



**RECEIPT OF HANDBOOK**

I \_\_\_\_\_,  
have received the Special Blessings Parent Handbook and Handouts.

**PARENT  
INITIALS HERE**

Waiver	_____	page 1
Insurance	_____	page 2
Religion	_____	page 3
Payments and other cost	_____	page 4
Enrollments, Confidentiality, Supplies	_____	page 5
Holidays, Vacations, Alternate care	_____	page 6
Under the influence & Termination	_____	page 7
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Discipline & Positive Guidance Techniques	_____	page 12

**HANDOUTS:**

Rate Sheet	_____	Dog Notice	_____
Daycare House rules	_____	Other Important Issues	_____
Emergency Plans	_____	2007 Calendar	_____

This is to verify that I have read Special Blessings Parent Handbook and Handouts.  
I agree to comply with the policies outlined in the parent handbook.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

Thank you,  
SPECIAL BLESSINGS DAYCARE

PROVIDER: \_\_\_\_\_

DATED \_\_\_\_\_



## DISCIPLINE & GUIDANCE

### DISCIPLINE

We believe discipline should be used to teach a child. The children are explained the rules of the child care home frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used and as a last resort a conference will be called with the parents. If problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

### POSITIVE GUIDANCE TECHNIQUES

1. **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
2. **Redirection:** We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
3. **Verbal Intervention:** We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.
4. **Logical Consequences:** We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.
5. **Take a Break:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs constantly or not working child's parent will be asked to come and pick up the child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.

**NO CHILD UNDER THE AGE OF 3 MAY BE IN A "TIME OUT, or over a 5 minute maximum time frame.**

**Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses in toilet training and other forms of physical punishment are PROHIBITED.**



## MEDICATIONS

Before we can administer any prescription or non-prescription medications to your child you will need to do the following:

1. Keep them home for 24 hours after the first dose ~ for possible allergic reactions
2. Sign a BLUE Medication Authorization Form

All medications must be brought in the original container with the following information on the label: Child's name, Prescription name, Doctors name, dosage, Pharmacy name and phone number, Instructions for administering, & dates the medication is to be used for.

Non prescribed medications may include but are not limited to:

1. Antihistamines,
2. NON-aspirin fever reducing/pain reliever
3. Decongestants
4. Anti-itching ointment or lotions
5. Diaper rash ointments or lotions
6. Sun screen
7. Cough syrup
8. Teething gels
9. Insect repellent

These must be sent in original containers. If any of them will be taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician.

If you fail to bring your child's prescribed medication to daycare you will be asked to go home and get it, or take the child home and give them the required dosage.

We have a medication log that you can review at any time to see when your child was given his/her medications. Plus a note giving the times and dosage administered at daycare will be on your daily reports.

If a child will be on long terms meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files.

Medications that are not being used must be sent back home. Only asthma type medications can be kept here to be used when needed.



## ILLNESS GUIDELINES

Promoting good health and safety is a goal at daycare. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the daycare.

Each child is required BY STATE to have on file a health statement signed by a doctor, and immunizations all updated. I require children have all immunizations to attend here.

If your child comes down with a communicable disease you need to notify me right away and in turn I must notify other parents and the Monroe County Health Department. Children with a contagious illness will not be allowed in daycare until they are properly medicated. A child must be on the antibiotic 24 hours before returning to the daycare.

Special Blessings Daycare will exclude any child who exhibits any of the following:

1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours) WITHOUT THE USE OF A FEVER REDUCING MEDICINE
2. Diarrhea (2 or more stools while here that differ from normal bm) \*
3. Vomiting (2 or more times during the day) \*
4. Draining rash anywhere on the body - must be gone before returning
5. Eye discharge - Pink eye or from a cold- must be gone before returning
6. Lice or nits - can return only after being free of them for 24 hours \*
7. Communicable disease: chicken pox, measles, etc. must be gone before returning to daycare
8. Consistent complaints of ear, stomach or head aches, or other pain
9. Any color of nasal discharge, it must be clear before returning to daycare unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose - wiping it less than every 15 minutes or so.
10. Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds - must be mild before returning to daycare

Even a child that is too tired to participate in normal daily activities or requiring more attention than usual should be kept at home. Example, excessive runny nose: I would have to be constantly wiping the nose, washing my hands and the child's hands, and any toys they may have touched as well. This is taking more time than usual and away from our daily activities and the other children. Please call ahead if you are unsure on whether to bring your child here, let me be the one to decide.

- **Before returning your child to daycare they MUST BE free of all symptoms for 24 hours from the last onset of symptom.**



## SCHEDULE

Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is subject to change from day to day depending on the children's interest and of course the weather.

<b>7:00 - 7:45</b>	<b>BREAKFAST</b>
8:00 - 9:00	Free Play ~ and Individual Skill Time
9:00- 9:30	Circle time: calendar, shapes, colors, a short story, music, etc..
<b>9:30 - 10:00</b>	<b>SNACK</b>
10:00 - 11:00	Outdoor play weather permitting or learning centers & craft time
11:00-11:30	Quiet play - puzzles, books, and file folder games, etc.
11:30 - 12:15	LUNCH
12:00 - 12:30	Clean up, brush teeth, potty & diaper changes
12:30 - 2:30	<b>REST TIME-NO drop offs or pickups during this time please</b>
2:30- 3:00	Wash up for snacks, quiet play
<b>3:00 - 3:30</b>	<b>SNACK</b>
3:30 - 4:30	Outdoor play, large group activities, clean up children for pick up
4:30 - 5:00	Individual quiet play/activities, playdoh, file folder games, etc

Please make sure your child is dropped off and picked by your contracted time. We plan our day/activities according to the children that will be here. If you are going to be **more than 30 mins late** please call. Other wise we may be gone from the daycare premises assuming your child is not coming that day.

## DAILY ACTIVITIES

Our day will consist of one or more of the following: Use and develop of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities pending the weather, active and quiet play, individual and group activities. This will all help in learning new ideas and skills, be exposed to a variety of cultures, and protect them from excess fatigue and over stimulation.

The Value of Play: Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skills, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, and run, use their Imagination, test themselves and challenge others, and above all to enjoy themselves.



## NUTRITION

Food for the children in daycare is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet 1/3 of the nutritional requirements, and snacks will include 2 items from the 4 food groups. We participate in the WECA food program. Weekly menus are on posted on the refrigerator and sent out via email.

We serve two meals and two snacks a day therefore; there is **NO** need to bring food with your child to daycare. If your child has any food allergies PLEASE make sure to put this on their enrollment form and bring substitute foods needed for them. A doctor's note must be signed and kept on file.

### EATING SCHEDULE

Breakfast is served from 7:00 am to 7:45 am.

AM snack is served from 9:30 am to 10:00 am

Lunch is served from 11:30 am to 12:15 pm

PM snack is served from 3:00 pm to 3:30pm

(After school children will be fed when they arrive.)

### NAPPING/REST TIME

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. We will provide children over the age of 2 with a cot and cover for naps; under the age of 2 you will need to provide a playpen. A non school age child can bring a small blanket or stuffed animal from home to have at naptime. Children that are not sleeping after  $\frac{1}{2}$  hour rest can get up to have quiet play, like books, puzzles, coloring, etc. If your child falls asleep they will be allowed to sleep for the entire nap time.

In order to reduce the risk of **SIDS** the following rules will be applied:

1. All infants under one year of age will be placed on their backs to sleep.
2. NO Pillows or comforters. Only a thin receiving blanket will be used, the infant will be placed at the foot of the playpen with the blanket tucked into the mattress and reaching only as far as their chest.
3. The infant's head shall remain uncovered at all times
4. When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleep position they prefer.
5. If your child is asleep when arriving I will arouse them a bit.

IF you have any questions about this or need further information please ask me or call the SIDS alliance at 1-800-221-SIDS or Back to sleep campaign at 1-800-505-CRIB.



## INFLUENCE OF DRUGS/ALCOHOL

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.

## COMMUNICATION

Each month you will be sent via email a newsletter and calendar. Each week a menu and our activities/songs/finger plays will be sent by email as well. A daily report is emailed during nap time to let you know what we have done for the day. Please check your email often for these items. If you don't have access to a computer please let me know, and we will print off what you need. If you need to call me, please keep in mind that the children are our top priority and you might get the answering machine, we will return your call as soon as possible.

Conference can be scheduled at any time by either the parent or provider. Also I can be reached in the evenings or on my cell phone if you need to discuss something with me.

Keeping the lines of communication open between us is in the best interest of your child. Letting each other know important information about your child and family is essential to us providing the best possible care for them.

## TERMINATION

Special Blessings Daycare requires a 2-week written notice prior to termination. At this time your last 2-weeks payment will be due whether your child attends or not. Terminations will not be accepted during a family or providers vacation time. We also reserve the right to terminate immediately or at any time for, but not limited to:

1. Failure to pay fees on time
2. Failure to comply with policies
3. Failure to attend regular hours as scheduled per signed contract
4. Lack of parental co-operation, communication, or respect for my business or my family.

We will work with you and your child as much as possible but ultimately we cannot put our business, the other children in our care, or our family in a compromising situation.



## HOLIDAYS & VACATIONS

Special Blessings Daycare will be closed and paid for all major Holidays including my birthday on September 23, & the Friday after Thanksgiving. If these fall on a weekend we will take Monday or Friday off instead.

Special Blessings Daycare will take 2 weeks unpaid vacation per year, and other days off will be needed for illnesses, family emergencies or even a personal day, these will also be paid days. You will never pay for more than 50 weeks per year, usually will be less, as I take some days off without pay too!

The operating expenses of Special Blessings Daycare are the same whether you bring your child or not. Therefore no deductions in the weekly fee will be made. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party.

## ALTERNATE CARE

In the event that daycare is closed it will be your responsibility to find alternate care. It is also a good idea to have alternate care for your child in case they are too ill and cannot attend daycare.

## ARRIVALS AND DEPARTURES

Special Blessings Daycare assumes full responsibility for your child once they are dropped off and signed in until they are signed out. So please make sure that we are aware that your child is being dropped off or picked up. Do not just leave without someone acknowledging you. Please call us if your child will be late or not attending for that day, otherwise we will call you within one hour of your regular drop off time. We will keep a log of the calls we have to make to you and if this becomes a problem it will result in termination.

Children should arrive at daycare with clean clothes (not pajamas), diapers, hair, face & hands, including fingernails cut, and ready for the day.

When dropping off or picking up children, remember to sign them in or out in the **RED BOOK** and put their belongings away.

We cannot release your child to anyone NOT listed on the enrollment form with out prior approval from you. You need to let me know if someone other than you will be picking them up, and they need to have a PICTURE ID with them.



## ENROLLMENTS

Enrollments are based on space available. The following forms will need to be returned prior to the first day of attendance or brought with you on the first day.

1. Enrollment form - pink
2. Health History - Golden rod
3. Immunization form - green
4. Parent & Provider Contract signed and dated - after 2 week trial period
5. Verification of policy handbook initialed and dated - purple
6. Transportation authorization - orange
7. Intake for child under 2 years of age - white
8. WECA food program enrollment form - red 2 part
9. Enrollment fee due with packet,
10. 2 week's payment due prior to child starting. (first and last week)
11. Health check form ( signed by child's doctor) - yellow (30 days to return )

## TRIAL PERIOD

There is a two-week trial period for each family. Either party may terminate this agreement within this period, via phone, in person, or letter, with or without cause. NO REFUNDS will be given during this time. After the initial trial period a 2 week written notice with pay will be required to terminate care.

## CONFIDENTIALITY

All of the above information will be kept confidential and will only be released to authorized persons such as but not limited to: State licenser, police department, Health and Social services, and my backup provider.

## TRANSPORTATION/FIELD TRIPS

By signing the contract and enrollment form you are giving your child permission to be transported as needed in case of an emergency only and allowing them to participate in all activities at the daycare whether on or off premises.

## SUPPLIED BY THE PARENTS

Breast milk, formula, bottles, diapers, pull ups, pack n play, small blanket, & pacifiers are to be supplied by the parents. Weather appropriate attire shall be kept at the daycare as needed: swim suit, light jacket, snow gear-hat, boots, mittens, snow pants and heavy jacket.



## HOURS OF OPERATION

Our hours of operation are from 7:00 am to 5:00 pm, Monday thru Friday, January thru December, with two weeks unpaid vacation. Please respect our valued family time and pick up prior to closing.

## RATES

See attached rate sheet, increases will be made and families notified in a timely manner.

## PAYMENTS

Checks, cash or automatic deposits from your bank, will be acceptable methods of payment. If return checks become a problem then I will require cash payments there after.

Payments are all on a prepaid basis; and due every Friday by 12:00 noon. Anything past that time will be considered late, including weekends, and holidays. All payments are appreciated prior to you or I going on vacation, or a holiday, post dating a check is fine. IN the event of illness, payment is due when daycare continues.

## ADDITIONAL COST TO YOU

Library books: if they become lost, torn, or destroyed, beyond repair, while you have them checked out, you will be responsible for the replacement cost or one similar to it.

Anything broken as a direct result of child misbehaving the parents will pay full replacement costs of the item(s).

Small claims court fees, my lawyer fees, and any other miscellaneous fees, will be charged to your account if we have to settle a payment dispute this way. This also includes all applicable late charges.

## HOLDING FEES

A holding fee of \$150 per month will be required (not more than 3 months) to hold a slot for your child to attend. You then have the OPTION of bringing your child to daycare for 2 days per week without additional payments. This will be based on space available only. This is a non refundable payment.

## TAXES

A W-10 form will be given to you by January 31.



## OUR PHILOSOPHY

We believe that self-esteem is the critical component to optimal growth in your children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development.

Just how well children learn to get along with others depends, to a large extent, on how they feel about themselves. If the adults who care for them have helped them to feel they are valued and competent, children are likely to be relaxed and friendly with others. Play is the way children learn about their world, themselves, and others, and the way they develop the skills and knowledge they will need to succeed in their lives. All children learn and grow in their own special way.

"Kids will be kids, and to be a kid they have to play, to play they sometimes get dirty, when they get dirty it means they are having fun, and when they have fun I have done my job!" - Christie

## MISSION STATEMENT

Special Blessings Daycare is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building socialization and self help skills that build up their self esteem, which is needed to succeed in all areas of life.

## OUR VISION

Every child/family that comes through our doors will be treated with love and respect so that when they leave here they will be able to pass on the love and respect to others that they were shown.

## RELIGIOUS PRACTICES

We sing songs about Jesus and the Bible, read Bible stories, and even pray for boo boo's as needed. We also say grace before we eat. If you have any objections to your child participating in any religious activities, please let us know so that other arrangements can be made for your child during this time.

## POTTY TRAINING

We require pull-ups to start potty training with for sanitary reasons. Then after 2 full weeks of being accident free **and** can tell me they have to go they may try regular underpants. Please make sure they have enough change of clothing here during this time. Also make sure they are wearing clothes that are easily pulled up and down. **No** overalls, belts, onesies, zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.



## QUALIFICATIONS

**Background:** I am happily married to Phil for 11 years now, and we have 4 kids between us: Joshua (23), Daniel (20), Taylor (15), and Garrett (8).

**Experiences:** I started my own home daycare in Massachusetts where I was certified through the government and worked there for  $2\frac{1}{2}$  years. After I moved to Wisconsin I worked at a local Daycare center for  $1\frac{1}{2}$  years. And then after the birth of my last child, I decided to continue with home daycare here in Wisconsin.

### **Qualifications:**

Mother of 4 children

Early Childhood 1 & 2

Infant & Toddler Care ~ 10 hours

SIDS Training & Shaken Baby Syndrome Training

Family Certification & Licensing ~ 40 hours

Infant/Child/Adult CPR and First Aid

Medication Administration

Nutrition

Mastering Business Issues - Tom Copeland - with Red Leaf Press

Administrators Credential from the University of - (18 credits)

WELMS ~ Wisconsin's Early Learning Module Standards - (1 credit)

Early Literacy in Childcare - (1 credit)

I also take workshops and training classes to keep up with my Continuing Education Requirements each year.

I am a board member for the Wisconsin Family Child Care Association (WFCCA) where I represent Monroe, Juneau and La Crosse counties. I am also a member of the Wisconsin Early Childhood Association.

We considered our last child to be a "**SPECIAL BLESSING**", and he is the reason I wanted to stay home and run my own childcare business. So I named my childcare "Special Blessings Daycare" **where every child is SPECIAL and a BLESSING to love"**

## INSURANCE

We carry homeowners, daycare liability, and vehicle insurance. We also carry insurance on our dog due to the limited access he has to the children and families entering our home.



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### WELCOME

Welcome to Special Blessings Daycare. We are licensed by the State of Wisconsin Department of Health & Social Services, to serve 8 children from the ages of 12 weeks to 12 years at any given time.

### DISCLAIMER

NO enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry.

### OPEN DOOR POLICY

We carry an open door policy - you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on the child's behavior and they may "act up" while you are here. Also if your child is having separation problems, it might make it difficult for them when you leave.

### WAIVER

"Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect". If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. And failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. Special Blessings Daycare reserves the right to make any policy or financial changes at anytime when it is in the best interest of the daycare and will not compromise the quality of the children's care. Any changes will be given a two-week notice.