

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. 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. However, I would prefer that you not come during nap time (between 12:00 and 3:00). Children need their rest!

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
- 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

Curriculum Goals

We are using FROG STREET PRESS curriculum

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

To learn more about Frog Street please visit the website. www.Frogstreet.com

TUITION AND FEES

Weekly tuition is due on the Friday before each new 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 and checks for payment. There will be a returned check fee of \$45 for any returned checks.

Tuition Fee Structure:

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.

Absences:

Your weekly tuition is the same if your child is present all week or misses days due to illness or parent spending off time with the child. Please call or text that your child will be absent for the day. Do not be surprised, if you do not call me, I will call you, if your child has not been dropped off at the normal time and you didn't notify me. This is just to confirm that you are not coming or running late. I believe that the parent is the best teacher and if you are not at work for the day, I encourage you to spend time with your little one, time flies and you will miss this time.

TAXES

Each January, you will receive a year-end statement for the fees you have previously paid. This statement will also contain my tax ID number for your tax purposes.

HOURS OF OPERATION

My hours of child care are from 6:00 a.m. to 5:00 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.

YOU ARE REQUIRED TO PICK UP BY YOUR CONTRACTED HOURS

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)

*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.

OTHER CLOSURES

Any day(s) that I am not able to care for your child will be deducted from your weekly fee. I will contact you as early as possible if I become ill and unable to care for your child in order for you to find alternate care for your child for the day. If I choose to be closed any other time for vacation, etc., you will be given at least a two-week notice of such events.

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.

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.

PROCEDURE FOR RELEASE OF CHILDREN

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.

ANIMALS ON THE PREMISES

****Updated****I do have both inside and outside dogs at my home. Your child will be around them through out the day.

++++Updated 1/19/2018++++We have a Leopard Tortoise in our care and your child will not be allowed to handle the tortoise, although from time to time we will look at and observe her in her enclosure+++++

ITEMS TO BE LEFT AT DAYCARE

- * diapers (or pull-ups if potty training—for nap time)
- * wipes (as long as your child is in diapers or pull-ups)—I prefer the hard plastic refillable boxes
- * potty training pants that cover underwear to help prevent leaking if there is an accident (if choosing to potty train with 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 child uses one)
- *extra set of clothes
- * Infant items: pacifier, teething toys, bottles, and diaper rash cream

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.

WATER PLAY

During the summer, children will 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.

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.
- Naptime is from 12:00 p.m. until 3:00 p.m.
- Snack is served at 3:00 p.m.

Any food that is over 101* will be kept out of the reach of children.

If your child has a food allergy, you must notify me and notifications will be left in the kitchen for the food preparer, in a discreet manner.

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 1705 Katherine Dr, Kate Haynes Elementary school

- 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.
- A copy of authorization for emergency care for each child in my care will be kept in the child's folder. This folder is in a binder that I keep by the door. The binder will be grabbed during any emergency evacuation.

WITHDRAWING YOUR CHILD

****UPDATED*** I reserve the right to terminate care at any time with in the first two weeks of care, at my discretion...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 weeks notice does not officially begin until the following Friday. So, full tuition would still be due for that Friday and the following Friday.

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, 1-325-201-8128

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.

NOTICES

A Two week notice is required for the following:

- Termination of agreement by either party AFTER the first two weeks trial period.
- 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)