

Wiggles n Giggles Childcare
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MY GOALS AND PHILOSOPHY OF CHILD CARE

- Every child is an individual who has his/her own rate of physical and emotional development, and his/her own rate of learning. Each child is accepted, loved, nurtured, and taught as an individual with this thought in mind.
- Encourage and build each child's imagination, creativity, self-worth, and self-confidence.
- Provide activities that will nurture the child's self-esteem and help him/her gain and keep a positive self-image.
- All activities will be guided with positive reinforcement, encouraging every child to try or try again, but will never be pressured into participation of any activity.
- All activities, both play and learning, will be geared towards your child's ability level.
- Discipline is always handled on this belief: Your child is a good person. It is his/her behavior that is unacceptable and needs to be changed or guided to a more acceptable means of expression. There will be no corporal punishment. Only punishment used (if needed), will be a time-out that consists of one minute per year of age. **IF challenging behavior continues then a phone call to the parent will be given. Further discussion to if child should be picked up for the day, will be discussed at that time.** For a more detailed view of this, please see my Discipline and Guidance Policy. You can also get a copy of it off the Department of Family and Protective Services website: www.dfps.state.tx.us.
- Parents are welcome to visit their children anytime during the day. I enjoy getting to know all parents. My main concern and goal in caring for your child is to see your child grow physically, emotionally, intellectually, and socially to the best of his/her ability.

MY BACKGROUND IN CHILD CARE AND CHILD INVOLVEMENT

- Two children of my own
- Member of Red River Home Childcare Association and Presenter
- Member of North Texas Child Care Association
- Member of High Scope Learning
- Infant/Child CPR and First-Aid Certification
- Training in all realms of education related to children.
- CDA Child Development Associate Credential for 0-5yrs old
Texas State Licensed Day Care Home since May of 2008 and a Texas Registered Home.

LICENSING INFORMATION AND PARENT'S RIGHTS

- The Minimum Standard Rules for Registered and Licensed Child-Care Homes is located in a binder on the table. You may look at it any time that you wish. My most recent Licensing inspection report is posted on the bulletin board behind the door.
- You may also access both the Minimum Standard for Registered and Licensed Child-Care Homes and my latest inspection report on the website for the Department of Family and Protective Services at www.dfps.state.tx.us .
- Any parent may visit the daycare during hours of operation to observe their child, or observe the daycare's operation and activities. Prior approval is not necessary. I just ask that you please be observant of nap time (12pm-3pm), because all children need their rest.

- If you suspect a child is being abused or neglected, call 1-800-252-5400 to make a report.
- You may contact the local Child Care Licensing office located at: 925 Lamar, Wichita Falls, TX 76450, 1-940-282-9330

CURRICULUM GOALS

We use Frog Street curriculum. You can visit the website at www.FROGSTREET.com Frog Street Pre-K is a comprehensive curriculum based on the most current research in early childhood education including brain development research. The program is rooted in a deep knowledge of child development and empowers teachers to know not only what to teach but also the how and why of instructional strategies. The foundation of the program includes five cornerstones:

- Integration of Themes, Disciplines and Learning Domains
- Social and Emotional Development
- Differentiated Instruction
- Equity of English and Spanish Instruction and Materials
- Child-Centered Approaches toward Learning

I plan our curriculum for a well rounded day and create a lesson plan that meets the needs of our tiniest of learners and make modifications for the older learners to make sure they are well prepared for Kindergarten. During our day, we sing/move, math, science, reading new stories and old time favorites, outside play and my favorite finger plays with holding and cuddling with the Littles. At any time a child is interested in a topic, we will take the time to discover it and learn about it. I try to make sure any interests your child has, we take time to cover it here during the day.

Screen time is kept at a minimum, we will relax at nap time with a movie and we play videos of an interest subject, if it correlates with what the children are wanting to discover.

FAMILY PARTICIPATION

Families are always encouraged to spend their day with us. Be open to getting your hands dirty and your feet wet along with the rest of us. Spend a minute to read your favorite story or listen to our favorites stories. Join in on our holiday celebrations.

PARENT CONFERENCES Parent conferences are available upon request to discuss your child.

ADMISSION PROCEDURES

Enrollment Forms with most current addresses and parent phone numbers

Vaccination records or opt of vaccination affidavit issued by Texas

Signed forms of Discipline and Guidance, and

Signed form of Child Health Statement by the Doctor

These forms will be required on day of admission and most of these forms can be found on my website at www.WichitaFallsChildcare.com

At any time there is any changes to parent information, the enrollment form is to be update with in 7 days

An annual review of the admission form will also be held at the time of Tax Form release, to make sure all information is kept up to date.

TUITION AND FEES

Weekly tuition is due on the Friday before each week and considered past due any day after that. Due to limited spaces available, your weekly tuition is based on using/holding your child's spot and not on your child's attendance, Therefore, there is no reduction in tuition for missed days. A late fee will be assessed if I do not receive your payment on time. The late fee is \$10/day that it is

late. I accept cash, cash and credit card payments through Facebook Messenger and PayPal. THERE WILL BE A RETURNED CHECK FEE OF \$45.00 FOR ANY RETURNED CHECKS. Payment is always preferred in cash, check and FB messenger to avoid service fees.

Tuition Fee Structure

Full week: Ages 6weeks to 12 years old \$125.00 weekly

Families of two or more siblings a \$5.00 discount is given for each child

Texas Workforce Contracts you are responsible for prompt payment of you parent fee.

NO drop in or part time care is provided.

WITHDRAWING YOUR CHILD

A two-week **paid** notice is required prior to withdrawing your child from daycare. In lieu of the two week notice, you may pay the tuition for the two weeks and remove your child that day. The two week notice must be a full two weeks of tuition. The best thing to do is to tell me on tuition pay days (Fridays). If you tell me any other day, your two week notice does not officially begin until the following Friday. So, full tuition would still be due for that Friday and the following Friday.

ITEMS TO BE LEFT AT DAYCARE

- Diapers (or pull ups if potty training-for nap time)
- Wipes
- Potty training pants that cover underwear to help prevent leaking if there is an accident (if choosing to potty train in underwear) *preferably, these need to have some sort of (plastic) lining on the outside and cloth layers on the inside
- Blanket
- Small pillow if your Little uses one
- Extra set of clothing, maybe even two
- Infant items: pacifier, teething toys, bottles, diaper rash cream

****** Please dress your child for the weather, we will go outside almost everyday, please bring jackets or summer attire for the seasons******

WATER PLAY

During the summer, children might play in the sprinklers. There will be an adult by the sprinklers at ALL times. During the summer, if you wish to leave a swim suit or change of clothing, your child will be changed into for water or sprinkler play. No child will be allowed to participate in this activity without signed consent, which is included on the Admission Form.

OUTDOOR PLAY

We will go outside everyday, as weather permits. This allows big muscle movement and loud fun play. IF weather is crappy and we must stay inside, plenty of physical activity is encouraged. I don't have many rules, for inside with the children, but RUNNING in the house strictly discouraged, ONLY due to the fact that there is a WIDE variety of ages among us, and can be easily injured if they were pushed or bumped into. FOR this reason, is why I strive to make it outside at least once, if not multiple times a day.

PROCEDURE FOR DROP OFF & PICK UP OF CHILDREN

When dropping of your child, we encourage to hand your child from you to me. It helps with the separation anxiety and helps comfort them and you.

At any time during the day, please feel free to call to check up on how they are doing. I once was in your shoes.

Your child will only be allowed to leave with a person whose name is on file as a person authorized to pick-up your child. A written notice or telephone call from a parent (prior to the child being picked up) stating the name of the person to pick up your child is expected. Identification will be asked for upon their arrival before the child will be allowed to leave with them. This is strictly for your child's safety and your cooperation is greatly appreciated.

ABSENCES:

*******Please Note that if you do not contact me that your child will not be here for the day, I will call or text you, just to make sure that everyone is safe and sound (this is a mommy fear and Provider concern)*******

I believe that parents are the best teachers for their children, if you have a day off of work during the week and choose to keep the child home, please call or text me in the morning.

HOURS OF OPERATION

My hours of child care are from 6:30 a.m. to 5:30 p.m., Monday through Friday. An emergency or occasionally working overtime is something that I certainly understand. However, like you and your family, after a long and full day's work, my family and I value and enjoy our "quality family time" in the evening. Please call as soon as you realize that you will be running late. Several evenings a week, our family activities will take us away from the house as early as 5:35 p.m. Therefore, there will be a late pick up charge which is \$5 for this first 5 minutes late and \$5 for every minute after that.

PAID HOLIDAYS

Paid holidays are days that Wiggles N Giggles will be closed, but tuition for that week does not change.

January- January 1 (New Year's Day)

Good Friday Around Easter Break

May- last Monday of the month (Memorial Day) and the Friday before the holiday

July- July 4 (Independence Day)

September- first Monday of the month (Labor Day) and the Friday before the holiday

November- fourth Thursday of the month and the Friday after (Thanksgiving) December-

December 24 & 25 (Christmas Eve and Christmas Day)

-December 31 (New Year's Eve)

*****ONE WEEK OF MY VACATION WILL BE THE WEEK OF CHRISTMAS EVE THRU JANUARY**

2. * Exact days will be given as each year.**

*Any holiday that falls on a Saturday, will be observed that preceding Friday. Any holiday falling on a Sunday, will be observed that following Monday.

* You get one week unpaid vacation time, if I am given a 2 week notice of this time.

*While I go on vacation, you do not have to pay but if you use your vacation time before I go on vacation, then you have to pay while I am on vacation.

Please keep in mind that you are choosing a HOME CHILD CARE, there may be instances that I will need to close, a half day or whole day, and it could be at short notice. I will ALWAYS try to give as much notices as possible when an unscheduled day closed happens, to give you enough to provide alternate care.

IMMUNIZATIONS AND STATEMENT OF HEALTH

In accordance with state law, you will be required, upon admission of your child, to submit a current immunization record that has been signed by your doctor, a listing of any special health needs, a statement of health from your doctor, and the name of your child's physician. Your child

must be in the process of obtaining all immunizations at the medically appropriate times. Please provide a new copy of immunizations as your child receives them.

My family and employees follow the recommendation of the CDC for immunizations and are kept up to date on them.

ILLNESS OF CHILD

If your child becomes ill while in care, a parent will be contacted and the child will be kept separate from the other children until the parent arrives.

You MUST keep your child home if:

- **The illness prevents the child from participating comfortably in child-care activities, including outdoor play;**
- **The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;**
- **The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care activities (must have signed note from that health-care professional):**
- **Oral temperature above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness;**
- **Rectal temperature above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness;**
- **Armpit temperature above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness;**

*****child must be fever free, without the use of medication, for at least 24 hours before returning to childcare*****

- **Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be severely ill; and or a health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.**
- **Please keep in mind that you don't want to go to work when you don't feel good, your child feels the same and much more comfortable being loved on by mom and dad.**

MEDICAL EMERGENCIES

If a child is seriously injured or becomes seriously ill, I will administer CPR and/or appropriate First Aid until EMT's arrive, when necessary. I will call "911" immediately for assistance, but only in severe emergencies. I will contact the parents as soon as possible with information deemed from the paramedics or to come pick up your child.

MEDICATION INFORMATION

If your child needs medicine administered, I do not give out medication. I find that most medication can be given before and after daycare.

INCLEMENT WEATHER DAYS

We will follow the Wichita Falls ISD for opening and closing or late starts. This is for your families safety in mind. If it is absolutely necessary for you to be in for work, they will be addressed on a one and one personal situation.

EMERGENCY PREPAREDNESS PLAN

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing our responsibility and facility readiness with respect to emergency evacuation and relocation.

- Our emergency evacuation and relocation diagram is on the bulletin board behind the door.
- We will practice a fire drill every month. The children must be able to safely exit the daycare within three minutes.
- We will practice a severe weather drill at least once every three months.
- In an emergency, our first responsibility is to move all children to a designated safe area or alternate shelter.
- For weather related emergencies, we will gather all the children and relocate them to the bathroom in down the hall in the living room.
- For relocation related emergencies, we will gather all the children, exit through the safest door and/or window, and relocate them to 4612 Tammy Drive
- Local authorities (ex. fire, police, ambulance, health department) and Child Care Licensing will be called from cell phone.
- Parent and emergency contact numbers for each child are stored in my cell phone. All parents will be called as soon as all children are safe.
- The attendance is available on a daily/weekly attendance sheet that I keep by the front door. So all children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter.

MEALS, SNACK, AND NAP

This childcare facility is part of a federal child care food program that helps to ensure that children receive good nutritious meals and snacks while in care. I have to report to them everyday what we had that day for every meal and snack. For that reason, I ask that you do not send any food for your child. The following shows meals, snack, and nap times:

- Breakfast is served at 8:30 a.m.
- Lunch is served at 11:00 a.m.
- Nap times is from 12:00 p.m. until 3:00 p.m.
- Snack is served at 3:00 p.m.
- Liquids and food hotter than 110 degrees F are kept out of reach of the children
- Staff are educated on food allergies and they take precautions to ensure children are protected.
- All food served to children or is brought to share such as birthday parties, is commercially prepared or prepared in a professional kitchen that is inspected by local health officials.
- Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as they arrive.
- We do not reward or punish children with food.
- Milk, fresh fruit, and vegetables are available for children who bring lunches from home.

IF bringing food from home;

Parents need to ensure that I am aware of any food from home that needs to be refrigerated. Parents can visit www.MyPlate.gov for educational information on healthy food choices. When bringing food from home, Parents are encouraged to provide meals with adequate nutritional value.

Breastfeeding

Breastfeeding moms will be provided a place to feed their baby and requested.

We will offer expressed breast milk provided by the infant's mother

While infants are fed on demand, our staff will make every reasonable effort to work with a parent's feeding schedule.

Expressed breast milk must be kept refrigerated or freezer until it is ready to use.

Breast milk will need to be in containers that are labeled BREAST MILK with the child's name and date

Breastfeeding education and breastfeeding support resources are available upon request.

ANIMALS ON PREMISE

My dogs are both inside/outside animals and very much a part of my family. Your child may be around them for a just a short time, while letting the dogs in and out.

BULLETIN BOARD AND DRY ERASE BOARD

There is a bulletin board located on the wall, behind the door, that has important documents (operational license, last inspection report, important phone numbers, evacuation plan, etc.) on it. The dry erase board (next to the door) will have any items that your child is running low on (diapers, wipes, etc.). Also, any reminders, updates, or notes will be there as well. Please make it a habit to look at that every day.

PROCEDURES FOR PARENTAL NOTIFICATIONS

Any changes to anything in this Operational Policy will be conveyed to each family in writing and a signed and dated copy of the change will be kept in each child's file. Other written notices will be sent home with your child.

IN BRIEF, WHAT I EXPECT OF YOU, THE PARENTS

- Pick up your child promptly so that my family's needs may also be met.
- If your child is going to be late or absent, please call.
- Notify me in case of illness and keep a sick child at home. For each child's safety and comfort, I cannot care for sick children.
- Bring your child rested and appropriately dressed for cold or hot weather, activities, etc. This includes jackets or coats on days that need it. *This also includes bloomers or shorts on girls with dresses.
- Please refrain from sending candy, gum, and toys with your child unless it is a special occasion (i.e., party or resting toy). Please tell me ahead of time if this is something you want to do.
- Please be prompt in your child care payment so we can promptly meet our household obligations.

WHAT YOU CAN EXPECT FROM ME, YOUR CHILD'S CAREGIVER

- Lots of tender loving care.
- Nutritionally balanced breakfast, lunch, and snacks.
- Non-smoking environment.

- Positive reinforcement and encouragement in all your child does or attempts to do.
- Large, fenced-in backyard for safe outside play.
- Developmentally appropriate in-home activities.
- Continued Education of Developmentally appropriate practices and kept current with all Texas Minimum Standard Changes

NOTICES

A Two week notice is required for the following:

- Termination of agreement by either party
- Increases in child care fee
- Vacation periods for both parents and caregiver (this notice is just to help me prepare meals and activities for the appropriate number of kids that will be in my care)