

## Parent & Child Handbook

**Hours of operation:** Live, Love, Laugh Daycare, Inc. is open from 6:00am-6:00pm, Monday-Friday

**Enrollment Procedures:** The following forms must be completed prior to first day of care:

1. Child Care Registration Form
2. Contract and Agreement
3. Consent for Emergency Treatment
4. Trip Authorization / Release of Liability Form
5. Child Illness Policy
6. Discipline Policy

\*\*The state requires we have a copy of your child's immunization record on file. Please bring your child's records as soon as possible.

**Termination:** Care may be terminated with two (2) week notice. Payment for two weeks will be accepted in lieu of notice. Payment by parent/guardian is due for the notice period, whether or not the child(ren) is brought to provider for care. Two week notice should be considered the minimum. In cases of non-payment, legal actions may be taken and the parents will pay all legal fees incurred.

Live, Love, Laugh Daycare, Inc. will also give at least two week notice if the child is to be terminated from care. Live, Love, Laugh Daycare, Inc. retains the right to terminate this contract WITH OUT NOTICE in the event of destructive, uncontrollable, or violent behavior, or in the case of delinquent fees.

Due to the limited availability at our facility if your child does not attend for over three weeks and no communication has been made to our staff your contract will be terminated and the spot will be filled by another family. We will try and make communication with you before this actions is taken.

Tuition payments and Co-Pays are non-refundable or at the discretion of the Director/Owner in extreme cases.

**Vacation and Absences:** If your child will be absent due to a vacation or medical leave, please turn in a written notice to the management inbox one week in advance is appreciated.

**Live, Love, Laugh Daycare, Inc. will be closed on the following holidays:**

Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Thanksgiving Day, and the day after Thanksgiving. If any of these holidays fall on a Saturday the center will be closed on Friday, if any Holidays falls on a Sunday the center will be closed on Monday.

### **Fees**

**\*\*Late payment Fee:** Live, Love, Laugh Daycare, Inc reserves the right to charge a \$5 a day late fee. Payment is due on the first day of care, if payment is not received by pick up on the first day of care a \$5 late fee will be added to your initial payment. If payment has still not been received by the first day of care the next week childcare will not be provided until balance is paid in full or another payment arrangement has been put into place.

**Late Pick-up fee:** There will be charged of \$1.00 per minute per child for late pick up. If notice is given

to the provider before closing time this fee ***may be*** waived or lowered at the director's discretion.

**Returned Check Fee:** A \$30 returned check fee plus the above described LATE fees and any additional costs the center incurs from a returned check will be placed on your account. Future payments will be on a "Cash ONLY" basis.

**Payment Schedule:** Payment is due weekly on the first day of care. Please make checks out to: Live, Love, Laugh Daycare

**Arrival and Departures:** Please send your child clean, dressed for the day, with proper playing shoes, and fed (if arriving after 9am). We will be playing and are apt to get dirty, please keep this in mind when you dress your child.

No one other than the parents or designated person will be allowed to pick up your child(ren) without prior arrangement. The center must be notified in advance and have written note with the person's name and relationship to the child. A photo ID is required.

If there is a court order keeping one parent away from the child, the center must have a copy of the order on file. Otherwise, the center cannot prevent the non-custodial parent from picking up their child.

**Nap time/Rest time:** Your child will not be required to sleep, however they must remain quiet during nap/rest time so as to not disturb the other children.

**Behavior Management & Discipline:** Our goal at Live, Love, Laugh Daycare, Inc. is to maintain a safe and orderly environment in which your child can learn and grow with us. Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Live, Love, Laugh Daycare, Inc. will practice the following discipline and behavior management policy. \*Please see Discipline Policy\*

**Child Abuse:** We are required by law to report any suspected physical, emotional, sexual abuse or neglect.

**Meals/Snacks:** The center will provide 2 meals and 1 snack a day including juice and milk to drink. Please do not let your child bring food to the Center, other children have allergies and kids like to share. Also, No outside Sippy cups, or Toddler Cups.

**Potty Training:** We are here to help with potty training your child. We view potty training as a joint effort between us at Live, Love, Laugh Daycare and parents. We want to work with you as much as we can to make this an easy transition for your child; however this process needs to start at home. Starting over a weekend or a vacation is a perfect time before starting at daycare.

**Diaper Changes:** Diapers are changed every 2-3 hours or more frequently if required.

**Parents are responsible for providing:**

**Infants:**

\*Bottles, formula, and baby food.

- \*Diapers and wipes
- \*Change of clothes
- \*Swimsuit/towel in the summer
- \*Sunscreens, Bug spray, fever and cold medications, diaper ointment, teething medications, etc (if needed-must have med. form filled out and signed)
- \*Backpack or bag to keep personal belongings in

#### **Toddlers:**

- \*Diapers and wipes
- \*Change of clothes
- \*Swimsuit/towel in the summer
- \*Sunscreens, Bug spray, fever and cold medications, diaper ointment, teething medications, etc (if needed-must have med. form filled out and signed)
- \*Backpack or bag to keep personal belongings in

#### **Older Children:**

- \*Sunscreens, Bug spray, and if staying all day a water bottle
- \*Backpack or bag to keep personal belongings in

*\*\*If your child is in need of any of the above listed items throughout the day and the center supplies such items for you, you will be charged at the directors discretion.*

**Toys:** The Center has more-than-adequate amount of toys available for all children to play with so please do not allow your child to bring a toy from home into the center. Live, Love, Laugh Daycare Inc. will not be held liable for any lost toys. A blanket at nap time is acceptable.

**Water play:** For the *HOT* Summer days we like to cool off with some water play. Parents are asked to provide bathing suits and towels for these days.

**Property Damage:** Respectful treatment of all property, toys, and furniture is expected. Parents may be asked to pay for any destruction of property that their child causes.

#### **Health Matters:**

Please see Child Illness Policy

**Medical Emergencies:** For minor injuries like bumps or bruises, The Center will provide first aide. If the injury is more serious (i.e. needs stitches, suspected broken bones, etc.) the parents will be notified immediately off of the emergency contact list provided.

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

- 1) A phone call is made to 911
- 2) Child's parents (or emergency contacts) are called.

Please make sure that all emergency contact info is up to date and correct, report changes immediately. If you list a cell phone as your main contact, please make sure they are on at all times while child is in care.

**Smoking:** There is **\*\*NO SMOKING\*\*** on the property; inside or out during daycare hours.

**Photo taking:** Documentation of Daycare activities is part of the *Live, Love, Laugh Daycare* program. In

this way we can document our experiences, building of friendships, and some memorable times. If you wish that your child(ren) be not photographed please notify me in writing. If you would like a copy of any pictures of your child(ren) we would be happy to get those to you.

**Privacy:** We take your privacy very seriously. We will not disclose our clients or enrolled children's personal information to any third parties unless granted by the guardian or ordered by the Courts. This includes Contracts, Registration forms, Consent for Emergency Treatment forms, or Sign in Sheets.

**\*\*FINALLY\*\***

We are always open to suggestions and feel communication is very important part of this business. If there are any problems or concerns, we encourage you to talk about it. If a lengthy conference is needed, a time that is convenient to both the parent and caregiver will be scheduled. We thank you for the opportunity to work with you and to be part of your child's life.

*Live, Love, Laugh Daycare Inc.* retains the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that that particular policy is no longer in effect. Live, Love, Laugh Daycare also retains the right to add to this handbook as needed, if something comes up.

Contact Information:

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Please visit us on Facebook at [www.facebook.com/emmettdaycare](http://www.facebook.com/emmettdaycare)