

## *One Step UP (early childcare) Daycare*

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onestepupearlychildcare.com/ childcare@onestepupearlychildcare.com

### *Parent/Child Handbook*

### *We Love, We Share, We Care*

#### A Little bit about me,

My name is LaToya Williams. A, mother of four children and a vet in the childcare industry. I have been in the childcare field for over 17 years. I have many Childcare related classes and childcare courses throughout the years. I am currently licensed to be a director of over 40 children and in the process of expanding my childcare services. One Step Up formerly known as Loving Family Childcare was established in Hyattsville Md. in March of 1998 and have been growing strong ever since.

*Children are my passion, and giving back to the community is my goal*

#### **Hours of operation:**

My Childcare Program is open from 7:00am-6:00pm, Monday-Friday Weekend care by appointments/ extended hours available

#### **Enrollment Procedures:**

Enrollment/Registration Fee of \$55.00 is due at time of interview sitting. This fee is required for paperwork to be completed for your child and any supplies that may be needed before enrollment. This fee is non-refundable.(By signing this form you acknowledge and agree with the terms of this handbook)

Please initial X\_\_\_\_\_ (here)

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

1. Contract (Parent/Provider Agreement)
2. Child Information card
3. Statement/Receipts for Child in Care
4. Medication Permission Statement (if med. is to be given)
5. USDA form
6. Child Registration/Schedule forms (FP)
7. Acceptance form

I will not hold your child's space, until I have received a deposit and all required forms are signed. The contract must be signed by each person responsible for the child's tuition, copies will be provided, if needed

**Termination:**

All Childcare services may be terminated with a three (3) weeks written notice. 3 Week childcare Payment is due. **Notice must be given on a Friday prior to the first week Notice.** Payment by parent/guardian is due for the notice period, whether or not the child (ren) is brought to provider for care. Three weeks' notice should be considered the minimum; I would appreciate the sharing of your long-term plans so that I can prepare for the open space/loss of income. In cases of non-payment, legal actions may be taken and the parents will pay all legal fees incurred. (Look in contract for an example of how notice is given)

One Step Up will also give at least a two weeks' notice if the child is to be terminated from care. One Step Up retains the right to terminate this contract WITH OUT NOTICE in the event of destructive, uncontrollable, or violent behavior, or in the case of delinquent fees.

One Step Up has the right to withhold the (EIN) number from any parent who is in breach of contract or has an unpaid balance.

By signing this form you acknowledge and agree with the terms of this handbook)

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Drop off times**

Children must arrive at daycare no later than 9:45am, within exceptions of doctor's appointments.

### **Vacation and Absences:**

One Step Up closes for one-week during the year, which will be paid for, I will notify you at the end of the year or at signing of contract of the dates closed. You will be responsible for finding alternate care during that time.

All parents will be expected to pay for vacation week, with the exception of enrollment date being three weeks prior to vacation date

*One Step Early Childcare program will be closed on the following holidays :( All Federal government Holidays*

Christmas Eve, Christmas Day, New Year's Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, and the day after Thanksgiving. If any holiday falls on a Saturday, I will be closed on Friday, if any holidays fall on a Sunday I will be closed on Monday. Payment will be expected for these days.

### **Absence due to Illness in Family:**

Although One Step Up, will make every attempt to be available each day, there will be occasions when another family member will be ill and I am unable to provide service. You will be notified as soon as possible if this occurs. I would strongly suggest that you have some kind of back up childcare lined up for these times. When I must be away for a short time (1-3 hours), one of my substitute providers will provide backup care. If I am unable to use one of my substitute providers then it will be necessary for me to close for half day or the full day.

There is limited number of spaces available therefore; weekly payments are not based on a Childs attendance. No refunds are given for late arrivals, early departures, or absence due to child/parent illness.

Remember: Quality Childcare is not expensive...it is **PRICELESS!**

**Rates:**

Fulltime

Part-time

Under1yearold~ \$235/wk.- FT

\$55.00~ up to 4 hrs./day

1yearsold~ \$210.00/wk. -FT

\$70.00~ 5-10 hrs.

2yearsold~ \$200/wk.-FT

\$20.00 per hr.

3yearsold/older~ \$195.00/wk.-FT

4&5 year old \$185/wk.

Walk-ins/Drop-in Care~\$65.00- \$75 a day

After care \$125 week without transportation/ \$155 with transportation

Before care \$70 week

Rates are negotiable upon time of signing up

**Other Fees:**

**\*\*Late payment Fee:** \$15/day that payment is not received. If fees are not paid by Friday at pick-up every day following a \$15 late fee will be added to your initial payment (**INCLUDES:** Saturday and Sunday). If not paid by the following Monday (2 days late) \$20 will be added to your payment and care will not be given on that Monday w/o payment in hand at drop-off.

**Late Pick –up fee:** There will be a charge of \$1.00/per child every minute you are late picking up your child (ren) after the normal contracted time. If you call ahead of time and let me, know that you will be late this fee **may be waived** or lowered

Returned check Fee: \$65plus the above described LATE fees, plus any additional costs I incur from a returned check. Future payments will be on a "Cash ONLY" basis.

**Payment Schedule:** Payment is due weekly @ drop off on Fridays for check paying  
Please make checks out to: LaToya Williams (One Step Up)

**Receipts:** For tax purposes, a yearly statement will be provided to each family by January 15. Weekly or monthly receipts will be provided if requested.

**Arrival and Departures:** Please send your child clean, dressed for the day, and fed (if arriving after 8:15am). We will be playing and are apt to get dirty, please keep this in mind when you dress your child.

No one other than the parents or designated person will be allowed to pick up your

Child(ren) without prior arrangement. I must be notified in advance and have written note with the person's name and relationship to the child. I may request a photo ID.

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

**Open Door Policy:** Please feel free the drop in at anytime throughout the day.

Please be prepared to take child with you for evening Drop in's (may upset your child and make it may make it harder for me once Parent leaves), Parents will be asked to be prepared to help in volunteering and assist in daycare.

(By signing this form you acknowledge and agree with the terms of this handbook)

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

**Daily schedule:**

Depending on the needs of the children, schedule times are flexible and may vary. 7:00-9:45am Drop-off/ TV time/Rest time

8:00 Breakfast

9:30 Story time/Literacy Activity

10:00 AM Snack time

10:30 Outside Playtime (may vary if infants are in care)

11:00 TV time Sesame Street, Dora, Blue's Clues, etc. (Rotate daily)

11:30-12:15 Lunch

12:45-2:45 NAP/Rest time

3:00 PM Snack time

4:00 Craft time

4:30 outside playtime 5:00 TV

Time/ prepare for home

**TV viewing:**

We may have 1-1 1/2 of TV viewing time throughout the day. All viewing programs will be educational.

**Nap time/Rest time:** No child will be forced to sleep; however they must remain quiet. Nap Mats and bedding are provided.

**Behavior Management & Discipline:** See Discipline Policy

**HouseRules:**

- 1- No hitting,biting,pinching,throwing, pushing, hair pulling, or otherwise hurting ourselves or other (keep all feet, hands, and other objects to yourself)
- 2-No intentionally breaking anything
- 3-No running, jumping, wrestling, climbing, etc. In the house or on furniture
- 4-No picking up babies or toddlers
- 5-No leaving the house or outside boundaries w/o permission
- 6-No name calling, foul language, or teasing; everyone deserves to be treated with respect
- 7-All food and drinks shall remain in the eating area

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

**Meals/Snacks:** All meals and snacks will be provided for children, in accordance with the Child Care Food Program. One Step Up, do not provide Formula for infants; you can choose to supply formula of your preference or Breast milk (please make sure all Breast milk is labeled)

Parents who Breast-feed: One Step Up, ask that you do not breast feed child in morning, most infants that are breast fed in the morning refused to take a bottle throughout the day.

Also One Step Up, ask that all parents please Feed infants in morning before drop off.

**Toilet Training:** I will be more than happy to help with toilet training your child; however, I ask that you begin the training process at home, over a weekend or a vacation, before starting at daycare. (Please ask for potty training policy when ready)

(By signing this form you acknowledge and agree with the terms of this handbook)

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_ **Diaper**

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

*Parents are responsible for providing:*

\*Diapers and wipes

\*3 change of clothes

\*Food for infants

\*\*sunscreens, Bug spray, fever and cold medications, diaper ointment, teething medications, etc (if needed-must have med. form filled out and signed)

\*Childcare Fees

**Toys:**

I will have adequate amount of toys available to meet the children's need for fine and gross motor play. Toys may be brought from home ONLY if your child is willing to share the toy and it is understood there is always the possibility of the toy getting lost or broken. I will not be responsible for lost or broken toys!

**Water play:** I have a sprinkler for the "HOTSummer" days. I will ask parents to provide bathing suits and towels for these days.

**Property Damage:**

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

**(By signing this form you acknowledge and agree with the terms of this handbook)**

**Parents Signature**

**Date**

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**Health Matters:**

Please keep in mind I don't allow your child if s/he is sick; I can only care for children with a mild cold-like symptoms (clear runny nose, slight cough, and no fever).

If your child is displaying a fever greater than 101(F) or symptoms of a communicable diseases/he cannot be brought to my Childcare home. If your child becomes ill during the time in my care, you will be asked to come get your child unless other arrangements are made

**Medical Emergencies:**

For minor injuries like bumps or bruises, I will provide home first aide. If the injury is more serious (ie.needs stitches, suspected broken bones, etc.)The parents will be notified immediately.

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

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

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

### **Pets**

Please be an aware that One Step Up, do have pets. The children have very rare contact with the Dogs. During daycare hours. The children may see the dogs in passing. All animals are family Animals with all the required shots and Flea free.

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

**Photo taking:** Documentation of Daycare activities is part of the One Step up Daycare program. In this way, we can document our experiences, building of friendships, and some memorable times. Parents will be required to give written permission to photograph your child. Parents will receive any photos that are taken of their child (ren).

### **\*\*FINALLY\*\***

I am always open to suggestions and feel communication is very important part of this business. If there are any problems or concerns, I encourage you to talk to me about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled, as the other children still need my attention during normal business hours. Thank you for the opportunity to work with you and to be part of your child's life. I look forward to the future!

I retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that that particular policy is no longer in effect.

I also retain the right to add to this Handbook as needed, if something comes up!

Thanks again-(By signing this form you acknowledge and agree with the terms of this handbook)

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

LaToya Williams

Owner/Operator of One Step Up Daycare