

# Harvest Time Child Development Center

## Policy Handout

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Welcome to Harvest Time Child Development Center! Below you will find a few of our policies on certain issues that will concern you and your child. Thank you for your cooperation on these issues, and for allowing us to provide care for your child. We always work closely with our parents and we welcome your comments any time.

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### **SICKNESS POLICY:**

Children running a fever of 100 degrees or more will need to be picked up unless the fever is due to current immunizations or teething, in which case we will need to be informed by parents. Children with diarrhea or vomiting will not be allowed to stay with us. These are both usually due to a virus and are considered contagious to other children. Children must be free of fever and symptoms for 24 hours before returning to us. Please do not send your child to daycare if vomiting has occurred during the night or that morning. Any child with a persistent cough that could spread germs to others will need to go home. A child with a consistent dark-colored running nose is considered contagious and will need to be picked up.

Occasionally, we find a case of head lice. This needs immediate attention and would require you to pick up your child and treat him/her with appropriate medication. Children may not return until all nits are removed. No child will be able to return after having head lice without going through the office.

We do not have adequate space in the Center, nor extra staff to care for sick children. We will provide a place apart from other children until you arrive. Parents, we will be calling you if your child becomes sick. We recommend you have a relative or friend on call in case you are unable to leave work and come. We will be as understanding as possible with our parents regarding sick child pick-up, but we must consider the health risk to others.

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### **DISTRIBUTION OF MEDICINE:**

The Center will only administer medication prescribed by a physician in its original container to children. We cannot, by law, give over-the-counter drugs such as cough syrups, benedryl, cold medicines, Pepto Bismol, or eye/ear drops. Our staff will not alter doses or change the time of medication administration. We follow the prescriptions as written on the label. Please do not ask us to alter the doctor's orders.

We will administer Tylenol for teething, immunizations, or when your child has a fever and is waiting to be picked up by you. A medication permission slip for Tylenol is enclosed in your registration packet and must be filled out and on file in the office prior to administration of any form of Tylenol. If your child cannot take Tylenol or a similar medication for fever and such, PLEASE LET US KNOW.

## **LABELING:**

All items such as bottles, bottle caps, bags and toys should be labeled with a permanent marker with the child's name. Lunch bags and boxes should also be labeled.

During winter months please tag and label jackets and sweaters. Every year we end up with many of these items left unclaimed. We routinely donate these items to charity. Please remember to take these items home daily to prevent them from being misplaced or lost.

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## **NECESSITIES:**

Please send in an extra set of clothing to be left at all times in case of an accident. These may be sent in your tote bag, remember to label everything.

Toddlers being potty-trained will need to bring in extra training pants as well as diapers. We like to have both on hand while training. We will work with our two-year-olds in the training process and would appreciate your help at home for reinforcement. We understand that all children develop at different stages, keeping in mind not all children will become trained at the same time. Non potty-trained children will need to bring their own diapers and wipes. You may send in a daily supply or send in a pack for the week.

All children staying for the day will need to bring a sleeping mat for everyday use. Please do not send in any cloth or sleeping bags, as these will have to be returned to you. Vinyl mats are required so they may be wiped down and sanitized. Two-year-olds may want to bring a blanket from home. Please take these home on Friday and launder them. Three's and Four's are not encouraged to bring a blanket. One will be provided for them if needed. Sleeping mats may be purchased at most department stores.

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## **DAYCARE HOURS**

We open at 6:00 a.m. every morning and close at 6:00 p.m. A **\$1.00 PER MINUTE** charge may be added to your account if you pick your child up after 6:00 p.m. Call ahead if there is an emergency situation.

Our office is open from 8:00 a.m. until 6:00 p.m. for your convenience. Please refer all questions concerning your account to the office. Our office phone is 626-4600. We welcome your comments or questions any time. **SUMMER HOURS MAY VARY.**

We have an open door policy. Our parents are welcome to come and go at any time. We do ask that you notify us in advance if you are sending someone else to pick up your child.

All children must be signed in and out in the lobby every day. Please do not allow children to sign themselves in. We must have your initials on the log along with the time-in and time-out.

## **IMMUNIZATIONS:**

The health department requires that every child have current immunization records on file in our office during the time your child is enrolled with us. This information must be updated any time more shots are given to your child. Please notify us when anything changes concerning these records. They are updated every year and must be in our office by the beginning of the school year.

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## **VACATION AND SICK TIME:**

Parents, by virtue of your child's enrollment in our Center, we agree to hold a place for your child. Therefore, we will not discount the weekly rate even if you do not bring your child in every day.

However, your child may accumulate up to 10 days of sick/vacation time during the 12-month period from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year. Your child must be with us 6 months to qualify for this credit. Advance credit will not usually be given unless unusual circumstances mitigate this rule. Credit will not be given if your account payments are not current. Vacation/sick time is non-accumulative from year to year.

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## **MEALS AND SNACKS:**

Lunches are provided for all children who are full-time with us. Snacks are provided for all children, both full-time and part-time. Children are permitted to bring their own lunch or snacks from home. Please avoid sending drinks and snacks that are high in sugar. We ask you to not bring children in during the lunch or nap hours, doing so can be an unpleasant experience for the child. It is a good idea to be here prior to or after this time. Breakfast is served every morning until 7:45 a.m. Weekly menus are always posted for you to view.

Lunches are not provided for part-time children. Hours for part-timers are 8 a.m. to 12 p.m. Two and Three year olds are served lunch between 11:30 a.m. to 12 p.m. Four and Five year olds are served between 12 – 12:30 p.m. Part time children may be picked up before lunch, bring a lunch from home, or purchase a lunch for \$2.00 per day. Please notify the office if you wish to purchase lunch.

We would love to have parents share homemade goodies with their child's class, but unfortunately, state law prevents us from allowing that. Children are always encouraged to share their birthday parties with their class, but any food items brought in for them must be purchased at a bakery/store and be in the original container. Please give us a day or two notice if you wish to bring in a cake or party goodies.

Refrigeration is provided in our one-year-old and two-year-old classrooms only. Parents who desire to send in juice or fruit may do so. Preschoolers should not bring items needing to be refrigerated.

## **COMPLAINTS:**

From time to time we realize it is important for you to come to us with a comment or complaint regarding the care of your child. We value your opinion and encourage you to communicate with us on a regular basis. Our Center strives to provide you and your child with the best service/care possible. We appreciate comments that will help us improve our Center and encourage you to offer them. On the other hand, we reserve the right to ask you to remove your child from our Center if we feel we cannot make you happy with the care we provide. We take pride and pleasure in the good reputation we hold in our community and will do everything we can reasonably do to maintain the faith and confidence you have placed in us by enrolling your child with us.

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## **FINANCIAL POLICIES**

**ALL ACCOUNTS MUST BE KEPT CURRENT!** Payments are due on Friday for the upcoming week. Your grace period is extended to Monday evening at closing time. Your daycare fee is due to be paid in advance. A \$25.00 late fee may be added if payment is made after Monday. Arrangements may be made in the office if you need to pay every two weeks, if one week is secured in advance.

Any account more than two weeks past due will result in the child being dismissed until payment has been made. **NO EXCEPTIONS!**

Our Center will involve a third-party collection service in the event an account is left unpaid for more than 30 days. Kindergarten records will not be mailed if a balance is owed.

A \$30.00 late fee will be charged for all returned checks. If this becomes a problem we reserve the right to ask for cash, money order, or cashier's check for payment on account.