/or drop-off time each day, discussing your child's day in my care, and their evening at home. If I am busy at those times or your children are fussy, please feel free to call me during nap time (1:00 pm – 3:00 pm). If you have an issue or concern about anything you see or hear in relation to my daycare, please bring it to my attention. If the issue cannot be adequately clarified or corrected then contact Kandiyohi County Child Care Licensing at 320-231-7069.

SUBSTANCE ABUSE POLICY

Any individual who has access to or is directly responsible for the care of the children served by my licensed day care home is prohibited from abusing prescription medication or being in any manner under the influence of any

chemical that would impair their ability to provide care.

INSURANCE

I have insurance through Adult and Child Alliance.

***VACATION/HOLIDAYS**

I am closed on the following holidays, and you will be required to pay for them, or the day celebrated, if they fall on weekends: New Years' Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and day after, Christmas and day after.

I will notify 30 days in advance of any changes in my rates. Rates are guaranteed whether or not you bring your children. Your week vacation period is permitted with 1/2 tuition compensation to me. You will be responsible for paying for 1 week of personal days. You will not be responsible for my two- one week vacations. I will notify you in advance so that the necessary arrangements can be made. Usually one in the spring and one in the fall.

PAYMENT

To hold a spot when enrolling you must pay a non-refundable deposit equivalent to one week of childcare. This deposit will be applied to the LAST week of childcare when the child starts. If for any reason, the child does not start childcare the deposit will be forfeited as a holding fee.

Tuition must be paid in advance of when care is provided. Payment will be due on Monday for the upcoming week of care. I require a two-week written notice in advance of my termination, so I can plan accordingly. If none is given, two weeks additional payments must be made, whether or not your child is present. If I find that I can no longer care for your child(ren), I will give you at least a two-week notice.

If your child does not attend daycare as planned because of illness, bad weather or change in plans, you will still be charged for the day (minus 3 sick days). For your one-week family vacation the tuition is ½ price.

At the end of the year, you will be given a receipt of total payments plus my tax ID number.

Some breakage and wear does occur to toys and furnishings in a child care home. If personal property damages are either deliberate or excessive, you will be expected to pay for it.

CHILD CARE CONTRACT

My rate is \$_____ per week for the care of your children:

_____, _____, and _____.

My contracted hours are from 7:30 am until 5:30 pm, M T W TH F. Any time before or after your scheduled time will be considered overtime and there will be an overtime charge of \$15 for every 30 minute after or portion of 30 minutes.

TRIAL PERIOD

Since an adjustment period is necessary, let us try out this agreement for two weeks. If it is not satisfactory, we each have the right to terminate this agreement within that period.

I have received and read a copy of this provider's policies, Rule Summary, and the Child Care Reporting Notification information. _____

By signing this contract, I am acknowledging that I have read these policies and agree to abide by them.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Provider Signature Date

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