
Dean Family Child Care Home

Handbook & Policies

Quality In-Home Care for Infants, Toddlers & Preschoolers

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About the Day Care

It is my mission to provide the very best of care for your child. I realize parents have placed their child in my care to fill their needs developmentally, emotionally, intellectually and socially. It is my goal to provide loving, structured care of fun and learning while in a home atmosphere. I will strive to create a good experience for both parent and child while in my care.

I opened Dean Family Child Care Home (known as Bieber Family Child Care) in 2012 after the birth of my daughter M'Kaylah. I was currently working as a Certified Nurses Aide at Grandview Hospital and I knew after she was born that I wanted to be able to be at home with her, teach her and watch her grow. Growing up, my mother operated a licensed family child care out of our home, so taking care of children has always been like a second nature to me and is truly my passion. I am currently working towards my Child Development Associate Credential and my Associates Degree in Early Childhood Education at Montgomery County Community College.

Licensing

Dean Family Child Care Home is licensed by the Department of Human Services. A copy of compliance is posted on the wall above the children's coat hooks. Results of the most recent inspection, notice of enforcement action and any stipulations, conditions, exceptions or exemptions that affect the license will be posted next to it.

Insurance

The premises, child care operation and vehicles are all covered with child care liability insurance. The parent's insurance is primary, child care provider's insurance is secondary.

Hours

Monday-Friday

7:30a.m.- 4:30p.m.

Specific Drop-Off and Pick-Up times are established with each family.

Night and weekend care is not provided.

Full-time, part-time, half-day may be available for up to 6 children ages 6 weeks to 6 years of age without discrimination of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Pets

We have one dog, Scooby and a cat, Spirit. Both pets are vet checked stay up-to-date on vaccines. Scooby stays in his crate during daycare hours and Spirit likes to stay upstairs in our bedrooms.

Our Standards

Keystone STARS Information for Parents

Keystone STARS(Standards, Training/Professional Development, Assistance, Resources) provides families with a tool to gauge the quality of early learning programs. The STARS program supports early learning programs in the commitment to continuous quality improvement. Programs that participate in Keystone STARS care about providing quality early learning to your child. As programs move up the STARS ladder, they are providing even higher quality experiences, so your child benefits even more from the program. Early learning programs can earn STAR 1 to a STAR 4 level. At each level, programs have to meet certain research-based quality standards that measure various areas of early childhood from the teacher education, teacher-child interactions, family partnerships and the environment.

Your child receives:

Educated Teachers

A High Quality Learning Environment

A High Quality and Research Based Early Learning Program

At a Keystone STARS Program you should find:

A comfortable place where your child can explore and learn.

Laughing, reading and talking which builds language skills.

Teachers who are dedicated in improving their abilities to help your child thrive.

A Safe, healthy and exciting place.

Music, art, science and play activities that increase school readiness.

Your child feeling good about himself or herself.

Families involved in the program and their child development.

Teachers that listen to children and parents.

Enrollment

The following is required for enrollment:

1. Schedule an interview with parents and child or children.
2. Review policies together and ask questions, tour of daycare space.
3. Registration forms and parent/provider contract must be completed before your child can attend.

Required for First Day of Care	Required Within 30 Days	Required Within 60 Days
Registration Fee and One week Deposit Application for Enrollment Acceptance Letter Child Background From Parent/Provider Contract Agreement Emergency Contact Sheet Medication Administration Understanding of Policies	Photograph Authorization Form List of immunizations your child has received	Child Health Report Form signed by your child's doctor.

4. A nonrefundable registration fee of \$50 plus one week of tuition is due along with an Application for Enrollment to hold your child's spot until their start date. You will receive an Acceptance Letter once these items are received.

Parents to Provide	Day Care to Provide
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- *Diapers
- *Wipes, Ointment and Powders
- *Change of Clothing for each season including
- *socks and underwear
- Suitable clothing for outdoor play for each season
- Immunization Records
- Back Up Provider for times of illness, vacation
- Consent forms for emergency care, authorization to administer medication
- Emergency Phone Numbers for someone to be reached while your child is in care

- * A licensed regulated facility
- * Safe and Clean, non-smoking home inspected for safety, furnishings, exits, smoke detectors, fire extinguishers, and emergency phone numbers. Also adults living in my home have had criminal background checks.
- * Toys and Craft Materials
- * Paper towels, plates, silverware, cups/glasses
- * Beverages
- * Kandoo Potty Wipes and Hand Soap
- * Cots and Play Pens for Rest Time
- * Preschool Curriculum
- * Daily Recorded information as to what and when the child ate, when diapering took place, activities participated in and nap times.
- * Developmental Screenings
- * Toothbrushing after lunch

Tuition Schedule

Weekly Rates

Full-time Enrollment is \$300 a week.

Part-time Enrollment is \$60 per day.

Payment is due automatically on Thursday via Brightwheel Billing for the week to follow. Payments made after Monday morning drop-off, will be charged an additional \$15.00 per day it's late. If payments are more than one week late, this will cause the contract to be void.

If your child is full-time, the full weekly payment is due whether or not your child is present.

If your child is part-time, the full part-time payment is due whether or not your child is present.

Tuition Increase

In order to provide quality care to each of your children, a tuition increase of 3 to 5% may occur each year or no more than 6 to 8% every other year.

Arrival and Departure Times

Though my hours of operation are from 7:30am to 4:30pm, hours of care are contracted from family to family. With limited parking, this ensures there is a space to park. It also gives children a consistent routine, which children thrive on.

Late Fees

Early Drop-Off: A early drop-off fee of \$1.00 for every minute your child is here before your contracted arrival time.

Late Pick-Up: A late fee of \$1.00 will be assessed for every minute your child is here after your contracted pick-up time.

To accommodate those who need an occasional earlier drop-off or late pick-up, an overtime fee of \$30 a day will be charged. Please request at least 24 hours in advance otherwise I may charge the late fee of \$1.00 per minute.

Late Payment: \$15.00 for every day after the first of the week your payment is late.

Methods of Payment

Parents may pay tuition electronically through Brightwheel, cash or personal check. Payments made through Bright Wheel must be made on Thursday to be paid to the daycare by Monday. Payments made through checks are to be made payable to Dean Family Child Care Home by Monday morning. A service fee of \$30 and any other back charges will be assessed for any returned check. In the event that three or more checks are returned, you will be asked to make all future payments in cash only.

Attendance

Holidays

Dean Family Child Care Home will not be open on the following holidays:

New Year's Day, Martin Luther King Jr Day, President's Day, Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and following day, Christmas Eve, Christmas Day and the following day. If a holiday falls on a Saturday, the daycare will be closed the previous Friday. If a holiday falls on a Sunday, the daycare will be closed the Monday following.

For part-time care, if holidays are normal care days, full payment will be required (Example: Holiday falls on a Wednesday and child normally is in care on Wednesday, then the day is considered a paid holiday).

Closings

Dean Family Child Care Home will be closed for up to two (2) weeks per calendar year(May-May) for provider's vacation. Both weeks will be paid vacation from the parents to the provider. Prior notice will be given to allow time to make other arrangements, usually 6 months in advance. Please also give prior notice in writing of your vacation so dates are not confused. In addition, occasionally, the child care may need to close early and prior notice will be given so arrangements can be made for early pick-up.

Inclement Weather

To ensure the safety of each child, Dean Family Child Care Home will follow the Souderton Area School District's decision when it comes to inclement weather. If Souderton is closed, Dean Family Child Care Home will be closed. If Souderton calls a 2 HOUR DELAY, a delayed opening(opening at 9am instead of 7am) will also be followed to ensure that the sidewalk and driveway are shoveled and salted for your safety. Please check your local news station when we are expecting any type of severe weather(snow, hurricane, flooding, etc). Payment is still REQUIRED for any closed days due to inclement weather.

Sick/Personal Days

On the days that the provider/persons in the home is ill, parents will be notified as soon as possible so they can make alternate arrangements. Payment is required.

Provider Training

Training is an ongoing matter for me, so on certain occasions Dean Family Child Care Home will be closed for these seminars. Payment is required for these days. No more than 3 days in a year will be charged to you for training(should more than 3 days be needed).

Substitutes and Assistants

The daycare does not employ any substitutes or assistants. Please arrange for back up care incase I am sick or take a vacation day. If anyone fills in for me, it will be my husband, Jeff Dean, for an emergency situation.

Absences

Everyone who is attending for the day, **must arrive by 9:00am**. There will be no drop-offs allowed after that time. If you plan to keep your child home due to illness or any other reason, you must notify me no late than your regular drop off time. I also expect to be notified if you anticipate being late in dropping off your child in the morning.

Maternity, Extended Leave or Summers Off

In order to ensure that your spot will be kept for your child, a non-refundable \$150/week will be required each week until regular care resumes. You may choose to send your child for those two days you pay for on a consistent basis. Consistent schedules are best for children.

Health

Daily Health Checks

Each morning during Parent Drop-Off, I will perform and document a health check. This daily health check includes a friendly greeting of you and your child. I will ask you and your child about their well being since you were last in my home; while observing your child for signs of obvious ill health. Based on the results of this interaction, I am able to determine whether those who are ill or injured can or cannot have their needs and those of the other children met, and if your child can participate in the program for that day. If your child can stay but needs special care, I will make a plan with your for the time your child will be in my home and verifying the best method to contact you during the day.

Illness

If your child becomes ill while in care, he/she will be isolated from the others within sight and sound and you will be notified to make arrangements for pick up **within one hour**. If a child must be sent home because of illness, your child may not return to care the following day.

Please understand that while you may feel your child “isn’t that sick” or “it’s just a cold”, no one else wants it! Be considerate if your child is showing symptoms of being ill. It is a good idea to plan ahead and arrange care in case your child is sick since a sick child is never in our daily plans! It is your responsibility to have a back up provider if your child is too ill to come. Please do not be offended if you are asked to take your child home.

Kids will put things in their mouths, not cover their sneezes and coughs and get a cold. It’s to be expected and kids with colds will be allowed to attend if they are able to participate in activities as normal.

Please do not send your child if he or she has any of the following:

A fever of 100.4 or higher or is on medication to reduce a fever. A fever last night or this morning means the child does not attend today. **The child is to stay home for 24 hours without the use of medication, before he/she can return.**

It is important to remember that by itself fever is not an illness-it’s usually a symptom of an underlying problem. Fever has several potential causes:

Infection: Most fevers are caused by infection or other illness. Fever helps the body fight infections by stimulating natural defense mechanisms.

Overdressing: Infants, especially newborns, may get fevers if they're over bundled or in an hot environment because they can't regulate their body temperature.

Immunizations: Babies and children sometimes get a low-grade fever after getting vaccinated.

Although teething may cause a slight rise in body temperature, it’s probably not the cause if your baby’s or toddler’s temperature is higher than 100 degrees F.

* **Vomiting or diarrhea has occurred more than once in the past 24 hours.** Diarrhea is an increase in the number of stools that are unformed, watery or loose. Your child will be sent home if s/he has two watery stools. Children with diarrhea that is a direct result of antibiotic treatment will not be excluded if the stool is containable in a disposable diaper. A child cannot return to day care if experiencing diarrhea within the last 24 hours.

* has an unidentified rash

- * has a constant, thick colored nasal discharge
- * is infected with a contagious disease such as chicken pox, strep throat or pink eye. Please notify me if your child has been exposed to any contagious illness. If your child has shown any symptoms in the prior 24 hours, please tell me. This may or may not be cause to remain at home, but I can provide better care by knowing what to look for.
- * **Has not been on a prescribed medication for 24 hours or continues to have symptoms of illness.**
- * In addition, if a child is too ill or irritable to participate in normal activities, please keep your child at home until they are ready to participate in normal activities. Unfortunately, I will be too busy to sit and hold a child who is ill. They need their parents' attention during this time.
- * **Head Lice.** I have a strict **no-nit** policy. Any child with nits will be sent home immediately. A child may return when they have had one treatment and are nit free. If a louse reoccurs, then a doctor's note will be required before returning to child care. When an outbreak occurs, all toys made of cloth that can be washed, will be dried in the hot drier and then washed in hot water. Cloth toys that cannot be washed will be bagged and put in the garage for 14 days.

When it is determined that a child attending, or my own child, has a reportable communicable disease, such as chicken pox, the parents of all the enrolled children will be notified. A child may be readmitted if the child's parents provide a statement from their physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.

Children may return to daycare when they are symptom free, have been appropriately treated, or have been given medical approval to return.

Injury Report and First Aide

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be notified via Bright Wheel and an incident report will be completed and signed at parent pick-up. You will be given a copy for your records.

Medications

All medications, prescriptions or non-prescriptions will be administered only with the permission of the parent and with a written order from the doctor. The medication must be in its original container with the child's name and current date. A schedule of doses must be included. A medication consent form must also be filled out and the medication must be placed inside the medication lock box which is located next to the IPAD.

Special Needs, Asthma, Medical Needs, Allergies

Parents must fill out the Special Care Acknowledgement form regardless if their child has a special need or not. If needed, parents must also fill out Appendix o adopted from "Caring for Our Children." All documents were in enrollment packet. Parents may obtain more copies by contacting their teacher.

Immunizations

State law requires that every child in a child care setting have an up-to-date physical exam and up-to-date immunizations. Each year, this form must be updated with the child's name and immunization records that have changed (if applicable). Infants must be updated after each well check (3, 6, 9, 12 months). Dean Family Child Care Home will not accept children who are under-immunized and, in addition, will follow state health department/child care regulations concerning attendance of children who are not immunized due to religion or medical reasons. Unimmunized or under-immunized children will be caught up as promptly as possible. Any who have exemptions from the requirement for up-to-date vaccines to participate in the program will be excluded during outbreaks of vaccine-preventable illness as directed by the health state department. It is encouraged that each family here at Dean Family Child Care Home, along with their child(ren) obtains an annual influenza vaccine as directed by the AAP.

The influenza vaccine is **mandatory for children six months of age and older** in child care. I must have documentation on file for each child that the flu vaccine was given. If the flu vaccine cannot be given due to severe allergic reaction or other medical exemption, the child must have a written, signed and dated statement from the child's physician.

Tracking and Updating Immunization Records/Check Up Records

I check Dean Family Child Care Home's records to make sure each child's immunizations are current every month. I will remind you to provide documentation of health assessments and also remind you by sending home a blank Child Health Report for updating.

Hand Sanitizing Station

A Purell Automatic Sanitizing Station is on the wall next to the licensing as you enter our daycare space. I encourage you to sanitize your hands as well as your child's hands before entering and exiting Dean Family Child Care Home. In doing so, this will help keep outside germs from coming in and prevent inside germs from coming back out. Kids get sick, it's an unfortunate fact of life, but by continually practicing good hygiene at Dean Family Child Care Home, kids get sick less.

Welfare of a Child

Emergency Plan

You will be given a copy of Dean Family Child Care Home's emergency plan at enrollment. This outlines what you can expect in case of an emergency when we would need to shelter at home or shelter away from home. This will be updated annually and you will be given a copy. You can also find a copy posted on the communication board in the playroom.

Child Abuse

My number one concern is the welfare of your child. I want to insure you that they will receive all the love, care and nurturing as possible. As part of this care, I am mandated by the state to contact ChildLine at 1-800-932-0313 of any suspected child abuse within 48 hours and submit a written report to Child Protective Services.

Security Measures

No child will be released to a parent or pick-up person who has consumed alcoholic beverages or drugs. If I deem necessary, an emergency contact person or another adult will be called to pick up your child. The police could also be called to report a possible DUI. If you are at an office party, please arrange to have someone else pick up your child.

Check-In/Check-Out

Each day upon arriving, the parent is required to check their child(ren) into Dean Family Child Care Home. An IPAD is located on top of the children's cubbies where you can scan in or enter your individual code using the bright wheel app. This is to be followed by checking the child(ren) out when leaving for the day. This helps to maintain a secure environment.

Release of a Child

A child will only be released to a person whom the enrolling parent has included on the contract. The first time a person(that is on the contract) is picking up your child will need a form of identification in order for Dean Family Child Care Home to release your child. Should it be necessary for someone other than the designated person to pick up your child and you have notified me by telephone, I will immediately call you back to confirm this with you to be sure that it was indeed you who asked for this change. Unless you have called or personally told me, I will not release your child to anyone else, ever.

Seat Belts or Safety Seats

Your child will not be released from Dean Family Child Care Home until you are taking them to your vehicle and the appropriate safety restraints are being used to travel. No child may leave for the car without the parent or pick-up person with them.

Reporting of Child Safety

Dean Family Child Care Home will make reports to the parent and to the Department if a child receiving care is lost or missing from my child care home, a child is left behind on a field trip or excursion, or a child is left unattended in my home after business hours.

Swimming Pool

Dean Family Child Care Home has an above-ground pool on the premises. Children do not have access to the pool as it is double gated and locked. The children are not permitted to swim as I would need to have a life guard on duty as well as one adult per every two children. The children enjoy the water table and other water activities during the warmer months.

Abandonment

Any child left for 30 minutes or longer after the closing of the child care home, which is 5:00 p.m. is considered abandonment(unless prior arrangements have been made). At this time, proper authorities will be called and a report will be made.

Running Vehicles

During drop-off and pick-up of your child, the state requires the vehicle to be turned OFF when in park.

No Smoking

Smoking is prohibited on the premises of Dean Family Child Care Home during licensed child care hours.

Firearms

A handgun is owned by my husband which remains in a locked safe upstairs where children are inaccessible to.

Shaken Baby Syndrome/Abusive Head Trauma Procedure:Recognizing and Responding

Children will be observed for signs of abusive head trauma including irritability and /or high-pitched crying, difficulty staying awake, loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite , vomiting, bruising, poor feeding, no smiling or vocalization, inability of eyes to track and/or decreased muscle tone.

If SBS/AHT is suspected, the provider will call 911 immediately, call the parents or guardians, if the child has stopped breathing, then the trained provider will begin pediatric CPR.

Signs and Symptoms of Child Maltreatment

If the provider suspects child maltreatment or abuse, the provider is required to report it. Signs and symptoms of child maltreatment include excessive crying or developmental delay, fear or anxiety clinging, nightmares or sleeping problems, bed wetting, speech disorders, regressive behavior, eating issues, chronic absenteeism, seems afraid of parent, self-harm, unexplained weight loss or gain, abdominal or genital discomfort/pain/bruising, abnormal vomiting or overall irritability, poor hygiene or failure to thrive, burns, lacerations or other trauma,

Early Intervention

While all children grow and develop in unique ways, some children experience delays in their development. Children in Pennsylvania with developmental delays and disabilities benefit from state supported collaboration among parents, service partitioners and others who work with young children needing special services. The Pennsylvania Early Intervention program provides support and services to families with children, from birth to age five, with developmental delays and disabilities. Early Intervention builds upon the natural learning opportunities that occur within the daily routines of a child and their family.

Early Intervention:

Supports services and resources for children that enhance daily opportunities for learning provided in settings where a child would be if he/she did not have a developmental delay and disability. Provides families' independence and competencies. Respects families' strengths, values and diversity. Early intervention supports and serves are designed to meet the developmental needs of children with a disability as well as the needs of the family related to enhancing the child's development in one or more of the following areas: Physical development, including vision and hearing, Cognitive development, Communication development, Social or Emotional development, Adaptive development.

How do I receive information about Early Intervention Services or make a referral to Early Intervention?

Parents who have questions about their child's development may contact the CONNECT Helpline at 1-800-692-7288. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children ages birth to age five. In addition, CONNECT can assist parents by making a direct link to their county Early Intervention program or local preschool Early Intervention program.

What Child Are Eligible?

Children from birth to age five who have special needs due to developmental delays or disabilities are eligible to receive Early Intervention services.

What Services are Provided to Meet the Developmental Needs of a Child?

The services provided to children and their families differ based upon the individual needs and strengths of each child and the child's family. Services such as parent education, support services, developmental therapies and other family-centered services that assist in child development and may be included in a family's Early Intervention program. Early Intervention promotes collaboration among parents, service providers and other important

people in the child's life to enhance the child's development and support the needs of the family.

Where do Children and Their Families Receive Services?

Services may be provided in the child's home, child care center, nursery school, play group, Head Start program, early childhood special education classroom or other settings familiar to the family.

More information on various community services are located on the Parent Communication Board above the cubbies or may be requested.

Program and Curriculum

Daily Activity Schedule

7:30-8:00	Meet and Greet/Morning Table Time/Free Play
8:00-8:15	Diaper Changes/Potty Party/Handwashing
8:30-9:00	Calendar/Wiggles and Giggles
8:45-9:10	Outdoor Play
9:10-9:15	Diaper Changes/Potty Party/Handwashing
9:15-9:30	A.M. Snack
9:30-10:20	Morning Preschool Activities(Calendar, Weather, Music, Message of the Day, Writing, Math, Science, Arts and Crafts, Storytelling, Puppets)
10:20-11:15	Outdoor Play/Nature Walk
11:15-12:00	Lunch/Diaper Changes/Potty Party(children participate in setting the table, hand washing and cleaning)
12:00-12:15	Clean-Up/Diaper Changes/Potty Party/ Toothbrushing and Handwashing
12:30-3:00	Story Time and Quiet Time(story of the day, soothing music, low lights, creating a restful ambiance)
3:00-3:15	Rise and Shine/ Potty Party/ Diaper Changes/ Cleaning Up Quiet Time Materials
3:15-3:30	Outdoor Play/Watching for Miss. Tiffany's Children To Return Home From School
3:30-3:45	P.M. Snack
3:30-4:45	Parent Pick-ups
3:45-4:15	Outdoor Play
4:15-4:30	Music/Closing Circle/Clean Up/Potty Party/Diaper Changes

This schedule is merely a guideline for our day. Actual times and activities often vary in response to the children's needs and interest. Infants are on an individualized, on demand schedule for feedings and napping.

Meals and Snacks

Dean Family Child Care Home does not provide meals and snacks. It is my utmost importance as your child's teacher to provide the highest quality care I can. This is why I require children to eat breakfast before arriving or pack both breakfast and lunch. Unlike a large center with a director, teachers, aides, and cooks a family child care is compromised of one provider taking on all the rules. Preparing, serving and cleaning up meals can take up to two hours out of the day. That time could be better spent providing care and educational experiences to your children. I appreciate your understanding and participating in helping to provide meals and snacks for your children.

Meals and snacks are served at flexible intervals and will be served at least every three hours.

Meals and snacks are normally served at approximately:

A.M. Snack 9:15am-9:30am

Lunch 11:15-12:00pm.

P.M. snack 3:30-3:45pm

A feeding schedule will be kept on file for infants. Formula fed infants will send in a container of formula for the month. Dean Family Child Care Home will notify you when running low. Those who are nursing will send three labeled bags of frozen breastmilk to keep as back-up in addition to the daily amount necessary for your baby each day.

Breastmilk will never be heated in the microwave. Drinking water will be offered to infants and toddlers over 6 months. Left over formula or breast milk will be discarded after each feeding. Baby food is not provided. Families will send in baby food each day in the child's labeled lunch box.

Children with special diet requirements will be accommodated with written authorization of a child's physician and request of the parent. Milk is provided and served at meal times. Whole milk is provided for children under the age of two. 2% milk is provided for children ages two and up. Milk or water is served at snack times and water is also offered between snack times and meal times. Sippy cups will be introduced around six-eight months of age. Cups and food are not allowed to be carried around the daycare space.

Around 7-9 months of age, I will introduce spoons at meal time. When children are eating regular foods, a child sized, plastic spoon and fork will be provided at each meal. Children are encouraged to use their spoons and forks.

According to licensing rules, food cannot be used as a punishment. I encourage them to eat but never force. If your child chooses not to eat, they will not be offered anything else, until the next meal or snack time. Food that has not been eaten must be thrown away.

Birthday Celebrations

We love to celebrate the children's birthdays here at Dean Family Child Care Home! Cupcakes sent on your child's birthday earns you three percent off your child's birthday week tuition.

PA Early Learning Standards

When planning and arranging our learning environment for purposeful play, the Pennsylvania Early Learning Standards are always taken into consideration. The Pennsylvania Early Learning Standards

are the key areas that PA early childhood educators follow to make sure that children, birth through kindergarten, are getting a well rounded and quality experience. The PA Early Learning Standards are the stepping stones to school age standards. We strive to make sure that both the curriculum we use and the assessments follow these standards of quality.

Play is Best

To give the children a quality play based environment, you won't find the latest "fad" toy or movie based action figure. We believe in quality open-end-play toys that stimulate learning. Toys are carefully researched for quality and purposeful play before being brought into our classroom. We try our best to bring in aspects of play based on the framework of early childhood education laid by founding child developmental theorists such as Maria Montessori, Reggio Emilia, Lev Vygotsky, Eric Erickson, and Jean Piaget; to name a few.

When planning and arranging our learning environment for purposeful play, the Pennsylvania Early Learning Standards are always taken into consideration. The Pennsylvania Early Learning Standards are the key areas that PA early childhood educators follow to make sure that children, birth through kindergarten, are getting a well rounded and quality experience. The PA Early Learning Standards are the stepping stones to school age standards. We strive to make sure that both the curriculum we use and the assessments follow these standards of quality.

Activities

Play is the major component of Dean Family Child Care Home and will include indoor and outdoor play(when weather permits), active and quiet activities, individual and group activities. I will plan activities and provide children with a variety of experiences. Some of the activities will include:

- *Language Development: Books, music, story time, finger-plays, flannel board stories, phonics.

- *Large Muscle Skills: Balls, hula hoops, bean bags, swinging, outdoor play

- *Small Muscle Skills: Arts/Crafts, stringing beads, blocks

- *Creative Expression: Dramatic Play, puppets, music/instruments, flannel board

- *Self-help skills: Assist with mealtime preparation, dress self for outdoors

Experience Learning Curriculum

Dean Family Child Care Home uses a professionally preplanned curriculum from Experience Learning which aligns with the PA learning standards for Infants, Toddlers and Preschoolers. It is a comprehensive curriculum for 2-5 year olds that provides exciting and creative activities. This on-going curriculum is both entertaining and educational. It nurtures the child and supports social, physical and intellectual development. Your child will enjoy and learn through art projects, music, games, exercises, finger plays, storytelling, math games, science experiments and dramatic play which is centered around a monthly theme.

Some of the projects will be taken home to share with you and others will be group activities that you can ask about. Projects and crafts are open-ended and curriculum includes observations and assessments. Three themes are provided each month including many creative art and craft projects each month.

Experience Learning is customized to your child's skill level and learning style. All daily lessons and activities are intentionally designed to help your child gain proficiency in the skills needed to support lifelong success in learning.

Discussions are initiated each day during morning circle and closing circle. The children explore the weather, calendar and learn a new rhyme or song each day. A basic concept such as a number, letter, shape or color is introduced during morning circle.

STEAM stations such as science, art, technology, sensory, writing, math, dramatic play, read and manipulative are designated in the daycare space when the children can go and touch, build, look, create, role-play and initiate conversations with their friends.

During summer time months, we review what was taught through the school year while experiencing fun camp themes. Past themes were Treasure Island, The Art Studio, Superheroes, Camping, etc. Our schedule remains less structured for plenty of outside play in the sun and water.

Infants and Toddlers

Infants and toddlers will be kept on a flexible schedule, which reflects the growing baby's changing needs. They will be given individual attention. Infants and Toddlers will also be offered this wide range of activities to meet their developmental needs. Only age appropriate activities will be available, to ensure their safety at all times. Small components to toys will not be introduced in the room until all children have reached an age where it is safe to do so. For all ages, safety is a priority and at all times every item in the classroom will meet safety guidelines.

Toddlers learn right along with the same daily topics as the Preschoolers. The same skills are reinforced, but leveled down to match the needs of toddlers between the ages of 18 to 30 months during Together Time. Toddlers are invited to experience Circle Time. They enjoy playing outdoors, Wiggles and Giggles. They receive lots of cuddles and snuggles. Toddlers are invited to explore Tray Play to independently work on motor skills and experience sensory stimuli while boosting their confidence.

Infants spend limited time confined in a crib, play pen, high chair, or other confining piece of equipment. Infants play along side the preschoolers each day where they are exposed to learning and language as well. Infants enjoy tummy time to prepare them for the time when they will be able to slide on their bellies and crawl, snuggles and cuddles, wiggles and giggles, story time, etc.

Self Help Skills

Throughout the day, I will work actively with children to promote self-help development such as washing hands, using eating utensils properly, putting on and taking off coats and shoes, cleaning up after activities, serving meals and setting the table.

Health Education

Children are taught about health and safety topics throughout each month. Topics are included but not limited to body functions and awareness, importance of routine preventative health care, diversity personal social skills and expression of feelings, self-esteem, stress and conflict management, fitness/physical activity and indoor and outdoor play, nutrition, oral hygiene, rest and sleep, safety in the environment and personal behavior.

Hand hygiene is the most important way to reduce the spread of infection. Encouraging and teaching hand hygiene practices are part of our daily routine. The children learn how we are stopping germs from spreading by washing our hands before and after meals, after going to the potty, after blowing their nose, coughing or

sneezing, and anytime we feel the need to wash our hands. A hand washing poster is hung in the bathroom for the children to see.

Oral Hygiene

As soon as the child's first tooth erupts, we begin oral hygiene with a soft toothbrush. Oral hygiene is a daily before nap time curricular activity for all children who have teeth.

Physical Activity/Outdoor Play

Free play, active play and outdoor play are essential components of young children's development. Children learn through play, developing gross motor, socio-emotional and cognitive skills. In outdoor play, children learn about their environment, science and nature. Daily physical activity promotes young children's gross motor development and provides numerous health benefits including improved fitness and cardiovascular health, healthy bone development, improved sleep and improved mood and sense of well-being. The children spend an hour to an hour and a half outdoors each day running, riding bikes, kicking a soccer ball, playing catch, etc.

We go outside daily as the weather permits. On nicer days, we may go out twice-once in the morning and again in the afternoon. Riding bikes, climbing area, cozy cars, swing set, bubbles and other outside toys are available for outdoor play. We will not go outside on days with inclement weather including: heavy rain, temperatures above 90 F, temperatures below 28 F, wind chills of 0 F or below for children 2 and above, wind chills of 20 F for children under age 2.

Field Trips

I am unable to take children on field trips due to the number of children in care, number of car seats needed and insurance requirements. No transportation is provided.

Toys from Home, Other Items and Play

Please leave toys from home at home. We have a Show and Tell Day each month for the children to bring one toy to share with others. If your child participates in Show and Tell Day, they need to share or it will be put up. I will not be held responsible for any personal toys that may get lost, broken, or damaged in anyway. Please do not allow your child to bring coins, cough drops, gum, candy and other small items. They are a choking hazard.

Children are not allowed to have in their possession any characters that promote fighting and/or violence. Children are not allowed to wrestle or fight. At no time will I allow the children in my care to pretend play as if they have guns and/or other weapons of any kind. I do not allow them to use other toys as pretend weapons and I do not allow them to make sounds of the weapon.

Please work with them on this matter. If you allow this type of play in your home, then you need to explain to your child(ren) that this type of play is NOT acceptable at day care. This is to ensure the safety of all children and others that come into my home. Also, other families in my care may not approve of their child being exposed to this type of play.

Clothing

Please provide two changes of complete clothing for your child to keep in their cubby. Please replace them as needed(soiled, outgrown or seasonal). We want to keep your child dry and looking nice! I am very careful to keep your child's clothing clean while we eat and play. I know children's clothing can be expensive and how much work it can be to remove stains. Understand that children do get dirty while playing outside and doing arts and crafts or eating. I will wipe off dirty spots on children's clothing or change their clothes if they become dirty to keep them presentable for you and others, and to prevent my furniture from getting soiled. Occasionally I may wash your child's clothing(with your permission, please let me know if you object) if time allows, or if very dirty. Otherwise, dirty items will be placed in a bag for you to take home at the end of the day. We wear art smocks to prevent staining when painting, but washable paint can still stain. I will put a bib on your infants or toddler when eating, until he or she eats with more control. Please don't send your child in something you absolutely do not want stained!

Please dress your child appropriately for the weather(rain gear, hats, mittens, snowsuits, boots, sneakers for running). Please provide crocs or shoes that are similar for water play in the summer months

Potty Training

Potty Learning/Training is achieved more rapidly when the child shows readiness for using the toilet and you are ready to support the child's involvement in do so. Signs of readiness are:

1. Your child can pull their pants down.
2. Your child can remove their diaper/pull up.
3. Your child can recognize when they're wet.
4. Your child can recognize when they have a BM.
5. Your child can verbalize that they have to go potty.
6. When asked if they are wet or have had a BM, they are able to answer correctly.

I will provide a potty chair or a potty seat. Please do not send your child in clothing with snaps, zippers, one piece outfits, bib overall, or long shirts. While these are cute outfits, they are very hard for a little one to get out of in time. Children will get discouraged if they can't make it to the potty on their own. Your child needs to remain in diapers or Pull-Ups during daycare hours until they have shown the ability to remain accident free in your home for a period of at least 3 weeks. This is for several reasons: children often appear to be trained in a(calmer, quieter) home situation, but are not yet able to "listen" to their body's signals when presented with the distractions of a group care environment.

Please bring pull-ups, wipes and several changes of clothing.

Rest Time

Children need sleep for health and growth. Sleep provides the opportunity for the brain and other body tissues to repair and prepare body tissues to manage the active parts of the day. On average, children need 10 to 12 hours total of nighttime and nap time sleep. Some children are ready to nap, while others just need a quiet activity time to rest. Children do not have to sleep, but if they do not want to sleep, they have a regular rest period when they engage in quiet play. During rest time, the lights are dimmed and the curtains drawn. Soundscapes are lightly played in the background.

Children ages 2 and older: A cot is provided. Please bring a fitted sheet, pillow, favorite blanket along with a laundry bag with your child's name on for storage.

Infants and Toddlers: A mini crib will be provided. Infants sleep in the program space to support a safe napping experience. Please bring an infant sleep sack preferably one that you can keep here during the week.

All sheets, blankets and pillows will be sent home at the end of the week unless sickness or other reasons allow for more frequent washing. Please DO NOT forget to bring these back with you!

Safe Sleeping Practices and Prevention Strategies For Sudden Infant Death Syndrome

**Each infant is provided with an individual mini crib.*

* Parents will be given informational sheet and infants will be laid down to nap on their backs, unless otherwise specified in writing by the child's physician.

*When infants turn over from supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.

*Mattresses for playpens are firm and snug fitting.

* Crib sides are always up with the fastenings secured when occupied.

*A baby will not be placed on a soft surface to sleep.

*Pillows, stuffed toys and other soft items will be removed from the sleep area.

***If a child falls asleep in a swing or car seat, I will move them to their crib.**

*Tummy time will be provided for children who do not crawl.

Supervision of Sleeping Infants

Sleeping infants will be placed in cribs within sight and hearing supervision of the provider at all times. The provider will visibly check on sleeping infants at least once every 15 minutes.

Guidance Policy

Dean Family Child Care Home's environment promotes positive behavior and self-esteem through age appropriate expectations, routines and transitional activities.

My goal is to provide a quality care environment at Dean Family Child Care Home. I will provide reliable consistent care and early education with each child benefiting from lots of one-on-one care and be treated, as they were my own, in a positive, safe, nurturing manner.

Each child will be valued as part of the group and as an individual whose presence is important to us all. I hope to give children a sense of self worth by helping them develop at their own individual pace while learning basic skills in a respectful atmosphere. I will encourage each child to feel confident and secure enough in themselves to explore and grow in a stimulating educational and social environment.

Each child will be closely supervised by the provider to guide the child's behavior and activities, prevent harm and assure safety. Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (example: "You need to walk," "Use your walking feet" rather than "Don't run.") Undesirable behavior will be redirected to another activity.

Timeouts may be used for children for unacceptable behavior. The child will be removed from the situation in a way that ensures that the "time out" is a positive learning experience. Prior to the use of the "time out", the child will be given an explanation of what it means and what it involves. I will stay with the child and talk about what behavior was unacceptable, and what else he/she might have done or said. Rather than use a specific timeout chair or corner, I will have the child "take a break" near the others, so the emphasis is on relax/cool down, rather than isolation or punishment. The child will be praised after completing the time-out and will be helped to rejoin the group.

Time-out will be no more than one minute per of age, to a maximum of five minutes.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or termination of care.

I will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage a more acceptable behavior. For acts of aggression and fighting (hitting, biting), I will tell the child clearly that aggressive behavior is not allowed ("No, hitting", "No, biting.") I will then tell the child what is appropriate ("We bite food." "We use words to say 'I'm angry.'"). In addition, I will separate the children involved, immediately comfort and care for any injury to the victim of the aggressor and notify parents of the children involved in the incident about what happened and how the situation was resolved.

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding food or forcing food, or punishment for lapses in toilet training and other forms of physical abuse are prohibited. These forms will never be used, even at the request of the parent.

Managing Fussy and Distraught Children

I understand that there will be times when a child will become distraught, fussy or won't quit crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe

your child. Sometimes this may mean just allowing the child to cry for a few minutes then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

Inclusion, Suspension, Expulsion and Termination of Services

Inclusion:

Dean Family Child Care Home follows Pennsylvania's Office of Child Development and Early Learning's policy and practice regarding inclusion. We do not discriminate based on age, gender, race, religion, abilities, language or financial situation. As long as we can provide a **safe and developmentally appropriate** program for your child, we will not turn them away.

Suspension and Expulsion:

Dean Family Child Care Home follows Pennsylvania's Office of Child Development and Early Learning's policy and practice regarding suspension. Suspension and Expulsion can occur if the child exhibits poor behavior that is too disruptive to the day, a danger to the other children, a danger to themselves, a danger to a teacher, or a danger to the animals on the property. Such behavior could include (but not limited to) the following: hitting, biting, kicking, pinching, pushing, causing other physical harm, using inappropriate language, using racially offensive language, or damaging property.

Dean Family Child Care Home does not have a three-strike policy. Each situation is a case-by-case. Developmentally appropriate behavior for poor choices is always weighed in the decision making process. We understand that sometimes children bite, hit, push, or make poor choices. We will do everything we can to help each child overcome their poor choices that is **within our limits**.

Steps to suspension and exclusion:

1. Redirect child.
2. Document instance and make observational notes to share with parents.
3. Review the actions and make notes if they are developmentally appropriate.
4. Share information with parents.
5. Address concerns with parents and work to establish an action plan with parents.
6. Keep a log of any further incidents.
7. Parents will be notified to pick up a child who continues to make poor choices, which are not typically developing choices.
8. Suggest parents seek outside resources or local agencies for help.
9. Child will be suspended if needed until an action plan is in place.
10. Work with parents and local agencies to help implement the action plan.
11. If parents refuse to seek help, delay seeking help, are thought to ignore the behavior, or the child is not improving, the child will be expelled.

If the poor choices and behavior are an immediate threat to the wellbeing of the child, teacher, other children, or animals (this is not limited to physical wellbeing) then steps 1-11 will be skipped and child will be immediately expelled.

Termination of Services

If at any point a child develops a developmentally delay that was not addressed at enrollment and is out of the teachers realm of knowledge, is too great of a need for the teacher to

care for, or cannot provide with a safe and developmentally appropriate environment, parents will be given a 4 week notice of termination.

Parent Involvement

I expect parents to be partners in their child's care. I know parents are busy and it is difficult to always find time to talk, but daily communication helps me to better meet your needs and the needs of your child. I meet individually with parents on a regular basis to discuss their child's progress, share observations and work together to set individual goals and objectives for each child.

A Family Partnership Meeting is offered within 45 days of your child's start date to discuss your child's first few weeks, to discuss initial observations, to share goals for your child and answer any questions you may have.

Parent/Provider meetings are also offered in April and November of each year to discuss the child's progress, child development or childrearing issues. I can recommend community resources/give contact information, give suggestions and ideas, and input on your child's development.

Bright Wheel App

Bright Wheel is a free and easy-to-use mobile app that helps us stay better connected. As a parent, you receive private, real-time updates on your child delivered to your cell phone throughout the day. Prior to your child's first day, you will be given a Parent Invitation Letter with your child's unique code to connect to Dean Family Child Care Home. Upon sign-up, you will be sent your four digit check-in code which you can change at anytime.

Child Development

Child Development checklists and portfolios are kept to access each child's development.

An initial Developmental Milestone Sheet is filled out within 30 days of your child's enrollment. These sheets help you better understand your child's development in skills such as socially/emotionally, physically, knowledge/skills and in communicating/language/literacy. They also help you understand what we are working on during the next six months and what you can do at home to help your child grow and develop. Developmental Milestone Sheets are completed every six (6) months in December and June. They are reviewed with you and you are given a copy to keep with your records.

Dean Family Child Care Home offers the Ages and Stages Questionnaires. It is a parent-completed child screening. The questionnaires can accurately identify infants or young children who are in need of further assessment to determine whether they are eligible for early intervention or early childhood special education. This questionnaire is administered at 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 27, 30, 33, 36, 42, 48, 54 and 60 months with the child's first one occurring within the child's first 45 days here at Dean Family Child Care Home. Each questionnaire contains simple questions addressing five specific developmental areas and an overall section that focuses on any general concerns you may have. The Ages and Stages Questionnaire 2nd Ed. is also offered which focuses on your child's social-emotional development. Once these are returned, the screenings are scored and the results are discussed with you during a Parent-Provider Meeting.

IEP/IFSP

With the diverse needs in my program, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. As part of the Keystone STARS program, I am required to request copies of these for the children in care. The IEP and IFSP's consider the strengths of the child; concerns of the parent/guardian and the most recent evaluation results so that family members and the child's early childhood program.

The Transition to Kindergarten

The transition from Early Care to Formal Schooling can be one of the most significant events a young child experiences. The transition to a formal school setting consists of more than a one day bus ride. It takes careful advance preparation and planning in order to be a successful milestone for the child. It is a dynamic process that is ongoing and all children experience this change differently. The year before children transition to Kindergarten, a calendar is sent home full of activities and ideas for families to with their pre-kindergartener throughout the year to get their child ready for kindergarten, books about kindergarten are read aloud and discussions about Kindergarten are initiated each day. We also put a plan together for the transition to help your child adjust easily to the upcoming changes. If desired, I will prepare a summary of the child's service reports and progress while part of my daycare home.

Transfer of Records

Dean Family Child Care Home will prepare a copy of your child's records to be transferred to your new educational institute or to have a copy for yourself if desired. A Child Record Transfer Form must be signed.

Communication

*I keep you updated on your child's day via the Bright Wheel App which indicates the meals and snacks that were ate, diaper changes, rest times and activities.

*Parent-Provider Meetings are offered in the Fall and Spring to discuss any questions you may have regarding your child.

* A monthly newsletter is provided.

* You will have the opportunity to purchase Scholastic books monthly through the daycare.

*Pictures are taken often in our home. Please see the enclosed photo permission sheet. Photos may be displayed online, in the monthly newsletter, on the walls, used in scrapbooks, or used in projects.

* Up to date information on the website for your convenience or to share with family members and friends. www.deanfamilychildcarehome.com

Termination of Care

Reasons for termination of care:

1. Failure to pay tuition on time. Grounds for immediate termination, without advance notice. Court procedures may be started to collect fees due.
2. Repeated failure to pick up the child at scheduled time.
3. Failure to complete and return required forms.
4. Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
5. Non-cooperation of parent/s to help day care provide quality care for the child.
6. In the event that a full-time spot is needed, part-time or half-time care would be terminated.
7. Provider's Discretion.
8. Please give a four weeks written notice of intent to withdraw child(ren). **Four weeks payment will be required whether or not children continue to attend** unless the provider terminates care immediately. All outstanding fees must be paid.

If termination of care is necessary due to the provider, written notice will also be given as soon as possible, at least 4 weeks in advance **except when due to parent's failure to keep current with fees owed or a lack of cooperation or respect from the parent(s).**

Policies and Procedure Agreement

I have read the handbook of Dean Family Child Care Home in its entirety, agree to all the policies and procedures of Dean Family Child Care Home including:

***Payment is due on Friday for the week prior to Care given.**

*Please make payment to Dean Family Child Care Home.

*Payments may be made by electronically via Brightwheel, check or cash.

*Late payment of \$15.00 is applied for each day after Monday that your tuition is late.

*Yearly receipts will be provided. Weekly or monthly receipts are available upon request.

*The charge for a returned check is \$35.00 plus any other fees my bank charges due to your NFS check. This may include any fees charged by the banks, and fees charged by any retailers if my checks bounce due to YOUR returned check. Afterwards payment must be made by cash.

*No sibling discounts are offered. I am limited to the number of children that I may care for at one time.

*Late Fees: Any additional fees apply when child is not picked up at time agreed upon at a rate of \$1.00 per minute per child. In the event you are going to be late or have an emergency, please call me as soon as possible.

*Fee Schedules will be reviewed annually and go into effect May 1st.

Parent/Guardian Signature

Parent/Guardian Signature

*Quality Child Care is not measured by the fees that are paid, but by the quality of the care given.
Quality Child Care is not expensive, it's priceless.*

Revised May 2022