

Child Care Agreement and Policies

Caregivers name: S. Lynn Gibson

Caregivers address: 8697 78th Ave North, Seminole, Florida 33777

Caregivers phone: Home - (727) 397-6982 Cell - (727) 515-9917

Your child's growth and development are of great importance to me and my staff. I will closely supervise your child while in my care and will provide enriching experiences to enhance their development. Play is a learning experience and encouraged to enrich your child's growth. Themes and curriculum are used in an age appropriate fashion. Our daily activities may include: Music, Art, Story Time, Free Play, Outside Play, Science, Language (a little Spanish and a lot of Sign Language), Exercise and more. All children coming into care will be on a trial period for up to 1 month. During this time we may choose to terminate their care for any reason without advanced notice if the child or parent are not adjusting to the new changes.

Fees:

- Payments are due in advance on Fridays.
- Late fees are \$10.00 a day and include weekend days.
- Full payment is due even if your child is absent due to illness or vacation unless pre-arranged. You are paying for the ability to use the spot, not if you use it.
- 50% of your weekly fee is due for pre-arranged vacations allowed up to two weeks a year.
- Extended illness (over 1 week) will be allowed to go to 50% rates to hold their spot for up to 3 weeks.
- Returned checks will be charged \$25.00 and all future payments will be cash.
- Late pick-ups will be \$3.00 for each 15 minutes and must be paid prior to next day of care. Parents who know they are running late are required to contact us immediately upon realizing they will not be meeting the required time of pick-up, not at the time of pick-up. We will take emergencies into consideration if we are called at the time they occur. (example - flat tire, accidents, illness)
- Drop-in care when available must be paid on a daily basis or in advance. Cancellation of drop in care requires 24-hours notice or payment is expected.
- If the date of this agreement is more than 2 weeks ahead of the child's start date, you are also required to pay in advance a holding fee equal to one week's child care services. This fee will be credited to your account for your child's third week of care, but is nonrefundable for any termination prior to that week.

Arrival and Departure:

- Children are to arrive clean and dressed for the day. No PJ's on after 6 A.M. arrivals
- All children of walking age must have shoes, preferably sneakers.
- Please be brief at drop off time. This is sometimes a hard time for children to deal with and parents that linger usually cause this time to be harder on the child. Staff suggests you say good-bye to the child just prior to coming up to the door. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all you need to do. Staff must get back to caring for the other children in care.
- Children tend to test the waters when parents come into the home. If your child is misbehaving in my home and you are not correcting them, I will. It is important that you back up my rules at this time.

- Parents are required to walk their child up to the home and sign them into the computer. Upon pick-up they must be signed out.
- Do not allow children to run out to your vehicle without you. No child is allowed on the property unsupervised. Please do not allow children near our vehicles or to play in the rocks.
- Please shut off your vehicles while dropping off and picking up children and do not leave children in vehicles that are running if the driver has exited the vehicle.
- I do not care if you choose not to go to work and want to drop off your child, you are paying for the time your child is in my care. But, I do need you to inform me if you are not going to be at work, so that I can reach you in case of an emergency. Please keep me informed of changes to your scheduled work hours.
- Children can only leave our care with preapproved people listed on the child's paperwork. Please list anyone that you can think of that you would allow your child to leave with, using the back of the child's identification paperwork for additional names and numbers. First time pick-ups will be required to have identification.
- Early pick-ups can cause some children who need routines to become upset. Please let us know if you plan on picking up early so we can prepare your child and have them ready when you get here.
- Excused absences should be called in as far in advance as possible. If your child becomes ill the night before please attempt to call in at that time up until 11:00 P.M. We worry about them when they don't show up. Children showing up after 8:30 A.M. during the week and 9:30 on weekends will not have breakfast provided. Please feed your child before leaving them in our care if after the above stated times.

Mandatory Paperwork:

The Pinellas County License Board requires all children in our care have on file the following paperwork filled in completely (this means every question must be answered):

- Child Identification Record form.
- Emergency Release form
- Discipline Policy form
- Contract signed with transportation release
- Student Health Examination Department of Health form 3040 (yellow) * must be updated every 2 years.
- Florida Certified Immunization Department of Health form 680 (blue)* must be updated prior to expiration date on form and every time child receives new immunizations.

School aged children are not required to have the student health examination or Florida certified immunization paperwork. Any child that has forms that are expired will not be allowed into care.

Forms must be filled out completely. Hospital preference, full addresses including zip codes and phone numbers, special needs, allergies, must all have an answer filled in. You must specify a specific doctor and dentist. If you do not have a dentist at this time please take a moment and find one that would be suitable for your child to be taken to in an emergency. For children under 2 you can list their pediatrician for dental care. N/A or none can only be used if the child has no allergies, special needs, special medicines, special diet, or scars and identifying marks. All other lines must have information on them. If you have questions about filling out a form please contact me for assistance.

Nutrition:

Good nutrition is necessary for the healthy development of young children and is included in the cost of your child's care. We will serve nutritional meals and snacks that meet the requirements of the USDA Food Program in both quality and quantity. Children are not permitted to enter the home with food from outside. If your child requires food before coming into care please have them finish it before coming to the door.

If a special diet is required for your child by a physician, appropriate documentation shall be maintained in the child's file to include the physician's order, copy of diet, and sample meal plan for the special diet.

Health:

In order to protect your child and all other children in my care, I will NOT accept into care a child who has the following:

- Vomiting
- Elevated Temperature, 101 and up or associated with another symptom
- Diarrhea
- Pink-Eye
- Severe coughing / congestion/ bronchitis / pneumonia
- Runny nose
- Strep throat
- Stiff neck
- Exposed, open skin lesions or unexplained rash
- Unusual dark urine and or gray or white stool
- Yellowish skin or eyes
- Head lice
- Any other unusual sign or symptom of illness

Parents / guardians that are called to pick up a sick child must be able to have the child picked up within 60 minutes of the call. Your child will be isolated from playing with the other children until you arrive. You are responsible to have a back-up plan for your sick child. Children with contagious diseases will require a doctor's note to return to care.

Children that are not well enough to participate in activities or who are extremely sleepy due to late nights or medications should be kept at home. It is not fair to others in care to have to deal with a tired irritated child.

Children with fever , diarrhea, or other contagious symptoms must stay out 24 hours and be showing signs of improvement, and if medicine is prescribed must be on it a minimum of 24 hours before returning to care.

A child found to have lice will not be permitted back into care until after they have received medicated treatments and are found to be free of lice, lice eggs and egg cases. (nits) Please bring the child early enough for staff to inspect the head before being allowed entry into our care.

Please make sure to inform us of any allergies your child may have or if there are foods to avoid while taking certain medicines.

Medications:

Medication that can be given during the hours you have the child is preferred. We will not give medicines that can be adjusted to be given during the times you have the child. (example: twice a day, before care and after care) Please give the dose in the mornings prior to coming into care if possible. Some antibiotics cause upset stomachs, please give with food if required to do so. Children who get sick after arriving will be sent home.

Prescription medications and over the counter medications must be in the original containers with the pharmacy label and doctors instructions or original directions on the bottle. Medicine must come in the child proof container if that is how it is purchased. No medications that are outdated can be used while in our daycare and will be returned to the parent / guardian. All medications including ointments and diaper creams require parents / guardians to sign a form giving us permission to give or apply them. Some parents choose to purchase and leave on site over the counter medicines that may be required by your child in the future. (example Tylenol, Desitin, Benydril)

NOTICE: Any time you give your child medication at home within 8 hours of coming into care you must inform our staff. Do not drop off children dosed up on medication to hide symptoms of illness.

Immunizations:

Due to possible complications from receiving immunizations we request that immunizations be given on Friday's so that you can stay home with your child. Children react differently after obtaining immunizations and some may have severe reactions within the first 24-hours of the injections. Some children do fine with the first set and have problems come up during boosters. Updated forms must be obtained from your doctor for our files when children receive immunizations or physicals.

Accidents:

Despite all precautions and constant supervision of your child minor bumps and scratches are inevitable and accidents do happen. If your child is seriously injured you will be notified immediately after a 911 call is initiated. If you cannot be reached your emergency contact for your child will be called. Your hospital preference will be shared with any medical staff that arrives to care for the child, but depending on the type of emergency the child may be sent to a different hospital specializing in that type of care.

Minor injuries will be attended to on site and staff will attempt to advise you by phone. Your emergency contact person will not be notified for minor injuries. In either of the cases of injuries a report will be written up and signed by both you and a staff member and kept in the child's file.

Your family insurance is responsible for cost of emergency medical help or treatment due to accidents or illness while in our child care.

Fire Drills:

Staff conducts fire drills monthly. A written report is kept in our files showing the dates, times, number of children in care during drill and time it took to complete the drill.

Holidays:

Holiday dates change each year. During the month of JUNE parents will be provided a paper showing them the holidays and dates that we will be closed during the year. Our year is from July 1 to June 30th. Reminders will also be posted on the front door one week prior to holidays. Weeks with holidays will be paid at full price. All full time clients will be required to take a day off that week even if you do not work on the actual holiday.

Vacation days:

I will have the option to take one week off annually for vacation during the year . If I choose to do so I will give advanced notice, unless it is outside of my control due to a family emergency or death. You will not be required to pay during my vacation time, only to understand that this is a necessary break that is needed each year to just get away. I have a great resource of providers that are willing to help care for my daycare children if necessary. I will attempt to help you find backup care. If I take a partial week and you need me the additional days that week you will pay a daily rate for care. Clients who choose to take their vacation time at the same time as mine will not have to pay 50% of the weekly fee.

Sick days:

I will be allowed 2 paid sick days per year.

Attendance log:

A daily log is kept on the computer of your child's attendance. This is required by the Pinellas County License Board and for IRS purposes. You are required to sign your own child in and out daily.

Permission to use photos or videos of children in care:

By signing this contract you agree to allow your child to be in photos and or videos that are done in the daycare. Photos may be sent to parents in emails and posted on our web site www.lynnscare.com
Your child's last name will never be used with their pictures or videos.

Animals:

Pinellas County License Board requires that I inform parents of animals in my home. Our family loves animals and have many dogs and cats in the home. From time to time we obtain small animals such as hermit crabs or hamsters for the children to learn from. For a complete list of animals you can look at paperwork hanging near the front door.

Potty Training:

We will be happy to assist your child in the potty training process but it must be when your child is ready to do it, not when the parents are. The following signs must be happening:

- Stays dry for at least 2 hours at a time.
- Have regular bowel movements
- Able to follow simple instructions
- Talks about dirty diapers and being changed or using the potty.
- Children must be in easy on/ easy off clothing, no belts, buckles, overall's or hard buttons
- Able to urinate within 2 minutes of being placed on the potty
- Training in underwear will be stopped if child is having frequent accidents, they will return to pull-ups.

- And most of all everyone involved with the child during the day will work together to train and remind the child. Children who leave here and do not have reinforcement of this at home will usually have more accidents and regress back to a diaper.
- Do not begin this during a stressful time in the child's life. Pushing to fast or punishing for mistakes will cause your child to not want to participate in the training. Use charts and stickers for rewards. I am unable to give candy treats for going to the bathroom.

Miscellaneous:

No smoking on the premises

Please keep all "toys" at home. This will help to avoid all possible fights over "it's mine" and the possibility of them being broken or pieces lost. Toys are only allowed on show and tell days.

Children under 2 years of age are not permitted to sleep with toys, stuffed animals, or pillows due to license board rules and regulations. Children of any age who have a special blanket or over age 2 that have a sleep friend can bring them for naptime or overnight care.

Contact phone numbers and addresses must be kept updated in your child's files. These are important to your child in case of an emergency.

If in the providers opinion the child cannot be safely transported to and from child care due to impairment of the driver, the person picking up the child will be asked not to transport the child and the following alternatives will be given:

- The child can be left in the providers care until they are able to be safely driven home with a daily fee charged onto their fees for the extended care.
- Staff can call for someone else approved to pick up the child to come and get them.
- A taxi cab can be called to come and pick up the driver and the child.
- Drivers unfit to drive that refuse to provide safe transportation and insists on transporting their child will immediately have protective services or the local Sheriff's office called on them and have the incident reported as child endangerment. All of our staff are mandated reporters of abuse and neglect.

Parents must provide for their child each day or keep at the licensed child care home a set of clothes and diapers and wet wipes if necessary.

By signing this contract you give me permission to transport your child in my vehicle if necessary. Your child will be in a secure car seat, booster seat, or seat belt depending on age and requirements and you will be informed in advance if it is for a non emergency reason.