



Day Care Policy

Registration Fee

An annual fee of \$150.00 per child (non refundable) will be charged at the time of enrollment. This fee enables this child care home to repair and replace worn or used items such as bedding, craft supplies, toys and much more. Your child will directly benefit from this fee. The fee will be due at the end of June of each year.

Trial Period

To assure that the child care arrangement is a good match for the child and the provider: there will be a two week trial period. At the end of this period, either the family or the provider may terminate child care for any reason without notice. I retain the right to terminate this contract immediately in the event of destructive, uncontrollable, or violent behavior or failure to cure nonpayment within five days past due.

Attendance

The agreed upon rate in Section "Rates and Fees" is payable regardless of whether the child actually attends the daycare on the days.

Repeated late pickups can result in termination of this agreement by the Provider.

In addition, a fee of \$20 will be charged at 5:01 and additional \$5 for every minute if parent is late in picking up their child. Fee is due at the time your child is picked up.

If your child has not been picked up within 15 minutes after closure and I have not heard from you I will begin to contact the emergency contacts on your enrollment form. If no one can be located within one hour, I will contact local authorities/social services to pick up your child.

Payments

The payments can be made online. kidkare.com after enroll your child. Also you can set up an automatic payment so you won't have to be worry about writing checks every week.

You may choose from the following payment options: (all payments are due in advance)

Weekly: Payments are due Friday morning for the following week

Bi-weekly: Payments are due Friday morning for the following two weeks.

All payments must be made weekly throughout the year or until daycare services are terminated. A four-week notice is required for any service termination.

If you prefer to pay only for the weeks when the daycare is open, please visit our website to review the pricing options.

Payments are promptly due on the terms of Section "Rates and Fees". **(Friday before for the following week)** If a payment for childcare is late, a late fee for the amount of \$ 50 per day will be assessed.

Repeated late payments can result in termination of this agreement by the Provider.

Any returned check fees will be the responsibility of the parent. If the bank returns a check(s), the Provider reserves the right to demand that all future payments be made in the form of cash only.

Termination of Services

Either party may terminate this contract, or the childcare services specified within, provided 4 weeks notice is given.

The Provider may terminate the agreement immediately in the event that the child's behavior endangers the other children or the Provider.

The Provider may also terminate the contract early for repeated violations of this agreement by the parent.

Holidays

Falcon Day Care operates Monday through Friday from 7:30 a.m. to 5:00 p.m., except on the following dates when we will be closed, and no services will be available.

- Martin Luther King
- President Day
- Memorial Day and Friday before
- Two weeks during the summer (specific dates will be posted on the annual calendar)
- Independence day.
- Labor Day and Friday before
- Juneteen
- The week of Thanksgiving
- Christmas and New Year (2 weeks)

Additionally, the center will observe 9 professional development, personal days throughout the year. These dates will be announced in advance and posted on the annual calendar.

Vacation

When I am on vacation, I will provide a qualified substitute to ensure continuity of care. If a substitute is not available, the daycare will be closed, and no charges will apply for that time. Families will be notified at least one month in advance, and vacation dates are typically included in the annual calendar. Professional days may be used to cover part or all of the days the daycare will be closed."

This situation is expected to occur only rarely, as it is not common (it haven't happened yet), but it must be outlined in the policy in case the need arises.

Clothing and Supplies

Children must arrive clean, dressed, groomed, and ready to begin their day. Please dress your child at home in sturdy, comfortable clothes for play. A complete change of clothes including extra socks and a jacket must be provided for each child. Children must wear a easy put in and out shoes. NO shoelaces shoes, no sandals.

Each child will have a storage box that they can leave extra clothes.

In the event that your child intentionally causes damage to my property or theft occurs you, as the parent will be responsible for compensation.

Please do not send your child with something so valuable that it cannot be replaced.

Do not bring toys to the day care.

Parents must provide sunscreen for their child. During summer months and nice weather please apply sunscreen to your child before you arrive. I will reapply according to our activity and manufacturers recommendations. Please provide a sunhat for your infant. Infants will have outdoor playtime.

Meals and Snacks

The children will be served Breakfast, Lunch, and Snacks each day provided the child is in care when the meal is served. Nutritious, well-balanced meals will be served, offering the children a healthy variety. Each child will have access to juice/water through out the day. If your child has food allergies, changes will be made to the menu as needed.

Breakfast is served at 8:30, lunch at 11:30 and afternoon snack at 3:00. Food served will be nutritious and delicious and meet your child's daily nutritional requirements for the meal or snack served.

For infants that have only breast fed it will be an easier transition for your baby if you begin introducing a bottle at least two weeks before care begins.

When you feel your baby is ready to begin the transition to a cup or sippy cup please talk with me so that we can work together on this process.

Nap Time

Infants and toddlers will be provided with a crib or play pen National Safety Standards. They will form their own sleeping and waking patterns. No blankets and toys in the crib.

Preschool age children will have a rest on a nap mat with a sheet and blanket. If older children would like a rest or need a rest they will be provided with a nap mat, sheet and blanket. If preschool age children (and older) do not fall asleep after 30 minutes they will be offered an age appropriate quiet activity. Rest time in the home is from approximately 12:30 pm until 3:00 pm.

Substitute care and parent back-up

In the unlikely event that I am too ill to care for your child I will notify you by 6:00 am. Most of the cases.

Day care will close.

In case of illness in my family or an emergency situation, I will not be able to care for the children usually in my care. If any child care home will be closed, I will give notice so you can make other temporary arrangements. When requested to do so, I will help locate a substitute, but offer no guarantee of success. It is requested that you make plans for a back-up child care arrangement at this time. Then, if the situation arises, you will be inconvenienced as little as possible. I rarely get sick, so it is highly unlikely that this will happen.

I will try to provide substitute care when I will be away from the home for my own or my children's pre planned personal appointments. They are familiar with the policies of the home, regulations and the children. In the event of an emergency I will notify you and you will need to find care on your own.

Personal and professional training days.

Provider might take 9 paid days sick leave or professional leave in a year calendar. Provider is free to decide how to use those 9 days on her own discretion. Parents need to have a back up for those days. You will be notified in advance.

Potty Training

When your child is in diapers you will need to provide diapers, diaper wipes, diaper rash ointment/cream,

diaper disposable bags and extra clothing.

When your child begins to ask questions about using the toilet and is able to dress and undress unassisted and we both feel the child is ready we can begin toilet training. If the child has success in potty training at home the provider may attempt to provide assistance to the potty training process at their discretion during the daycare. You will then need to provide pull ups and plenty of extra clothes. I do not have a specific method I use as my experience has shown me that each child's experience is unique. It is important for all of the child's caregivers to be consistent with the toilet training.

The Parent / Guardian agrees to keep the child in diapers or "pull-ups" until the child has demonstrated the ability to remain "accident-free" for a period of at least 4 weeks at home.

Parties

Invitation to private parties may NOT be distributed at school unless EACH child in the daycare is included. If only a select few children are invited, please mail the invitation. Please be advised that for daycare policy we are not permitted to provide addresses for current or former students. We can provide phone numbers so you can communicate to each parent regarding the party.

Child's Illness

If the child is exhibiting any of the following symptoms, he won't be accepted for care that day and alternate care arrangements should be made.

Fever of 99.5° or higher, vomiting, diarrhea, coughing, running nose (green)

If the child begin to exhibit any of the above symptoms, the Provider may notify the Parent / Guardian and request an immediate pickup of the child. This policy is implemented to ensure the safety and well being of the other children in the daycare and the Provider.

Your child will need to be free of fever or diarrhea for 24 hours before they can return to care. If your child has been put on antibiotics they will need to wait 24 hour before returning. I reserve the right to request a statement from the child's health care provide.

If your child requires medication you and the health care provider will need to complete the required authorization forms. The medication will need to be in the original container and given directly to me. It will be stored inaccessible to children.

In the event that your child becomes ill and needs to leave care you will be asked to come pick up your child within one hour. If your child is injured and requires medical attention you will be notified immediately. Small bumps and bruised are an every day event for most children at some point in their lives. If you would like to be notified each time please let me know and you will be notified. Otherwise you will be notified at the end of the day. Other emergencies will be handled on a case by case basis. The provider reserves the right to refuse care to any child deemed to be to ill to be in the child care home. There is no rebate of fees for sick days.

My own children is fully immunized. I accept children into care that may be exempt from some or all immunizations. Be advised that your children may be in care with children that are not fully immunized.

Guidance Policy

In Falcon Day Care the children who are too young to understand natural consequences will be redirected to an acceptable activity. Older children will be given choices that clearly explain the consequences of their actions. I try and catch children doing something "right" and celebrate their good choices.

The technique of "timeout" will be used in the event the child misbehaves. The Provider will use the opportunity to explain why the child's actions were inappropriate and to give the child time to reflect upon their actions. If a child becomes abusive or poses a danger to the other children, the Provider reserves the right to require immediate pickup and / or terminate this agreement in the interest of safety.

Use of Media

We watch G rated educational videos to complement the learning. Children will not watch TV, except for the special occasion movie on holidays. There is a computer available. Children will be supervised while using it.

Child Release Policy

Children will be released only to persons listed on their enrollment form. Anyone not known to the provider will be asked to provide an ID. If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show ID.

If someone attempts to pick up your child and they are not authorized 911 will be called.

A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. I will need to have a copy of any court orders.

If you or any other person arrives to pick up a child and appear to be under the influence of drugs or alcohol I will encourage you to let me call someone to come get you. If you leave with your child I will call 911 and report you. If you pick up your child and you prefer to stay in your care and send a minor to get your kid, please let me know you are in the car.

Natural Disasters

In case of fire, the children and the provider will leave the home and gather at the front neighbor's house. If we have to leave the area and you arrive and no one is there due to an emergency we will be at the Safeway on Woodman and McLaughlin Rd. If that location is not safe the back up location is Walmart on Woodman and Meridian Rd.

In the event that we have an emergency that causes evacuation there is an emergency kit in the car that contains food, water, blankets and emergency numbers for the children.

For emergencies that require that we take shelter in the home there is an emergency preparedness kit in the basement that contains food, water, flashlights and activities.

In case of tornado the children and the provider will be moved to the bathroom.

In case of flood the children and the provider will move to a high level and unless instructed to go elsewhere by emergency officials.

Update Policy

Provider has the right to change policy any time. You will be notified. It is recommended to read the policy every 4 months.

Update on Health & Immunization Forms

The Health Status Form, Immunization Form, and Over the counter Medication Form must be updated annually for children under the age of 7 and every three years for children ages 7 and older. The Immunization Record must be updated according to the age requirements of your child as stipulated by the Health Department.

Services offered for children with special needs in compliance with the Americans with Disabilities Act.

In compliance with the Americans with Disabilities Act. My home can not accommodate a child in a wheelchair. I am not able to provide transportation to and from therapy sessions

All children will play outside daily, weather permitting. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside.

Children will never be exposed to second hand smoke in the home or car. If visitors to the home smoke they will not be allowed to smoke in the home or play yard.

In the event that the weather turns bad during the day please come as soon as it is safely possible, please give me a call to let me know. Your child will be well cared for until you are able to arrive.

Suspected or known child abuse should be reported to El Paso County

Complaints about a family child care home can be made to The Division of Child Care at 303-866- 3755 or 1-800-799-5876. 1575 Sherman St. Denver Colorado 80203.

The official Rules Regulating Family Child Care Homes can be obtained at the Division of Child Care 1575 Sherman St. Denver Colorado 80203, or at www.cdhs.state.so.us/childcare or <http://www.sos.state.co.us/CCR>

I regularly receive emails updating me on current recalls. I regularly check my equipment for safety and value any input and knowledge you may have.

Community Resources

Check www.falcondaycare.com under Community Resources tap.

Early Childhood Development Curriculum

Practical Life
Sensorial activities
Mathematics
Language
cultural
Extracurricular activities

Getting to know our families

We builds a positive relationship's with our families by being familiar with their unique characteristics, strengths and issues important to each of them.

To develop partnerships with the families we create a welcoming environment and opportunities for involvement.

We gather information during the enrollment process by asking parents questions and collecting the following items: enrollment form, health history, child's and family background information. All the data is kept strictly confidential. We only releases your

information under your authorization.

In addition we schedule visit days to meet the family members and create a

smooth

transition for the enrolled child.

We have an open door policy. Parents and family members are welcomed at all times.

Our friendly entranceway provides an attractive and cozy area for families to ease transitional times.

Communicating with Families

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's daycare.

Telephone calls, e mails, texting, personal conversation at pick up time.

Families Involvement

Families are welcome to participate in the class activities and day events.

We have a annual Graduation event, talent show where kids and parents participate

Ways to participate in the day care is:

Sharing their culture or Participating in the class activities or field trips

Health Law Requirements

A complete physical examination is required by state law. It must be within 30 days prior to enrollment if the child is over 6 months old and within 15 days if the child is under 6 months old.

An updated physical examination is required yearly,
on the expiration date of the current physical.

Your child will be excluded if their physical has expired until an updated physical has been submitted.