

The Toddler Patch's



Parent/Provider Handbook

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The Toddler Patch Home Daycare
Owned and Operated by Sarah Rice
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Mission Statement:

The mission of The Toddler Patch is to provide each child with a nurturing, loving, fun and safe environment where they are given the opportunity to learn and grow at their own pace as individuals. My goal is to promote early learning where the focus will be on each child's social, emotional, physical and intellectual development in preparation for school readiness while having fun and enjoying hands-on activities. I am committed to providing peace of mind for parents in knowing that their child is being cared for to the very best of my ability and that each child is treated with kindness, understanding, patience and positive reinforcement while in my care.

Philosophy:

I believe that a child's early experiences with learning enhance and stimulate their future growth and development when they are provided with the opportunity to learn in an environment that welcomes exploration, questions, reasoning and imagination.

While in my care your child will be given endless opportunities to grow and learn so that when the time comes to start school they are ready, willing and eager to become life-long learners.

Preschool Curriculum:

The Toddler Patch offers a preschool curriculum for children ages 2-5.

Circle time: calendar counting, learning the days of the week, singing songs and rhymes.

Fine motor skills: writing (letters and numbers), coloring, stringing beads, etc.

Arts and crafts: using glue, painting, coloring, using play dough, etc.

Science: exploring nature, baking, gardening, and charting weather and patterns.

Language and reasoning: puzzles, shapes, alphabet, numbers, colors and reading.

Dramatic play: singing, dancing, puppets, playhouse and dress-up.

Gross motor skills: slides, climbers, group activities, ride on toys and sports activities.

Hours of Operation:

The Toddler Patch offers childcare Monday through Friday from 8:00 a.m. - 5:00 p.m. We follow the same schedule as the West Hartford Public Schools during the school year. A copy of the school calendar is provided to the Parents each year. We are open during the summer with the exception of Fridays while the West Hartford Public Schools are on break.

Daily Schedule (please note that our daily schedule is subject to change):

8:00 a.m. – Children begin to arrive and enjoy free play until all children are here.

9:15 a.m. – Morning activities begin (Preschool including circle time, music, arts/crafts)

10:30 a.m. – Free play (indoor/outdoor weather permitting)

11:45 a.m. – Lunchtime followed by potty time, diaper changes and hand washing

12:30 p.m. – 2:45 p.m. – Story time followed by naptime

2:45 p.m. – 3:00 p.m. – Children begin to wake up followed by snack time

3:15 p.m. – 4:30 p.m. – Free play (indoor/outdoor weather permitting) followed by tidy up

4:30 p.m. – 5:00 p.m. – Children are leaving

Childcare Contract:

Every child enrolled is provided with their own individual childcare contract that outlines their contracted days, times and tuition rates. The Toddler Patch does not offer sibling discounts due to the limited amount of children that can be enrolled at one time. Parents agree to pay their weekly tuition in full every Friday by 5:00 p.m. or on the last day of the week that daycare will be open: which will be applied to care for the following week.

Please make checks payable to: Sarah Rice.

Registration and Holding Fee Terms:

A registration fee of \$100.00 is required to enroll at The Toddler Patch Home Daycare and is applied to the cost of toys, snacks, art supplies and other materials and is not applied to tuition once childcare begins.

To hold a spot at The Toddler Patch Home Daycare a holding fee equal to half of the weekly tuition rate will be charged and paid to the Provider weekly until care begins and no portion is applied to tuition once childcare begins.

Both the registration and holding fees are 100% non-refundable.

Maternity Leave Holding Fee Terms:

To hold a spot for your child during the Parents maternity leave, a monthly holding fee equal to half of the regular monthly tuition rate will be paid to the provider the 1st Friday of every month by 5:00 p.m. until the child returns to care. The Parents will give the provider a 30-day advance notice of the child's last day of care and their return date. All holding fees are 100% non-refundable and do not apply to the child's tuition once the child returns to care.

Other Fees:

Returned check fee: \$25.00

*Additional fees may also be charged should the Provider accrue any from her financial institution.

Late payment fee: \$10.00 per day for late tuition payments (Including Saturdays and Sundays)

Late pick-up fee: \$5.00 for every 5 minutes.

(Example: 5:05 p.m. = \$5.00, 5:10 p.m. = \$10.00, 5:15 p.m. = \$15.00)

*Late fees will begin to accrue promptly at 5:05 p.m. and will continue to accrue every 5 minutes after that. Please understand that I do not want to charge these fees and it is my hope that I won't have to.

Please allow for extra travel time during inclement weather to avoid the late pickup fee.

While a call notifying the Provider that a Parent may be late is appreciated, it will not waive the late pick up fee.

Attendance of Children Enrolled:

Please call or text the Provider as soon as possible to notify her that your child will be absent or late to arrive. Tuition will be charged for all scheduled time missed by the child enrolled.

Sick Days:

Sick days of both the Provider and the children enrolled are paid days to the Provider. It is the responsibility of the Parents to make alternate childcare arrangements whenever daycare is closed.

Holiday Closings:

The Toddler Patch observes the same holiday closings as the West Hartford Public Schools. A copy of the school calendar is provided to the Parents each year. During the summer The Toddler Patch will also be closed on Independence Day. These are all paid days to the Provider.

*If any of these holidays fall on a Saturday The Toddler Patch will be closed the day before on Friday and if any holiday falls on a Sunday childcare will be closed the day after on Monday.

Vacation Closings:

The Toddler Patch observes the same vacation closings as the West Hartford Public Schools. During the summer the Toddler Patch will also be closed for one week in August. (Typically the first week in August.) These are all paid days/weeks to the Provider with the exception that non-school teacher families do not pay tuition for the April vacation week.

Provider Bereavement Days:

Should the Provider or the Provider's spouse suffer the loss of a family member daycare will be closed for the following days and Parents will pay half of their daily tuition rate:

Parent, Sibling or Child: 5 days

Grandparent, Niece or Nephew: 2 days

Aunt, Uncle or Cousin (Extended Family): 1 day

Child Drop-off/Pickup:

For safety reasons cars are not permitted to park in my driveway. Please be courteous to not block the end of my driveway or any neighboring driveways. The entrance to The Toddler Patch is located around the back of the house, through the enclosed back porch.

To help maintain a clean and sanitary daycare environment, shoes are not permitted indoors.

Parents and children are asked to remove their shoes on the back porch before entering daycare.

Transitioning to and from daycare can be difficult for some children so it is best to keep both drop offs and pick ups as quick as possible. Pickup can be especially difficult for children as it has been a long day of stimulation and learning and your children are excited to see you and are ready to head home. I will have each child packed up and ready go at their contracted pick up time.

To ensure the safety of your child, only the Parents or their designee may pick up their child. The Parents may call to authorize an alternate person to pick up their child. This person must show the Provider proper identification or the child will not be released to them.

Verification of legal custody: The Parents must present a copy of the court order recognizing the Parent that has legal custody of the child enrolled, as well as visitation schedules as applicable otherwise; the Provider will have no choice except to release the child to any Parent regardless of access/visitation schedules.

House Rules:

No running, jumping, hitting, pushing, biting, grabbing, kicking, spitting, pinching.

Children are not allowed to walk around the daycare home with food or drink. All meals/snacks are served at the dining room table or outside at the picnic table.

No mistreatment of daycare items or toys –i.e. standing on, jumping, throwing, bashing, hitting with; Parents will be responsible for the cost of replacing daycare items should their child intentionally break something.

No child may go outside at any time without an adult.

For liability reasons children who are not enrolled at The Toddler Patch may not play on daycare equipment.

Damages:

While it is understood there will be wear and tear on childcare equipment, if a child intentionally damages any daycare property through destructive behavior their Parents will be responsible to pay for the damages.

Emergency Provider and Substitute Provider:

The Provider's sister; Debbie Kranmas will provide backup care in the event of an emergency for a period of up to one hour. The Provider's mother; Retha Zajack will provide substitute childcare in my absence and is licensed by the State of CT. License #90533.

Injuries:

The Provider will notify the Parents immediately in the event their child is seriously injured while in my care. In the event immediate emergency medical treatment is needed, the Provider will dial 911 and the child may be transported to a nearby hospital. Any expenses for emergency medical treatment will be the responsibility of the Parents.

Meals:

Parents may send a breakfast in daily with their child as long as they arrive by 8:30 a.m. Parents will provide a daily healthy lunch and drink. The Parents will provide an afternoon snack for any child with special food needs.

Part Time Care:

Part time childcare is contracted for specific care days/times and the Parents may not switch their child's contracted days/times due to time missed for any reason.

Late pickup fees will also be charged for half-day enrollments. For example if a child is enrolled until 12 p.m., a late pick up fee of \$5.00 will be charged starting at 12:05 p.m.

The Parents will pay the Provider for the closed paid holidays that fall on the same day of the week that their child is contracted to attend The Toddler Patch. All vacation days/weeks are paid days to the Provider.

School Teachers Children:

Parents will pay their full tuition rate each week throughout the entire school year (holidays, vacation days/weeks, inclement weather days, sick days of both the provider and their child, etc.). Tuition will not be charged for the Provider's summer (August) vacation week should childcare continue full time during the summer.

Parents have the option to switch to part time or suspend childcare until the fall. It is recommended that childcare continue at least 2 days per week over the summer to keep your child acclimated to daycare and to our daily routine. Parents must complete a Summer Childcare Letter of Intent Form by May 1st notifying the Provider which summer childcare option they've chosen. Summer childcare options are as follows:

Option 1: Continue childcare full time

Option 2: Attend 2 days per week (days to be determined): \$130.00 per week

Option 3: Attend 3 days per week (days to be determined): \$180.00 per week

Option 4: Suspend childcare during the summer. Parents will pay a holding fee in the amount of \$825.00 on their child's last day. This holding fee is non-refundable to the Parents should they decide to terminate care for any reason and no portion is applied to the tuition when the child returns in the fall.

Infants:

Parents will provide a week's supply of diapers (swim diapers in the summer), wipes, diaper lotions or powders, formula/breast milk, baby food, whole milk (after turning one unless the Parents provide a note from the child's pediatrician stating milk may be given before a year old) and enough bottles for the day. Parents will provide teething toys for teething infants.

The Parents must provide 2-3 extra changes of clothes, blankets, burping cloths, bibs and pacifiers. The Provider will provide a pack and play (portable crib) and sheets for infants to nap in and will launder the sheets weekly or more often as needed.

Parents with infants allergic to the Provider's laundry detergent shall provide their own sheets and launder them weekly at home. Please drop your baby off with a clean, dry diaper.

Children must transition to sippy cups at a year old. Bottles will not be permitted once your child turns 13 months old.

Parents are required to start all new solid foods at home for a minimum of two days to rule out allergic reactions to new foods before sending solid foods to daycare.

Toddlers or Older Children:

Parents will provide a week's supply of diapers or pull ups (swim diapers in the summer), wipes, diaper lotions or powders, one spill-proof cup, an extra pair of clothes appropriate for the season, suntan lotion, bug spray and a small blanket for nap time. Children being potty trained will need 3 extra pairs of clothes during this training period. Please dress your child in comfortable clothes appropriate for the season.

We will go outdoors every day as weather permits. Please have your child wear appropriate shoes for play such as sneakers. The Provider is not responsible for the children's clothing should it become soiled while at daycare.

Other personal items such as favorite toys are not permitted at daycare and the Provider is not responsible for lost items or damage that may occur to children's personal items.

*Please label all of your child's belongings. Children may be sent home early should the Provider run out of diapers or changes of clothes during the day after Parents were notified ahead of time that supplies were running low.

Nap/Rest Time:

All children enrolled in The Toddler Patch Home Daycare are required to nap each day from approximately 12:45 p.m. to 2:45 p.m. In addition to the afternoon nap, children who are between the ages of 6 weeks to 2 years old will also take a morning nap.

Naptime is very important for proper development and growth in children, and we have a very busy day that results in the children needing this rest time. If you feel your child has outgrown their daily nap that may be a good indication that they are ready to move on to Pre-K.

Potty Training:

It is important that the child is able to communicate that he/she needs to go potty and shows interest in using the potty before the training process can begin. The Provider is happy to assist the Parents in potty training after they have started the process at home for one week with successful and consistent results. The child must wear pull-ups at daycare until they have remained accident free for two full weeks and will continue to wear a pull up during naptime for a full month. This is for sanitary purposes. Parents will provide any necessary items they wish to be used at daycare as a reward system for their child during the potty training process. Please keep in mind that all kids will potty train in their own time and at their own pace.

Inclement Weather Closings:

Daycare will be **closed** for the day or will **open late (8:30 a.m.) or close early (1 p.m.)** when:

1. West Hartford Public Schools are closed: Daycare will be closed for the day.
2. West Hartford Public Schools have a delayed opening: Daycare will open at 8:30 a.m.
3. West Hartford Public Schools have an early closing: Daycare will close early at 1:00 p.m.
4. A State of Emergency is declared due to inclement weather
5. Daycare experiences the loss of any or all of the following: electrical power, heat or hot water due to inclement weather or for any other reason.
6. Unsafe driving conditions due to inclement weather at the discretion of the Provider.

*All of the above are paid full days to the Provider.

*The Parents must pick their child up within one hour of receiving a phone call or text message notifying them that daycare must close early due to the loss of electrical power, heat or hot water or one of the child's emergency contact people will be called to come pick him/her up.

*Inclement weather closings will be listed on both WFSB Channel 3 and WVIT Channel 4 as Toddler Patch Home Daycare.

*Parents may also sign up to receive automated Text Alerts from the WFSB Early Warning Network.

Simply follow these steps to sign up:

1. Go to: WFSB.com then click on Early Warning (school closings) then click on Sign up for Text and Mobile Alerts OR copy this link into your web browser:
<http://my.textcaster.com/asa/Default.aspx?ID=c1616077-39d9-4682-b0ca-63a1ee174441>
2. Fill in your information
3. Scroll down to Section 5: Daycare Closings- Connecticut and select: "Toddler Patch Home Daycare-W. Htfd.

Communication:

Good communication between the Parents and Provider is essential for a child to have a positive experience at daycare. I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the children enrolled. Sensitive issues will always be discussed in private. Parents may e-mail the Provider anytime. Phone calls, text messages and e-mails will be answered and returned as soon as possible during normal business hours.

Health and Safety Matters:

The Provider is both First Aid and CPR Certified. The Provider is not certified to administer prescription medications. The daycare home has not only met but has exceeded the safety requirements set by the State of Connecticut Department of Public Health.

Hand washing – Hands will be washed before and after meals, after bathroom use or diaper changes, after nose blowing and wiping, and after handling an ill child.

Toys and Equipment – Toys will be cleaned daily and sterilized weekly. Nap cots, diaper changing area, high chairs and all meal prep and eating surfaces are wiped down after each use with a disposable bleach wipe.

Fire Drills – Practice drills are conducted once every 3 months and recorded.

Health and Sickness Policy:

The Toddler Patch follows the same attendance guidelines as the West Hartford Public Schools for sick children. Please do not bring your child to daycare if he/she is sick, if they cannot fully participate in our daily activities or if they are not eating or drinking normally. Do not ask if your child can lie down to “rest” as that is a clear indication they should remain home. Should your child become ill during the day, the Provider will call the Parents to arrange to have their child picked up. Parents must then pick up their child within one hour of being called. It is for the health, safety and protection of the children enrolled, the Provider’s own family and the home daycare environment that the Provider must insist on a strict adherence to this illness policy. Please read the following carefully as there are no exceptions.

Communicable Diseases: Not permitted by licensing requirements. Some of these illnesses include but are not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Measles, Mumps, Impetigo, Scarlet Fever, Lice, Strep Throat and any open mouth sores or open/oozing skin conditions .

If your child is thought to have a communicable disease, you will be notified and required to pick him/her up. Your child will only be accepted back into care when he/she has taken any prescribed antibiotics for a full 24 hour course and is no longer considered contagious. A doctor’s note will be required stating the diagnosis, treatment and that they are no longer contagious before they can return to daycare. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Vomiting: Not permitted. If a child vomits while at daycare the child will be sent home and may not attend the following day. He/she may return the day after that only if they have remained symptom free for a minimum of 24 hours from the last episode of vomiting. If a child vomits in the car on the way to daycare the child will not be allowed to attend daycare that day and the same guidelines above will apply.

Diarrhea: Not permitted. I am mandated by the State of Connecticut Department of Public Health’s Statutes and Regulations section 19a-87b-11 to send a child home if they have more than one undiagnosed episode of diarrhea. Parents will be called to come pick their child up and will be expected to arrive within one hour of being called. The child must remain home until symptom free for a minimum of 24 hours from the last episode of diarrhea.

Fever of 100.5 degrees or higher: Not permitted. If a child develops a fever of 100.5 or higher while at daycare the child will be sent home and may not return the following day. He/she may return the day after that only if they have remained fever free for a minimum of 24 hours without the use of fever reducing medication.

Daycare uses either an under the armpit thermometer or a temporal artery scanner for taking temps at daycare. The provider has been trained by Dr. MacGilpin, medical advisor for the West Hartford Public System on how to properly use the temporal artery scanner. The 24 hour rule applies to the recorded temperature result taken at daycare.

The daycare contract will be terminated immediately should a parent attempt mask the symptoms of a fever by dosing their child with fever reducing medications before dropping them off to daycare
*Please note that fevers of 100.5 or above are caused by a virus and are not due to teething in infants and toddlers.

Ear Infections: Children will be sent home if an ear infection is suspected and once diagnosed they must remain home until they have been on the antibiotics for a full 24 hours.

Health and Sickness Policy Continued:

Rashes: Not permitted. If any rash other than a mild diaper rash is detected while at daycare and the Provider suspects it may be contagious the Parents will be called to pick up their child immediately and they may only return to care with a note from their doctor stating they are not contagious.

Head Lice: Not permitted. Any child found with head lice will not be allowed to return until no nits are found on the hair follicles and the child's doctor provides a note confirming this. Parents are required to notify the Provider immediately if anyone in the child's immediate family has contracted head lice or if their child has been in contact with someone who has head lice. The Provider reserves the right to deny childcare as a precautionary measure to avoid contamination in the daycare home.

*The Provider reserves the right to deny a child from attending daycare and request a note from the child's doctor stating that the child has been examined, is able to fully participate in daycare and is not contagious to the other children enrolled before they can return.

Child Management:

The children are reminded of the rules at daycare regularly, so that they know the guidelines they are expected to follow. Once a child understands the rules and disobeys them, hurts others, or property, the following techniques will be used:

1. **Positive Reinforcement/Redirection:** Should a child become involved in a situation where he or she begins to act out I will always very calmly and affectionately redirect their attention to something else. I feel that positive reinforcement works best with young children and kneeling down at their eye level to speak with them in a calm, yet direct manner often works really well. Allowing them to help express how they're feeling or why they've done something inappropriate gives them the ability to learn how to problem solve effectively while teaching them to remain in control of their emotions in a difficult situation. This will help them long term as they grow.
2. **Time Out:** The child is separated from the group for a regulated period of time (one minute for every year of age).
3. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, themselves, or the provider, a call will be placed to the Parents for the child to be picked up. Children who continue to demonstrate inappropriate behavior that puts them, the other children or the provider's safety at risk, which has not improved after communication with the Parents, will result in this childcare contract being terminated immediately without written notice. (With all fees due and payable)

The Provider will always discuss any problems with the Parents that may have occurred during the day so that we both feel comfortable with the strategies used and the final outcome. Working together as a team is the best way to give your child a positive experience while at daycare.

Privacy:

The Provider respects the privacy of all families enrolled will not at any time discuss any personal matters or answer questions about health issues or behavioral issues pertaining to the children enrolled to any of the other daycare Parents.

Duty to Report Child Abuse:

The Provider is mandated by law to report any evidence of suspected physical or emotional child abuse or neglect upon the children enrolled here at The Toddler Patch. My obligation is to the safety and welfare of the children enrolled in my care.

Enrollment Requirements:

The first weeks tuition payment and all required forms must be completed and returned no later than one week prior to your child starting at The Toddler Patch childcare program. The Parents are required to keep the Provider informed of any change in address, telephone numbers, and any other pertinent information as they arise.

The following forms are required:

The Toddler Patch Parent/Provider Contract

The Toddler Patch Travel, Photo and Swimming Permission/Release Form

State of Connecticut Enrollment and Emergency Medical Care Form

State of Connecticut Early Childhood Health Assessment Record

State of Connecticut Authorization to Administer Non-Prescription Topical Medications

Each child must have an annual exam from their doctor and a new Childhood Health Assessment Record must be updated each time they receive new immunizations. The updated form must be received within 30 days of the child's doctor appointment or they will not be able to attend daycare until it is received. All other forms are updated annually.

New Policies or Contract Amendments:

The Provider will give the Parents a 30-day written notice of any future policy changes or contract amendments before they take effect and they will then be incorporated into this handbook and followed accordingly. Parents will be asked to sign off on any new policy changes or contract amendments. Parents will acknowledge that they have received this handbook and that they have full understanding of all policies and procedures set forth herein and agree to follow them by signing their name on the last page of their daycare contract each year that their child is enrolled at The Toddler Patch Home Daycare.

Termination of Daycare Contract:

A daycare contract may be terminated at any time by the Parents or the Provider with a 4 week written notice. The final 2 weeks tuition will be due in full at the time the written notice is given to the Provider. If the Parents choose to terminate this agreement without a 4 week notice he/she agrees to pay the final 4 weeks tuition at the time of notification regardless if their child attends the last 4 weeks or not. If the Parents breach their daycare contract he/she will be liable for any and all collection, attorney and court fees that result in the breach of their signed contract.

The Provider reserves the right to immediately terminate this contract for any of the following reasons, but is not limited to:

Parents lack of compliance with daycare policies, parental cooperation or disrespect.

Parents failure to pay weekly tuition on time or complete/return the required daycare forms.

Consistent late pickups/early drop offs without previous consent from the Provider.

Child does not adjust to childcare after a reasonable amount of time and/or the child's needs cannot fully be met by the Provider.

Physical or verbal abuse displayed by the child or Parents towards another person, animal or daycare property.

Thank you for choosing The Toddler Patch home daycare for your childcare needs. I look forward to welcoming both you and your children into my childcare program!

