

The curriculum and play is theme-based but maintains basic methods that I believe nurture children's learning. When it comes to learning new things, I understand and respect that children learn at different levels. I treat each child as an individual. The use of a highly recommended preschool observation and evaluation checklist helps keep you updated on their progress during their time here. These methods are exemplified in the activities we do with the kids.

*Our activities are in the fields of:*

- Creative and Process Art
- Science
- Movement
- Music
- Outdoor play
- Sensory activities
- Math
- Language and literature
- Yearly parent involved field trips, any suggestions welcome

(Bishop's Pumpkin Farm, Art Beast, Sacramento Children's Museum, The Zoo, and more)

Most children learn by doing themselves so I try to provide them with an endless amount of enthusiasm as well as tools to explore with. My childcare is filled with learning centers, educational toys (large and fine motor), games, musical instruments, books, dramatic play, and a computer (10-15 minute limit) with preschool learning programs. I provide a "circle time" daily that provides group activities where we cover areas such as the calendar, weather, some Spanish and Sign language, shapes, numbers and the alphabet through fun activities and reading.

For the first two weeks your child is enrolled and as needed , you will receive a short evaluation of your child so that you are kept updated on how and what they did that day, how much they ate, and what their mood was like.

## Average Daily Schedule

**7:30 AM** Children arrive, play music, and play areas set up: table activities or free time

**8:00 AM** Breakfast, free time in all areas

9:15 AM Clean up, Circle Time: Go over Calendar, shapes, colors, numbers, letters, sing songs, music time, a few daily stretches, large motor activities, sharing (Fridays), read stories and some hands on learning.

**10:00 AM** Snack

**10:30 AM** Free play: Indoor play or small group activity  
Outdoor play: Free play or group activities outside

**11:30 AM** Cleanup time, review what we learned today at preschool, reading, quiet play and half day program children get ready to go home.

**12:00 PM** Get ready for Lunch: Language and social development encouraged. Clean up from lunch, and read a story

**1:00 PM** Nap time

**3:00 PM** Wake and clean up from Nap

**3:10 PM** Snack and free play or group activities inside or out depending on the weather

**4:30 PM** Cleanup time, reading, quiet play and get ready to go home

Television is rarely used in my program. When fall and winter bring rainy weather, we try and do large motor activities inside to burn energy. If it is used, it is age appropriate (mostly educational) and will never exceed one hour.

This is just an example of our schedule during the day. We need to be flexible for everyone; therefore our schedule may change some days. Diapering is done as needed. Some children under 2 years may take two naps and I am open to that. We treat every child as an individual and know they may have different needs.

We try to have your child ready to go approximately 10-15 minutes before his/her pick-up time according to your contract. Please call if you are late for any reason so your child can join the group until a few minutes before pick up.

Parents should feel that they can discuss any concerns or needs for their child with the provider.

**JONIS CHILD CARE & PRESCHOOL POLICIES  
POLICIES ARE TO BE ENFORCED AT ALL TIMES**

**MEDICATIONS POLICY**

All prescription and nonprescription medication (including sunscreens, diaper rash cream, etc.) to be given or applied by the provider must:

- Bear the child's name & date.
- Be administered according to the label directions. Permission and specific instructions must be provided by the parent for each medication. The instructions should not conflict with the label directions and the form will be filed in the child's record file.
- Be stored in a plastic or zip-lock bag labeled with child's name. This is to avoid exchanging medication with other children.

Nonprescription medications, sunscreen & creams do not require approval of the child's health provider if it is administered according to product label and if parental approval is in writing.

An asthma inhaler or any medication that is used on an as needed basis should be given to provider with doctor's note, parent permission slip and inhaler in a clear marked zip-lock bag for storage. Replace when necessary. No medications will be given unless this procedure is followed. **DO NOT** give your child Tylenol or any other over the counter medicine before coming to my home. If the child is ill enough to need over-the-counter medication, the child could be contagious and we can't tell until it's too late. The provider will record administration of medication and will inform the parent of daily medication administration.

When no longer needed, all medications will be returned to the parent.

**ILLNESS POLICY**

Listed below are other rules that need to be enforced regarding most illnesses. This information has been provided and treatments are suggested by the Sacramento County Health Department and BANANAS. I will have all children wash hands after arriving every morning to prevent germs from spreading.

**Children who have the following symptoms or illnesses may not attend my program:**

**FEVER:** over 100 degrees

**VOMITING:** Keep child isolated and out of child care for 24 to 48 hours or until seen by a physician. Feed clear liquids for the first few hours (1 tbs water at a time) until child can keep it down. Then try to give Bananas-Rice-Applesauce-Toast diet. Don't neglect fluids during this time; this is when dehydration sets in.

**SYMPTOMS and SIGNS OF SEVERE ILLNESS:** Such as unusual lethargy, uncontrolled coughing, irritability, ear infection, persistent crying, difficult breathing, wheezing or other unusual signs until medical evaluation indicates inclusion. (Physician Verification Form available)

**INFECTIOUS DIARRHEA:** There are 5 types of Diarrhea a child can get. Keep child home until stopped, no matter what reason the child may have the Diarrhea. There is usually a virus is present and only in rare times can food cause this.

**INFECTIOUS PINK EYE/CONJUNCTIVITUS:** This sign begins with red, tearing eyes that may hurt or feel itchy, swollen lids, thick yellowish discharge. Remember to have a physician check if you are not sure. I suggest that if you feel that this is caused by allergies, you get the child's physician to diagnose and release the child back to child care. There are drops for allergies too. Remember to have the physician sign authorization to administer any and all prescribed medication. With viral pink eye, drops or cream

are normally not given but child should stay out of care 3-5 days or until symptoms are gone. For Bacterial pink eye, drops or cream are normally prescribed and child can return 24 hours after the first dose of drops have been given.

**HAND FOOT & MOUTH & IMPETIGO & THRUSH & CROUPY COUGH:** Take child(ren) to their physician to diagnose the condition and follow his/her instructions. Again have the physician authorize to administer any or all prescribed medications.

**HEAD LICE:** Treat immediately. All dead and alive eggs and bugs lice removed; sometimes this takes more than one treatment. Treat all children's bedding and use (RID) on soft furniture and carpet. Bag all items in the child's room for 2 weeks instead of spraying. Child can't come back to childcare unless all eggs are removed from the hair.

**CHICKEN POX:** See Physician. Must have all blisters scabbed over without any fluids. This usually takes 1 to 2 weeks depending on the severity of the case.

**UNSPECIFIED RESPIRATORY ILLNESS:** Severely ill children with the common cold, croup, bronchitis, pneumonia, otitis media (ear infection). Children should be kept out of care until child is feeling well enough to participate *without over the counter medication* and mucus is clear.

**ANY OTHER COMMUNICABLE DISEASE:** (tuberculosis, etc.)

If your child has any of the above conditions, they will not be allowed to return to my program until he or she has been symptom-free for a full 24 hours. I will not send a child home who has a common cold, unless accompanied by a fever or other worse symptoms. If your child becomes ill during the day, I will call you to come and pick them up from care. I expect you to be able to pick up a sick child as soon as possible once you are notified. If your child becomes ill or has been diagnosed with a contagious illness or parasitic infestation, please notify my within 24 hours even over the weekend or holiday.

These are just a few examples of illness and others will be considered when needed. Caregiver CANNOT meet the needs of the children when ill. When children are coughing, sneezing they are spreading germs that could possibly make all of us ill.

We as adults must understand that the health and safety for our young is a priority. At times we have circumstances such as employers that are not sympathetic to our responsibilities as parents. However as difficult as this is, I, as a licensed child care provider will abide by the rules and regulations of Sacramento County, as well as the Red Cross. I urge all of you to have someone that will take care of your ill children when needed. PCOE is a referral agency that might still have someone that cares for sick children when needed. The cost is the responsibility of the parents. I still will be paid when children are ill (see contract).

Please note: I ask you to use your best judgment in deciding to bring a child who may be ill to my program. Please consider the health of the other children, my family, and me. If a child repeatedly comes to my program ill, it may be grounds for ending our contract.

The provider will not be teaching any form of religious education while children are attending our family child care home.

A culturally diverse environment will be provided for all children and the provider is willing to adapt to the needs of every child.

Parent(s)/Guardian(s) must fill out all forms completely. All necessary information must be provided. Immunizations records should always be complete and kept current. Please list all child's allergies including food, bee or insect allergies, medical conditions that are crucial to proper child care such as asthma, diabetes, etc. Provider must always have name of child's doctor, dentist, telephone numbers and medical group information. Complete information of all persons with permission to drop off or pick up the child(ren) from my home.

It is fully the Parent(s)/Guardian(s) responsibility to notify the provider of any and all changes in the enrollment and emergency information forms such as new address and any new phone or place of work information. This includes any information pertaining to your child's health or welfare such as any new medical conditions or family custody changes, etc. In case of emergency it is urgent that the provider can reach a parent(s)/guardian(s) or emergency contacts at all times that the child is in care.

### **POTTY TRAINING**

We will gladly assist in potty training once you and I agree that the child is physically ready. It is important to follow a consistent potty routine both at home and in my program. Potty training is encouraged and not forced. During this process, you will need to supply extra clothing and training pants.

### **HOLIDAYS & BIRTHDAYS**

We celebrate birthdays and most traditional holidays. Please make prior arrangements if you would like to bring anything to share on these special days. **No nuts of any kind please.**

### **TOYS**

Toys may only be brought from home during sharing day. This will be the last day that your child attends care each week. Your child may bring a book to share any day of the week. If your child brings toys, I will not be responsible for lost or broken toys that your child brings to my home.

### **CHARGES FOR DAMAGES**

If a client's child intentionally or deliberately damages an item, the client will be responsible for the cost of the damage as determined by the provider.

### **NAPS AND QUIET TIME**

All children will take a nap or rest each day between 1 – 3 pm. You may bring a special blanket or other security item for naps. Younger children may have 2 naps if needed.

### **WALKS & FIELD TRIPS**

The provider has a form to be filled out by the parent(s)/guardians(s) that addresses walks in our neighborhood. As far as field trips are concerned, the provider encourages parent(s)/guardian(s) or a chosen adult participation but if they cannot attend, the provider will have an assistant stay back to care for the children that can't attend with a parent or guardian. While on the field trip parents are responsible for their own child(ren) the entire trip. I will use the supply fees to help pay for most field trips for the children enrolled. Parents or other family members will be responsible for paying for their own fees.

### **FIRE DRILLS**

Once a month we conduct a fire drill with the children. This is required by the Roseville City Fire Department. We make it fun and read stories about the importance of safety.

### **MANDATED REPORTER**

---

I am a state-mandated reporter and am required to report any suspected cases of physical or sexual abuse or neglect.

### **DROP OFF AND PICK UP**

It is a requirement to sign your child in and out daily with the forms provided.

It is also required at time of drop off to inform the provider of any incidents such as minor scrapes, etc. that the child may have just so we are aware. If they get hurt for any reason while in care we can inform the parent/guardian as well.

Please notify me immediately of any changes in name, address, or phone numbers of the people who are authorized to remove your child from my care. If I am not familiar with this person, they are required to show valid photo ID before taking your child for care. If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give me a copy of the court order.

The Fire and Life Safety Requirements require that licensed providers keep a "door handle that children can open from the inside with one single action". **At pick up, children are usually happy to see their parents and eager to get home and head for the door when the parent/guardian arrives. After you enter my home, please stay with your child at all times until you walk them out to your vehicle. For liability reasons and the safety of your own children, please DO NOT LET THEM OPEN THE DOOR AND GO OUTSIDE ALONE (EVEN IF IT'S ONLY IN THE COURTYARD).**

**Drop off and pick up times are an important time for all parties involved and should always be kept to a 3-5 minute time frame. I, the provider, am also guilty of taking longer because I enjoy talking with parents and this can be distracting for the children that are in my care. Let's work together to keep our drop off and pick up 3-5 minutes. This is in the best interest of the children in my care. This is not to be confused with the open-door policy. You are always welcome to check on your child anytime while they are in my care. If you choose to stay any length of time, you are welcome to participate or help with the children. I, the provider will continue as usual with the program. Please call or set up a time for us to meet after hours if there is anything that you would like to discuss with me.**

### **WHAT TO BRING**

Parents please provide adequate clothing for your child(ren) that can be left at the provider's home. Please have an extra set of play clothes (clothes that can get dirty) in the child's cubby at all times. If the child naps and has a special blanket, etc. that they sleep with, please bring it and I will send it home every Friday to be washed and please bring it back on Monday.

Remember children learn well when they don't need to worry about getting clothing soiled. The provider is NOT responsible for torn or soiled clothing.

Please remember the following items:

#### **SUMMER**

Sandals – Suit  
Sunscreen  
Water play clothes

#### **FALL**

Sweatshirt or Coat  
Rain Boots  
Lip Balm

#### **For Infants**

Diapers  
Wipes  
Diaper Rash Ointment

#### **YEAR AROUND**

Extra Underwear  
Extra Clothing

## **PARENTAL INVOLVEMENT**

Parent(s)/Guardian(s) are responsible for staying actively involved with their child(ren)'s childcare program. Communication between parent/guardian and the provider is vital to a successful relationship. The parent/provider relationship must be one of mutual trust, honesty and respect. Please notify me immediately of any concerns or problems in the care of your child.

To keep you informed the following *may* be provided:

- Daily or written reports
- Newsletters
- Web site- [www.jskids.net](http://www.jskids.net)
- Digital photos (with permission)
- Attend family functions when invited

As parent(s)/guardian(s), please:

- Communicate with me regularly about child's physical, emotional, social, and intellectual growth.
- Keep me informed about any change in the child schedule, routine, or home environment. I will do the same for any changes in the child care business that affect children.
- Notify me about any allergies or other health issues that the child is experiencing.
- Provide me with any special written instructions for the child as needed; example, about eating, napping, toilet training, etc.
- Provide any information about a child that will allow me to provide high-quality care, such as an I.E.P. or other plans or assessments.

THANK YOU FOR YOUR COOPERATION AND I LOOK FORWARD TO A SUCCESSFUL AND REWARDING REALTIONSHIP WITH YOU AND YOUR FAMILY.

## **AGREEMENT**

I fully read and understand the information provided regarding rules and regulations and I am willing to comply by signing the agreement page. A copy of this handbook is to be kept by the parent/guardian and used as a reference guide. Any changes or updates such as fees, new regulations, etc. will be printed and given to each parent/guardian to add to their handbook. Any questions concerning the information in this handbook should be addressed before enrollment or as soon as a need arises.

Signatures required upon enrollment.