

Welcome to Nora's Daycare

The following will provide information on what to expect from us, what we can expect from you and your child, and how we will work together to make this a comfortable, fun, safe, and learning environment for your child.

Hello

Our names are Nora & Eddie Gross, We are the primary caregivers, and our daughter Michelle Bott. is the assistant caregiver. Our Daycare has been in business since October of 1995, as a licensed Group Daycare Home, # DG330094359. We are certified in First aid and infant & adult CPR, and we are attending required training classes every year. Certifications are available upon request. We participate in the Association for Child Development food program, and we provide snacks and meals following program guidelines. Our home has a large first floor area for indoor play and activities. The play area outside has sand under the climbers, swings, and is fenced in.

Program

It is our philosophy that childcare should be a second home to the children. We strive to provide the security and love they receive at home. We provide a nurturing, playful and educational atmosphere that encourages children to be themselves and try their best. We provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development as a whole. My curriculum includes, but is not limited to, sharing and conversation time, stories, songs, creative arts and crafts; games, outdoor play, free time, exposure to shapes, colors, numbers, and letters, computer learning and play; and celebrations of birthdays and holidays. We also promote a Christian environment. We celebrate Christian holidays in our home. At mealtime for those children, wishing to participate may join us by saying "Thank you God for this food, Amen".

Hours

We are open Monday - Friday, 6:30 a.m. to 5:30 p.m., except for noted Holidays.

Services

Our goal is to provide care for your children on a full time basis only until he or she is ready to attend school. We will accept children attending pre-school only at the full time rate and only if the parents provide all transportation. We do not provide any type of transportation. We do not accept school age children.

Rates

The weekly rate for one child is \$120.00

Picking up your Child Late

Daycare closes at 5:30 p.m. If you are late, picking your child up, you will be charged \$1.00 a minute for the late time. Payment is due upon arrival; unless you have arranged in the morning with us to stay open longer for your child.

Billing Policy

Your weekly rate will be the same whether your child attends or not. Notification of any change in childcare rates will be 30 days before they go into effect. You will have ten vacation days per year that you will not pay for, and may use as needed within the calendar year. Please write the days on the parent's corkboard calendar in kitchen area.

You will pay for the following holidays; daycare will not be open:

New Years Eve, New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the following Friday, and Christmas Eve Day, and Christmas Day. This will also include any Friday that follows a Thursday holiday, or a Monday that proceeds a Tuesday Holiday, or Monday that follows a Sunday Holiday, in which the majority of people have the day off.

You will not pay for any day, which we must close for any reason, such as illness, death in family, etc. You will not pay for our vacation week, or the few Thursdays and/or Fridays during the summer we close. Upon each New Year, you will receive notification of our days off.

Payments

Payments are due Monday morning in advance, if you pay Tuesday morning add ten-dollars because of late fee, (except for holidays). Parents will be responsible for all bank fees incurred due to their returned check. After two NSF checks, payment thereafter is cash only. Please give proper notice for days of vacation, sick emergency, by calling as soon as possible. Should there be any questions regarding your bill, we will be glad to discuss it and go over it with you. Prompt payment is required as we have a budget to follow.

State Payments

State of Michigan assisted payments will be in the following manner: You will pay in advance the weekly amount, payable on Mondays, for all childcare, the same as cash customer. When the State check that pays the portion of your childcare is in my hand, I will deduct from your next weekly bill, one week at a time, the amount paid by the State on your behalf. You are responsible for all childcare not paid by the State, including, but not limited to, any weeks not covered and the weekly percentage not covered. State payments are on a two-week basis, but can take four weeks or longer before we are paid. If you have any questions concerning rates, billing, policies, or procedures, please discuss them with me before signing your contract.

Sign In & Out

You will be required to sign in the time your child arrives at day care and sign out the time they depart. Failure to sign in or out may result in you being charged additional time. You must notify me if you are going to be late picking up your child.

Trial Period

The first four weeks of care is considered a trial period. During this time, I want to make sure that your child fits in well with the other children, and that we can manage the child well. In the unlikely event that we did not seem to be a good match, we would let you know as quickly as possible, then continue to care for the child for up to another two weeks to give you time to find another care provider. It is important to maintain a harmonious relationship between all parents and children in our care.

Release of Children

Children will not be released to anyone except those authorized to pick up children on the enrollment form. Identification will be required of those authorized that are unfamiliar to us. In the event you wish another adult to pick up your child, we require that you give written permission in advance or a phone call to verify. In the event the parent or pickup person appears to be intoxicated or under the influence of drugs, the child will be not be released until another parent/ pickup person can pickup the child to. If you insist on taking your child in that condition, we will call the police. This may also result in termination of childcare. Our concern is for the safety of YOUR child.

Seat Belts and Car Seats

Michigan State law requires seat belt and car seat usage. If you do not follow the law, when bringing or taking your child, we will call the police. Our concern is for the safety of YOUR child.

Child Abuse

Michigan state law and licensing requirements states that childcare facilities are required to report immediately to Child Protective Services any reason to suspect child abuse, neglect or exploitation. We are not obligated to inform parents or guardians of this report.

Meals & Snacks

If you cannot bring your child before the scheduled times below for each meal or snack then please feed them before entering our daycare home. Breakfast time is served, 8:00-8:30. Snack time is served, 10:00-10:15. Lunchtime is served, 11:45-12:15. Snack time is served, 2:30-3:30. We encourage the children to eat properly, however they do not have to eat a certain food if they do not like it. We do encourage them to try new foods, and we like to try different menu items to help us find the food children most like to eat. It is easier to serve foods that the children like and will eat.

Open Door Policy

We believe an important part of our job, as caretaker for your child is to support you, the parent. We are interested to hear what you can tell us about your child's needs, and we will provide you with as much information about your child's time in day care as we can. Open communication between parents and caregivers is important. Please feel free to talk to us about how you wish your child to be cared for. Please talk to us about any concerns you may have about your child and/or the care your child is receiving with us. When a matter is sensitive, and would not be appropriate to discuss in front of your child, we can arrange a time to talk over the phone in private. You are free to drop in any time during normal operating hours to check on your child and the care your child is receiving.

Parental Responsibilities

Parents will to provide the following items: Disposable diapers or pull up weekly. Changes of clothing for your child with name marked inside. Weather appropriate clothing. In the winter we, require that you provide gloves, stocking cap, scarf, snow pants, and snow boots.

Parents will follow the rules: Remove shoes or boots if coming inside the house past the kitchen.

Notify the daycare if a child will be absent due to illness or other reason. Follow illness policies as stated. Report to us any instances of Lice or Nits. Notify the daycare of any changes in address, home or work phone numbers. Do not allow your child to bring a toy from home. We will not be responsible for lost or broken toys. The only exceptions will be a stuffed animal, doll or blanket the child normally sleeps with. If your child is having a birthday, and you would like to bring something special, please let us know ahead of time. Financial agreements will be according to the contract.

Behavior Problems

At Nora's Daycare, we strongly believe that all children have a right to play, learn basic skills, eat and rest without his or her rights infringed upon by another child. If after talking with the parents about a continual problem, we may be having with a child, we will ask that the child not return to daycare. A sufficient notice to allow you to find another caregiver will be given. This behavior will not be tolerated, and if not corrected, will be grounds for termination: Fighting, slapping, hitting or biting other children, using disrespectful or abusive language to others, being destructive to toys and equipment, using unnecessary roughness as to cause injury to others, and continuous failure to follow instructions given by an adult.

Discipline Policy

Our responsibility is to promote a healthy self-esteem child to learn consequences for their behavior. This will teach your child self respect, respect for others, and self control in growth and development. Physical discipline including spanking, threatening or shaming a child will not take place in my daycare home. We will help your child tackle the difficult tasks of cooperative play, appropriate use of materials, and developing problem solving skills. Your child will have a basic routine to help them establish a sense of rhythm, so not to encourage misbehavior by being bored, rushed or over stimulated. Misbehavior is not acceptable, and if it continues, then they will be accounted for their actions by sitting down for a time out period of one minute per age. We will positively direct your child to what the logical consequences of the misbehavior that will result in another time out if they continue. This helps the child to become responsible for their actions. We will discuss the problem occurring and encourage the child to think of an alternative solution. This type of intervention will teach children self-management skills, responsibility for one's actions, and an increased understanding of others need. This will help the child regain self-control.

Illness

For the protection of all the children in our care, if your child shows any of the following symptoms he or she must stay at home:

Temperature over 101 degrees, intestinal disturbance accompanied by diarrhea or vomiting, any undiagnosed rash, sore or discharging eyes or ears, profuse nasal discharge, and lice or nits. Do not bring your child to day care if he/she has any of the above symptoms. If such symptoms develop while your child is in our care, we are required to isolate him/her, and ask you to come within the hour to take him/her home. If your child has been around the follow contagious diseases, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworm, or scarlet fever, keep him/her at home and let us know of their condition right away. If we have to contact you because your child is ill, and they have to see a doctor, your child must remain home for at least 24 hours. This is as important to your child's health as it is to the other children in daycare.

Example: Any child leaving daycare at 10:30 AM must not return to daycare until after 10:30 the following day.

Medication Management

We will give medicine to a child only with written permission from the parent. Prescription medicines will be given only upon a physician's instructions. Please ask your pediatrician when prescribing medication if it can be given during the time your child is at home. It is important to remember to administer medication at the proper time, and we would prefer to leave that responsibility to the parent. Prescription medication must be in the original container with the pharmacy label and doctor instructions. Please follow the guidelines for illness, this is for the protection of all those involved. We stress this again - if you are not sure if your child should come to daycare when showing signs of sickness, feel free to call us ahead of time.

Health Information

The state regulations require all children have a health statement filled out. Your child will not be able to stay until you complete this paper.

Medical Emergencies

In a minor emergency such as an injury that is not life threatening, but requires medical attention, we will provide first aid, and then contact the parents and advise them to pick up their child.

In a life-threatening emergency, we will contact 911 and notify the parents as quickly as possible. If we are unable to reach the parents, we will use our own best judgment, in consultation with medical experts, on how to treat any injury or condition that requires immediate and urgent attention.

It is extremely important that parents inform us IN WRITING on the sign in sheet when we need to call a different phone number for that day. If a parent is not available, it is up to you to designate an alternate person to contact in an emergency.

Policy Adjustments

The policies and rates in this handbook are correct as of the day you receive this handbook. Nora's Daycare reserves the right to make changes as needed to properly serve, and provide your child with care that will fulfill their needs. As your child grows, everyday is a learning experience for them and us. We welcome input from parents, and we look forward to serving your family.

Thank you,

Nora & Eddie Gross