

Wee Friends Daycare, LLC

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www.weefriends.org

POLICY MANUAL

Wee Friends Daycare is dedicated to celebrating the joy of children as they learn and grow. We especially look forward to sharing these experiences with your child. It is our hope to provide a home-like atmosphere for your little one where he/she can enjoy crafts, outside play, songs, food, stories and playing with other children. In order for us to provide the best environment possible, we ask for and encourage the cooperation of parents. You may feel free to make any suggestions at all, but it is necessary that you respect the rules of the daycare as well.

DAILY ARRIVAL AND TRIAL PERIOD The daycare opens its doors at 7:30am and closes at 6:00pm. Your child's time of care will be detailed on the contract. Please do not bring children early without first discussing it with provider.

If you are running late for drop-off, please call or text as soon as possible to inform us as to whether your child will arrive by your contracted drop-off time.

The first fourteen days of the child's care will be a trial period. If a problem arises within those fourteen days that cannot be resolved, either you or provider may terminate the agreement without further commitment. The Agreement is also subject to termination immediately by Wee Friends in accordance with Section 3 of the Agreement.

ATTENDANCE, RATES & FEES Parents are encouraged to use only the hours scheduled in their signed contract. Any changes must be approved ahead of time.

Registration Fee There is a non-refundable one-time \$30 registration fee (\$10 for any of your other children thereafter) to be paid at time of contract signing.

Full Time Rates for Daycare The rates for all children will be posted on our website at <http://www.weefriends.org/tuitionhours-of-operation.html>

Wee Friends Daycare will pay for all activity fees below \$20.00 per child

Parents need to indicate the hours that you intend to pick-up your child on your contract. If you pick-up after the agreed upon time, there will be a charge of \$1.00 per minute late fee. Please call and inform us if at all possible when you expect to be late.

The daycare fee is subject to change. Provider will give at least 30 days notice of any changes. The fee is non-refundable even if your child misses a day or more. Parent must pay for the entire week whether the child is here or not. There is no reduction in fees for holidays, sickness, inclement weather, or just taking the day off.

Parent is responsible for payment of the days that you have agreed upon for your child to attend daycare. If you need hours other than your scheduled hours, please contact provider in advance as soon as possible.

Parent is responsible for giving provider a written two week notice should you no longer need daycare for your child. Should you not give provider the two weeks notice, payment will be due in full for both weeks within two weeks of last date care was given. If provider has to terminate care, parent is responsible for the last two weeks tuition in full within two weeks from the termination date.

PAYMENT POLICY Parents agree that any fees incurred that week will be payable on Friday of each week.

Full time and part time fees are based on contracted days, not attendance, therefore parents are responsible for fees whether child attends or not. This includes sick days, statutory holidays and vacation time.

A penalty fee of \$35 will be assessed for any returned checks. If more than one check is returned, your account will be placed on a cash only basis. Please make all checks payable to: ***Wee Friends Daycare***.

Upon request, receipts can be given monthly.

ILLNESS POLICY / HEALTH DEPARTMENT REGULATIONS In the event that your child is sick and will not be attending daycare, please notify provider by telephone or text as soon as possible.

Parents agree to keep their child at home or seek alternate care arrangements for any ill child.

Per Health Department Regulations, no child may be admitted to a Daycare Home or Center with the following symptoms:

- * Pain - any complaints of unexplained or undiagnosed pain
- * Rash

- * Fever (100°F/38.3°C or higher)
- * Sore throat or trouble swallowing or hacking cough
- * Discharge from eyes and/or ears
- * Colored discharge from nose
- * Headache or stiff neck
- * Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.

The child will be kept at home until all symptoms have stopped.

- * Nausea or vomiting
- * Severe itching of body and scalp
- * Known or suspected communicable diseases.

It is **required** to keep (or take) a child home when the child:

- * Is suffering from one or more of the above symptoms
- * Is not well enough to take part in the activities at the daycare

Ultimately, the care of the child is the parent's responsibility. If your child is ill or becomes ill while in daycare, we will call for you to pick-up within an hour. We do this so as not to risk the spread of illness to other children. If you are unavailable to pick-up your child, you must arrange for another individual to pick-up as soon as possible.

Parents must inform the daycare within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect the provider's family as well as those whose families attend the daycare. Failure to do so is grounds for termination of care, in accordance with Section 3 of the Contract.

Should an emergency occur and either you or your alternates cannot be reached, Wee Friends Daycare will use its own judgment in seeking appropriate medical attention for your child.

Parents agree that a child will be symptom-free, **without** the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to daycare. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.

MEDICATIONS Under Maryland State Law, no medication can be administered to your child unless a "Physician's Medication Form" accompanies it. This includes prescription and nonprescription medications. Your child's name, the date and instructions for its use must be on the label and the medication must be in its original container. You must give your child's first dose of medicine prior to their arrival at daycare. Please bring your child's medicine in a bag and ensure that the bag has been clearly marked with the following: your child's name, the time the medication should be administered, the amount of medication to be given and where the medication needs to be stored.

Any minor scrapes and scratches will be cleaned with soap and water and bandaged. For anything

more serious you will be notified immediately. If there are any major emergencies, we will contact EMS immediately. If we cannot get in contact with you, Wee Friends Daycare will call the emergency contact on the card provided.

DISCIPLINE POLICY

Your child will be disciplined in a manner appropriate to the situation. This discipline is not abusive and does NOT include corporal punishment. Usual discipline consists of talking [redirection] and cooling down periods in the thinking chair (time out). If needed, we will have a conference to discuss behavioral problems and ways to solve them. Acceptable behavior is encouraged by giving positive verbal rewards. If your child continues to be disruptive, unruly or rude to staff, Wee Friends reserves the right to cancel this contract in accordance with Section 3 of the Contract.

LUNCH AND SNACKS Wee Friends Daycare will provide lunch for your child at a cost of \$3.00 per day. Alternatively, parents can provide a lunch for their child. If you choose to pack a lunch for your child, please inform us if the lunch sent with the child needs to be refrigerated. We will provide breakfast until 8:30 am and a morning and afternoon snack for all children over one. Parents must supply all food for children under the age of one. Due to children with severe peanut allergies, nuts and peanut based foods (such as peanut butter) are not permitted. Beverages are available all day.

NAP TIME All children under the age of 6, who stay all day, will have quiet time or lay down for a short rest or sleep period. Please explain this to your child prior to the start of daycare. Please do not ask us to keep your child awake all day. Both the children and provider need this time to recoup. If you so desire, you may send your child's favorite blanket or stuffed toy along with them for quiet time/naptime. Make sure your child's name is printed on the item. Rest period is usually between 1:00pm and 3:00pm.

TOYS Please do not send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time.

HOURS OF OPERATION, HOLIDAYS & VACATION Unless other arrangements are made, our hours of operation are Monday to Friday 7:30am to 6:00pm.

We will be closed on all Federal Holidays **and**:

Good Friday, the Day after Thanksgiving and the Day after Christmas

If you have any questions about whether we are closed or not, please feel free to call 240/271-3447.

Weekly fees include all sick days, holidays and vacation time - these are paid days. Refunds and credits will not be given for days when your child does not attend.

Our daycare will close for two weeks each year for vacation. One week paid, one week unpaid. Wee Friends Daycare will give you at least 30 days notice prior to this scheduled closing.

Provider Sickness/Emergency: If provider is not available due to an illness or an emergency, you will be notified as soon as possible that my substitute will be taking my place for that day. In the unlikely event that my substitute is unavailable that day, you will be notified as soon as possible so that you may make other arrangements for that day. Any sick day(s) that provider uses shall be deducted from her yearly personal leave accrual.

Provider shall receive five (5) days of paid personal leave on a yearly basis.

Parents are requested to give two weeks advance notice of scheduled vacation or other leave.

EMERGENCY PREPAREDNESS

With recent world events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

SHELTER IN PLACE - This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the daycare and the daycare may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.

EVACUATION TO ANOTHER SITE - This plan would be put into place in the event that it is not safe for the children to remain at the daycare. In this situation, we have determined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.

1. Site 1 is two doors down and is the home of our neighbor Dawn Griffin whom we have known for over 15 years. The address is 3205 Wood Avenue, Burtonsville, MD 20866. This site would be used if, for example, a tree fell on our home/daycare or in the event of a fire.
2. Site 2 is the Marilyn Praisner Library (0.8 miles or 3 minutes away by car). The address is 14910 Old Columbia Pike, Burtonsville, MD 20866. This site would be used if, for example, there was a gas leak or water main leak on our block and we needed to evacuate a few blocks down the road to safety.

In either case, I am able to be reached by phone/text at **240-271-3447** or email at kmcpeter1@hotmail.com.

METHOD TO CONTACT PARENTS - In the event of an emergency, parents will be called, a note will be placed on the door, and radio/tv stations will be alerted to provide more specific information if needed. You can also check for information on our website at www.weefriends.org or call or text my cell at 240-271-3447. Depending on the distance from our daycare, the children will walk if feasible or be transported to the alternate site.

PICK-UP POLICY Please notify the provider if an unauthorized person will be picking up your child. Written permission must be received before we will release a child to anyone who is not authorized on the registration form. In the event that a parent cannot be contacted, it is the policy of the Wee Friends Daycare to call an emergency contact should a child remain in care after your scheduled pick up time.

POTTY TRAINING If your child is old enough to potty train, Wee Friends Daycare will try to help you potty train them while they are in our care. Provided; however, Wee Friends daycare makes no warranties or representations regarding potty training. We do expect you to continue the training once you pick up your child in the evening. Until they are completely accident-free, Wee Friends requires that pull-ups or diapers be sent in addition to underwear as a daily measure. If your child requires a diaper, we ask that parents provide only disposable diapers and baby wipes. We cannot risk contamination of surfaces that other children touch if a child has accidents at daycare.

BASIC POLICY Parents will supply diapers and anything baby related, e.g., wipes, formula, pacifier, blanket, teething medication, bottle or cup. Wee Friends Daycare has plenty of sheets, playpens, blankets, etc.

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Good communication helps us work together in the best interest of your child.

Agreement on terms or arrangements. You should fully understand the terms of the contract and the policies and procedures, as well as the swim waiver and the transportation waiver that you as the parent are agreeing to.

Please try to indicate to your little one prior to enrollment at daycare that this is not only a fun daycare, but it is someone's home as well. We try to reinforce the rules our own children follow: No hitting, biting, pushing, kicking, etc. No throwing or breaking things. No running in the house or jumping off furniture. No leaving the house or yard. No name calling, teasing etc. No children are allowed in prohibited areas. No toys, money, jewelry, anything of value brought from home.

TERMINATION OF CHILDCARE AGREEMENT

Either party may terminate the child care agreement with two weeks written notice. Payment for the two weeks is to be paid, whether the child attends or not.

ZERO TOLERANCE Please do not come to daycare under the influence of alcohol or illegal drugs.

Provider may immediately terminate care for the following or other reasons:

- ◆ Failure to complete required forms
- ◆ Lack of parental cooperation
- ◆ Verbal or physical abuse of any person or property by parent, child, relative or friend (See Section 3 of the Contract)
- ◆ False information given by parent
- ◆ Child's inability/unwillingness to sleep during naptime
- ◆ Our inability to meet child's needs
- ◆ If a parent fails to abide by these policies, as outlined in this handbook (See section 3 of the Contract)
- ◆ Serious illness of child or provider
- ◆ If a parent does not make scheduled payments
- ◆ Excessive crying from the child
- ◆ Unruliness of a child (See Section 3 of the Contract)

CONTRACT AND POLICY MANUAL From time to time there will be revisions to the policy manual and to the contract. All families agree to sign a new contract within at least 30 days of their contract expiration period; however Wee Friends Daycare, at our discretion, reserve the right not to renew contracts. Wee Friends Day Care reserves the right to make changes in rates and policies, as deemed necessary. Parent will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least 30-days notice of any changes and parents agree to these changes or they may elect to cancel enrollment without penalty.

Parent is agreeing to pay for a position as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. The contract is a legal document obligating provider to supply a service to the parent and obligating the parent to pay provider for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/policy manual and realize that it is legal and parent(s) will be held liable for each item of the contract. By signing it, you are accepting it in all its terms.

We hope that the topics outlined above provide some sense of what we hope to accomplish and what expectations are from both the parent and provider. Please read over the contract and policy manual carefully. As always, please feel free to call **(240/271-3447)** or email kmc peter1@hotmail.com with any questions whatsoever. We are here to help.

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