**Second Home Childcare**

**Handbook**

Licensed Family Childcare

Licensed Provider Abby Mercado

EEC license # 9021830

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Dear Parent,

I would like to commend you on choosing a licensed Family Childcare for your child. You have made an important childcare decision for your child and family. As a Department Of Early Education and Care (EEC) licensed provider it is my goal to provide a high quality of care for your child. This handbook along with accompany enrollment packet and handouts outlines many of my policies and procedures relating to your child in care with me. It will also include information that I am required by the EEC to ensure a safe, healthy and educational childcare experience. The required EEC information will be italicized.

As you read through the handbook I encourage you to maintain an open dialogue with me. If you have any questions or concerns please feel free to let me know. Communication between parents and providers is essential for a strong childcare experience.

**Disclaimer**

*No enrolled child or their family will be discriminated against on the basis of age, race, color, sex, creed, handicap, national origin or ancestry*

***A Word from the EEC***

*EEC is an agency that oversees the early education care and afterschool services for Families in Massachusetts. As the agency that licenses childcare, EEC has quality standards for all licensed programs to ensure high education value, as well as health and safety. Having a license means that I have demonstrated the standards outlined in the EEC regulations.*

*To obtain your own copy of the EEC Family Childcare regulations, you may download them from the EEC website at:*

[*http://www.mass.gov/EEC/docs/EEC/policies/20160122cmr.pdf*](http://www.mass.gov/EEC/docs/EEC/policies/20160122cmr.pdf)

*For information about my regulatory compliance history, you may contact our local EEC regional office, whose contact information is as follows:*

*EEC Central Mass Regional Office*

 *10 Austin St Worchester MA 01609*

*(508)798-5180*

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**Program Information**

 I am licensed with Massachusetts EEC to care for 8 children which is listed on my license. Second Home Childcare currently accepts children from 12 weeks to 12 years old. My own children may be included in this capacity depending on their age at the time. In addition EEC regulations state that only (3) of the children can be under the age of two with one of those children at least 15 months old. Two of the children in my care must also be of school age. If you have any questions or concerns regarding the number of children in my care please feel free to discuss it with me.

 I am required to maintain an active license which includes a yearly inspection and unscheduled drop in inspections. I am also required to be certified in CPR and first aid which I must update yearly. Additionally the EEC requires that I take continued education classes throughout the year. All providers, assistants, volunteers and family members that interact with your child will have a complete background check as well as being fingerprinted for the national registry.

**Hours of Operation**

Second Home Childcare is open Monday-Friday 8:00-5:30. Please remember though that you have a contracted time which is important. I may have another child that uses the time before and/or after your child is in care. If a different timeframe is needed we can discuss it as needed. Please respect my time and arrive in time so that I may lock my door at 5:30. If you know your children will require 10 minutes to get dressed and out the door please plan for this. I often have plans and obligations after work and if your late that makes me late as well. I reserve the right to change these hours with advance notice.

**Open Door Policy**

I maintain an open door policy during your specific contracted childcare hours unless there is a court order in place restricting visitation. My door will be locked after 9am and will remain locked until 3:30 for the safety of the children and myself. Consideration of the schedule is appreciated. Please remember that visits often distract and occasionally upset the children. Visitation during quiet time is discouraged.

**Arrivals/Departures**

**Arrivals**: Second home Child Care assumes all responsibility for your child once they have been dropped off as such I require that your child be signed in and out using the attendance sign in sheet on the door. A signature or initial and the time in and out are needed daily. Please make sure that someone is aware that your child has been dropped off and do not simply drop your child off without an acknowledgment from myself and/or an assistant. Arrival should occur prior to 9 am. An arrival later than that should be prearranged. If your child is going to be late or absent I ask that you let me know no later than 8:30 am. In order for our day to run smoothly we cannot wait for a child to start our day.

Children should arrive ready for the day. It is normal for children to have difficulty separating from their parents, to reduce this I ask that drop offs be brief. Longer drop off times make it more difficult to focus the children once you have left. I can assure you that children rarely continue to be upset after you leave. They are usually very quick to jump in even if they appear to be very upset to you. This is generally a time of testing when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply.

During arrivals and departure, I ask that you kindly back up my rules (see House Rules). If you do not, I will remind the child that their behavior is inappropriate and take action to correct, if need be. Please be in control of your child during drop offs and pick up times. Children are **not** permitted to go to the car unattended or open doors or gates without a parent.

**Departures**: When picking up children at the end of the day parents are asked to come in the basement door unless there is a note that we are out back. I ask that you please ensure that doors and gates are closed behind you.

I cannot release your child to anyone who is not on your pickup list without prior arrangements. I ask that unless there is an emergency that I am given notice in advance if someone else will be picking up. I reserve the right to ask for ID from anyone I do not know. Additionally the state requires that I not release your child to anyone that appears to be under the influence of drugs or alcohol at the time of pick up including yourself. If the impaired person refuses to call for a ride I will be forced to notify the police who may additionally contact the department of child protective services. I realize that this should not be a concern with yourself but I ask that this be considered when allowing someone else to pick up your child so as to avoid an awkward situation for you as well as myself.

**Early/Late arrivals:** I do realize that things occur and it is sometimes necessary to pickup/drop off your child at a time other than your contracted time, however prior arraignment must be made. If your child is dropped off early or picked up late without prior arrangements you will be charged a fee of $5 for every 5 minutes you are early or late. I realize that situations come up so I will allow an occasional lateness but I may not always be available to stay with your child after 5:30 due to my children’s schedule. I ask that every one try to line up a back up person to avoid this. If late pickup occur repeatedly I reserve the right to terminate your contract.

**Absences**

I request that you notify me by 8:30 if your child is going to be late or absent. If I do not hear from you I will assume that your child will be absent for the day and may fill your spot with drop in care. As such I reserve the right to refuse care if no notification from you is received. No tuition adjustment will be made for this absence. In case of extended absence due to maternity leave or extended leave from your job I still require tuition to save your spot or a 2 week written notice to terminate care. I do my best to find substitute enrollment to keep you from paying tuition during your child’s absence but I offer no assurance of this.

**Closures**

**Illness in my family:** Although I make every effort to be available each day, there will be occasions when a family member or myself are ill and I am unable to provide service. I will make every attempt to notify you as soon as possible or by 8 pm the previous night, if not the day will be taken unpaid. I do have 5 paid sick/personal days in the contract and will let you know if a closure will be one of them. I will make every attempt to have a backup so as not to close but I make no guarantee of it. Additionally certain illnesses may be too contagious to risk exposing your child to. In the event of my absence for 1-4 hours I will also try to ensure that backup care is available if not an early closure may be necessary. My backup care is authorized to carry out the terms of this contract.

**Weather related closures:** I generally follow the Clinton Elementary school snow closures however this may not always be the case as there are days they may close due to things other than weather such as loss of power, heat, etc. I will let you know as soon as possible if I will be closed for weather conditions. Additionally, if I cannot keep up with the snow removal and determine that there is a potential for injury I may also close. These closures will be paid.

**Holiday and Vacation**

**Holidays**: I take 14 paid holidays a year. If the holiday falls on a Saturday I take the previous Friday off and if the holiday falls on Sunday I will take the following Monday off. A separate holiday and closure list is attached. A new list will be provided on January 1st of the New Year. A list is also posted on the bulletin board. Please review and make any necessary alternate arrangements as care will not be provided on these days.

**Vacation and Paid time off:** I take 5 paid vacation day and up to 10 non-paid vacation days a calendar year running from January 1- December 31st, additionally I reserve the right to 5 paid sick/personal days. I will inform you of my paid vacations by January 1st and will give at least 2 weeks’ notice in advance of the unpaid days. You agree to provide me with two weeks’ notice of any vacation you plan. Tuition is still due for these days

**Use of Assistants**

I may utilize assistants to help care for your children to avoid closures. These assistants are licensed by the state and are required to maintain the same level of training as I am. If I plan on using an assistant I will make every effort to inform you prior. In case of an emergency this is not always possible. You will have an opportunity to meet these assistants prior to them working as will your children.

The assistants that are currently working with me are:

Corrie DeLisle, Alex Mercado, Cristina Morales

**Illness Policy**

 The health and well being of every child in my program is of the utmost importance to me. It is for this reason that I ask that you adhere to my illness policy. It may seem excessive but no one wants a continuous cycle of sickness caused by continued exposure. Please read the following carefully.

**SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE**

Communicable Diseases: Not permitted by law in child care. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat, hand Foot and Mouth. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Fever: **Not permitted.** Any temperature over 100 degrees. A child needs to be fever free for a minimum of 24 hours before returning to child care; that means the child is fever free without the aid of any fever reducing substance. Administering Tylenol to reduce your child's fever so that you can bring him/her to daycare is grounds for termination.

Diarrhea: **Not permitted.** Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note sent stating that these symptoms are due to teething. Children need to remain diarrhea free for 24 hours to return to child care.

Vomiting: **Not permitted**. If your child vomits while at daycare, you will be expected to come within the hour to pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.

Runny nose: Your child may be brought to daycare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). **Discharge of any color other than clear is not acceptable in child care. A constant runny nose which needs wiped continually is not acceptable in child care**. If your child has a clear runny nose which lasts longer than a week and you suspect it may be due to allergies, I will require you to bring a doctor's note stating the same.

Rashes: **Not permitted**. Any rash other than diaper rash must accompany the child to child care with a note from the doctor stating it is not contagious.

Runny and/or Crusty Eyes: **Not permitted**. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

Excessive Crankiness: If your child is irritable, excessively whining or crying, wants constantly held, or requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care, you must keep your child home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to come pick up your child.

Lice: **Not permitted** back to child care until after the second hair treatment.

24-hour Rule: Your child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. No exceptions.

Please take the above rules seriously. It is always best to call me and ask if you are unsure whether or not you may bring your child. Please have a backup plan available to you in the event your child is ill and you feel you cannot miss work.

If someone in my family has any of the above symptoms, I will call you the previous evening, or as soon as I am aware of the situation, so that you may determine whether or not you want your child exposed to such symptoms. I will ask you to make other arrangements if I feel the illness(es) in my family will hinder the quality of care I give your child.

  **Fees**

Tuition is agreed upon prior to your child’s enrollment and listed on your contract. Tuition is due regardless of your child’s attendance. This includes vacations and days off due to sickness. Tuition is due no later than Monday evening of the current week. If Monday is a holiday or an unplanned absence payment is due no later than the following day. Payment is expected prior to your child’s scheduled time off or vacation. Payment is also due the day before my paid vacation as well. If I close due to illness or emergency payment is due on the first contracted day back to childcare.

 Payments can be made by cash, check, electronic transfer, or money order. There will be a late fee of $5 each day after your payment is due. See Arrival/Departures for early/late drop off fees. I reserve the right to refuse care if your payment has not been received. If your check is returned to me for insufficient fees, you will be billed $15 plus the bank fees I incur. If a second bounced check occurs I will require all subsequent payments to be made in cash. I understand that things come up and if there is an issue please feel free to discuss it with me and we can figure out together something that works. Please do not put me in the uncomfortable situation of having to ask for money and late fees.

You will be given a 30 day notice of any increase in tuition and a new contract will be signed. I make every effort to have tax forms, if needed, ready by the first of January but no later than January 25th. I can also provide a tax number and information for Dependant care forms. Receipts of weekly tuition are available on request.

**Philosophy**

I believe that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. I feel that play is the best way for a child to learn both indoors and more importantly outdoors. I believe outdoor play is essential in gross and fine motor development. Structured play along with free play is used to help your child develop. I am in the unique position to tailor my curriculum to meet the individual child’s needs and interest.

**Daily Schedule and Activities**

7:30-8:00 Breakfast

8:00-9:00 Free Play/Stations

9:00-9:30 Circle time

9:30-10:30 Art and/or outside play

10:30-11:00 Lunch Prep and free play

11:30-12:00 Lunch

12:00-2:30 Nap/Quiet time

2:30-3:00 Diapering, snack preparation

3:00-3:30 Snack time, outdoor preparation

3:30-4:45 Outdoor play, fine and gross motor skills

4:45-5:30 Individual play, reading,

 Daily activities include but are not limited to: use of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities pending weather, active and quiet play, individual and group activities. We make every attempt to go outside as much as possible. In the summer months curriculum is relaxed in favor of outdoor play and discovery. Given the unique mixed age group of family childcare the daily activities are tailored to each child’s needs.

**Meals and Nutrition**

As a member of Child Health Development and Nutrition your child’s meals and snack will be provided free of charge. An enrollment form will need to be filled out and is included in the enrollment packet. A number 2 pencil is required for this form. When enrolled in the program your child will be provided with breakfast, lunch and an afternoon snack. Infants will be provided with food also but parents are responsible for formula or breast milk. Children will be offered a variety of foods that follow the Federal governments meal pattern. Children are not forced to eat but are encouraged to try new foods. If a child refuses to eat the meal offered there is no alternate meal until the next scheduled meal/snack time.

Please do not send your child with outside food. In addition to upsetting the other children it has the potential of ruining your child’s appetite for the next scheduled meal. If your child wakes up too late for breakfast they can have the breakfast that is served here. If you would like to bring in a special snack I ask that you ok it with me and you bring enough for all the children.

**Toilet Training**

Children generally achieve toilet training between the ages of 2 1/2 to 3 years old. If potty training is begun when your child is ready, the task is easy and quick. It can often be achieved in one or two days. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean. I take a very relaxed attitude towards potty training. Please realize this should be your child's accomplishment and not yours or mine. Children should not be compared to how others are doing. Children train easily when they are ready.

Parents must begin the toileting process at home. If successful and I'm in agreement that your child is ready, I will follow up with toilet training here. During this time I require that children wear pull-ups in my child care setting for health and safety reasons. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, I will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. We will need to go two full weeks with no accidents here before putting your child in big girl or big boy underpants at child care. While your child is learning to use the potty my rule is: No overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second set of spare clothing is required.

 **Nap/Quiet Time**

I ask that parents refrain from picking up their children during our daily quiet time and I do not allow drops offs to occur after 12 for any reason. This is very disruptive for your child as well as the other children in care. All children (except infants who nap on their own schedule) must lie down in the afternoon for a quiet period. Even older children need a break from the day to rest and rejuvenate. I provide all the bedding, including nap mats for older children. You may bring a blanket and/or stuffed animal/lovey to be kept here. I wash these weekly.

**Medications**

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. 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. I may not exceed the manufacturer's recommended dosage unless with written physician's instructions when administering nonprescription medication. I may not administer nonprescription oral medication for longer than 3 consecutive days. I may not administer nonprescription topical ointments, creams, or lotions for longer than 14 consecutive days when used for skin irritations. I also request that the first dose of any medication be administered at home to observe for any potential allergic reactions

Non Prescription medications may include but are not limited to:

1. Antihistamine
2. Fever reducer/pain reliever
3. Decongestants
4. Anti-Itch ointment or lotion
5. Diaper rash creams, ointments, lotions
6. Sun Screen
7. Cough syrup
8. Teething gels
9. Insect replant

In general I will usually contact you before administering but with a signed permission slip this is not necessary.

***Lead Poisoning Prevention***

*All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:*

*•Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
• Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can: hurt the brain, kidneys, and nervous system, slow down growth and development, make it hard to learn, damage hearing and speech, cause behavior problems
• Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
• When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
• Lead dust lands on the floor. Lead gets into children’s bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
• Home repairs and renovations also may create lead dust.
• Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have: Upset stomach, Trouble eating or sleeping, Headache, Trouble paying attention
•As mentioned earlier, if your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.
I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:  There are no known sources of lead accessible to children at my house – please talk with me if you have concerns about lead paint – no official testing has been done.
For more information on lead poisoning, you can visit http://www.mass.gov/dph/clppp or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571*

***Maintaining a Safe Environment***

*EEC has a number of licensing standards relating to safety in a Family Child Care home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drill, gating stairs, windows or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass or peeling paint.*

***Supervision***

*Supervision is critical to keeping children safe. I and any assistants in my program will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including; age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about how I supervise the children in my program, please feel free to ask me*

***Safe Sleep***

*Supervision of children is also important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child’s physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the ‘Family Child Care Policies’ section of* [*www.eec.state.ma.us*](http://www.eec.state.ma.us/)

***Mandated Reporting***

*As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L c.119s514A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in my program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.*

***Children Records and Privacy***

*EEC regulations require me to maintain an individual record for every child in my care. These records include information that parents complete at enrollment as well as any progress reports, incident reports and any other documentation regarding the children in my care. I am required to update these records annually or whenever a change is necessary.*

*As a parent, you have access to the record that I maintain for your child and you have the right to add, delete or change information contained in it. Your child’s records will be kept confidential and will only be released to authorized persons such as but not limited to: State licensor, police department, health and social services, and my backup provider.*

**Medical Emergencies**

In case of emergency, I will administer the necessary first aid required. YOU WILL BE NOTIFIED AS SOON AS POSSIBLE. I am prepared with emergency care givers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness or accident. You will be notified when an emergency caregiver will be used. If an emergency caregiver cannot be located, you may be requested to pick up your child. All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The owner of Second Home Childcare or my family will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of me during field trips or outings.

**Fire Safety and Emergency Planning**

**Fire Safety:** I have a written fire evacuation plan and practice fire drills with the children with all three escape routes monthly. In addition, I incorporate fire safety curriculum into my program occasionally. My home is inspected for fire safety and I have hard wired fire and CO2 alarms on all the floors of my home.

**Emergency Planning:** In the event of a local emergency such as a flood, power outage etc I will remove the children from the program and take them to a predetermined location. As soon as we are safe I will then call you to inform you of where to pick up your child. In the event of a national emergency such as a chemical spill etc I will follow the public service instructions and call you as soon as we are safe.

**Insurance**

In addition to homeowner’s insurance I also have an additional policy covering my business.

**Transportation**

I do have the means to transport all the children in my care. However, I will not do so without your permission. I reserve the right to transport your child in the case of emergency that make it necessary to move your child for safety i.e. fire, flood, emergency evacuation. I the case of medical emergency I will utilize an ambulance.

**House Rules**

Discipline is used to teach a child, not as a punishment. I achieve this through love, consistency, and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

\*No running, jumping, or screaming permitted inside the house.
\*No hitting, pushing, biting, grabbing, kicking, spitting, scratching or pinching others, including your parents.
\*No standing or climbing on toys, chairs, tables, or furniture.
\*No mistreatment of toys - i.e. standing on, throwing, bashing, hitting with.
Parents will be asked to pay for or replace toys if this occurs.
\*No mistreatment of my belongings and home. Parents will be asked to pay for or replace items if this occurs.
\*No name calling, teasing, swearing, bad language such as 'shut up', tattling, or potty talk.
\*No gun or violent play allowed.
\*No roughhousing, climbing or sitting on, pulling, or lifting/carrying other children.
\*No walking around the childcare room with food, cups, or bottles.
\*No going out the door or gate at pick up time without an adult.
\*No shoes in the playroom.

**Rules for parents**

\*No food, drink, or gum brought into the house for your child. It will be disposed of.

\* Please do not allow your child to bring toys, sticks, rocks or other items into the childcare room.

\*Always use the basement door unless there is a note posted stating otherwise.
\*No shoes in the house.
\*No smoking or swearing is permitted on the premises.

\* Please make sure that all doors and gates are closed behind you

\* Provider will not be responsible for damage to vehicles on the property.

\* Please be respectful of my home.

**Discipline**

**The following methods of discipline will be used:**

Encourage children to solve problems themselves
Intervention and discussion
Re-direction to another play area
Loss of privileges, Logical consequences
Time out

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way so there is continuity in discipline between our homes. 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.

**What I Need From You**

During the initial enrollment period I will ask that you fill out a number of forms. I ask that these be returned to me prior to your child starting care. If a current shot record and physical form isn’t available you have 15 days to supply me with one. If I do not receive it I cannot continue to accept your child into care. While I understand that some beliefs make vaccinations unacceptable I cannot admit any child into my program without the proper vaccinations or a doctor’s note. I must consider the health and well being of all the children in my care. I ask that you bring me updated medical forms as you receive them

You are also responsible for diapers for your child and pull-ups for potty training children. I will let you know when more are needed. I also ask that you send in a package of wipes weekly. These are used for other purposes in addition to diapering such as, hand cleaning after art and face wiping after meals. I also ask that you supply me with at least one labeled change of weather and size appropriate change of clothes. These should be switched out when they no longer fit or are inappropriate for the weather. Soiled clothing will be sent home and a new set should be brought in the following day. This is particularly important during potty training. We will also need additional weather appropriate clothing. Bathing Suits and water shoes in the summer and full snow gear in the winter. Please send your child in daily with jackets and shoes that are appropriate to go outside in. We love playing outdoors and if your child isn’t prepared no one can go out. You may bring in a blanket and/or stuffed animal/lovey. These will be kept in your child’s bin and washed weekly.

**Communication**

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 providing the best possible care for them. I am able to answer the majority of your questions at pick up or drop off. If you have a question or concern that you feel should be discussed in private please feel free to let me know and we can schedule a time to discuss it. During child care hours it is often difficult for me to answer the phone as it impairs my ability to adequately supervise your children so during this time period I prefer a text unless it is an urgent matter. A text allows me to respond when I have the ability to do so without jeopardizing the safety of your children. I will also use texting as my primary means of communicating with you unless it is an urgent matter. If you prefer an alternate method of communication please feel free to list it on the contact update form. I ask that if you need to contact me outside of childcare hours you try to do so via text or email Secondhomecc@gmail.com I also ask for your understanding about my response time as I may be doing something with my family. I will make my best effort to get back to you as soon as possible.

*In addition I am required by EEC regulations to notify you of certain information about my family child care home. These notifications include, but are not limited to:*

* *An injury to your child*
* *Allegations of abuse or neglect regarding your child*
* *If another educator will be caring for your child*
* *The administering of first aid to your child*
* *Whenever a communicable disease has been identified in the program*
* *Children being taken off the childcare premises*
* *The existence of firearms in my home*
* *If there are any changes in my household composition*
* *Prior to any pets being introduced into the program*
* *Whenever special problems or significant developments arise*

**Termination**

Second Home Childcare requires a written two week notice prior to your child leaving care. During this time payment is still expected. The last week deposit will be applied to the tuition due.

I reserve the right to terminate your contract for the following but not limited to reasons:

* Lack of handbook compliance
* Failure to pay on time, nonpayment, and excessive bounced checks
* Failure to complete or supply required forms
* Lack of parental cooperation, lack of respect
* False information given by parent either verbally or in written form
* Consistent late arrival and or consistent late pick ups
* Failure of child to adjust to childcare after reasonable time period
* Physical or verbal abuse of any person or property
* My inability to meet your child’s needs
* Serious illness of child or provider

I appreciate as much notice from you regarding withdrawal and I will make every effort to extend the same courtesy to you. I reserve the right to immediately terminate any child given extreme circumstances that affect the health and well being of your child or myself. In the event of immediate termination the last week deposit will be forfeited if I deem it appropriate. Termination notices will not be accepted during vacations or holidays.

**Revisions/Receipt of Handbook**

There will be occasion when revisions to this handbook, accompany forms and/or contract are necessary. This includes but is not limited to changes in policies, changes in tuition rates, updates of contact information or updates of enrollment packets. Advance notice of at least two weeks will be given and your written acknowledgement will be required. I reserve the right to immediately alter any policy that affects the safety and well being of your child or myself.

**Wavier**

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If I do not exercise a right that is provided by this agreement it does not mean that I 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. Second Home Childcare reserves the right to make any policy or financial changes that are in the best interest of the childcare and will not compromise the quality of the children’s care. All changes will be given with a minimum two week notice. Every effort will be made to give as much notice as possible.