

Room For Babies  
Daycare

Parent Handbook  
My Footprints  
Tiny Footprints  
Leave their impression  
On the world.  
Our hopes,  
Our dreams,  
Our Future lie within  
Tiny Footprints.

2618 Kuskokwim Ave  
Fairbanks, AK 99709  
(907) 452-2337

## **Philosophy:**

One of the most important gifts that children in our care receive is the love of learning. We believe the best way to do this is by providing time and opportunity to let children explore, discover, and experiment. They will learn from positive experiences with other children, and their caregivers.

We believe in respecting children and teaching respect of others in return. This respect includes providing developmentally appropriate activities corresponding to their developmental abilities and encouraging growth in all areas. We will strive to give them time to explore and discover, by direction and suggesting ways to interact with others in a positive manner.

We also believe in the importance of active play. The children will use large motor skills to run, jump, climb, etc. There will be activities to promote the development of small motor skills too. As they participate in active play, learning through songs and activities, their intellect will grow.

## **Enrollment and Rates:**

We are open from 7 am to 6 pm, Monday through Friday

**Rates affective October 1<sup>st</sup>, 2014**

*These rates are good for 9 and half hours of care. If you need more there will be an additional cost.*

### *Monthly Rates*

Infant(6 wks – 18 m) \$825

Toddler(19 m – 36 m) \$888

Preschool age(37 m – 6 yrs) \$675

School age(7 yrs – 12 yrs) \$639

Military/Veteran discount of \$25

We except children from ages 6 weeks to 12 yrs and have a capacity of 12 children.

There is a \$35 fee for any NSF checks and a \$25 late fee for any payment received after the 5<sup>th</sup> of the month.

## **Waiting List:**

If the daycare enrollment is full, children can be put on a waiting list. When an opening occurs families on the waiting list will be called based on the date put on the waiting list.

## **Leave/Absent Policy:**

When families are on vacation tuition is due by the 1st of the month regardless of attendance.

Children maybe refused admission or dismissed for the following reasons:

- ~ Child has a serious contagious illness. The child will be readmitted after treatment and a note from the family doctor. ( See Health Regulations)
- ~ Parent's failure to pay tuition and fees as verified by our policies.
- ~ Parent's failure to adhere to policies and procedures outlined in this Handbook and Service Contact.

**Admission:**

Room for Babies Daycare does not discriminate on the basis of race, color, national origin, or religious belief. We look forward to a rich ethnic diversity. Admission priority will be on the waiting list and enrollment dates. If there are vacancies throughout the year we will pull from the waiting list.

A parent and child visit will be required before enrollment takes place.

**Family Responsibilities:**

We will provide breakfast, lunch, and two snacks. If parents don't agree with the formula served they will need to provide their own.

Diapers wipes, pacifiers, bottles, and any over the counter/prescribed medications need to be provided by the parents as needed.

A washer/dryer is on premises. Any wet, soiled, or muddy clothes can be cleaned on site. To help with returning clothing to the correct child we ask that you put the child's name or initials on all clothing. Also if there are any known allergies to detergents or fabric softeners, please let us know.

We supply clean blankets for rest times. Blankets stay here and will be laundered weekly (unless washing is needed sooner). Children may bring a small pillow or blanket for nap time.

**(Please do not allow your child to bring toys, money or any object from home other than comfort items to sleep with. They can cause fights and arguments between children and can also be dangerous to smaller children. Thank You!)**

**Equipment and Clothing:**

Please mark all coats, hats, mittens, etc with your child's name or initials. Children must bring an extra outfit to be kept at the daycare. (in case of mishaps) During the winter months outdoor foot wear will be removed at the door, so please provide indoor shoes. Indoor shoes maybe stored at the daycare. Dress child for active play.

**Tuition and Fees:**

A tuition schedule is set each year. Monthly tuition is due no later than the 1<sup>st</sup> of the month. If tuition has not been paid by the 5<sup>th</sup> of the month a \$25 late fee will be assessed per child. If your child's tuition is past due by 15 days your child's enrollment will be terminated. Bi-monthly payments must be paid on or before the 1<sup>st</sup> and 15<sup>th</sup> of the month or a late fee will be assessed per child. If you are withdrawing your child, a one month notice or one month tuition is required. Variations will be allowed, upon the discretion of the owners. If collections services are necessary the parent will be responsible for any and all fees.

**Visitors:**

We have an open door policy for the parents and families; all parents of the children are welcome to visit and participate at their convenience. Scheduled parent participation is encouraged. Other visitors need to be OK'd by the owners and I.D will be required when they arrive.

**Schedule:**

We are open Monday – Friday 7am – 6pm

**CLOSURES**

~Labor Day – September (Monday)

~Thanksgiving Holiday (Thursday and Friday)

~December 24th through January 1st (May vary with calendar)

~Memorial Day (Monday)

~July 4th Week (This will vary with calendar)

The monthly tuition takes these into account so there will be no adjustments made to tuition for the months these holidays fall in. If there are any unscheduled closures due to illness or emergencies there will be a credit for the following month – no refunds.

**Transportation:**

We are not responsible for transportation. Transportation can be arranged with other parents (car pool). If your child is going home with someone other than persons on the enrollment form, please notify the daycare. I.D will be required for anyone, other than the parents, picking up the children. Children will not be released unless this procedure is followed.

**Owner/Parent Communication:**

Every effort shall be made daily to communicate with parents when they drop off and pick up their child. If there has been an unusual or special circumstance during the day. This information shall be passed on to the parent(s) verbally or in a written note.

**Reporting child abuse and neglect:**

An important factor in providing care to young children is ensuring their health and safety by protecting them from abuse and neglect. The owners of Room For Babies Daycare are mandated reporters of any suspected abuse or neglect per Alaska State Law.

**Touching and Nurturing:**

Physical touching is an important part of care and nurturing of young children. Children feel loved, accepted, and supported through sensations of touch by nurturing adults and peers. However, physical touch should be respectful of a child's body cues, and only occur with their permission. We are sensitive to a child's responses and requests for physical interaction, and model appropriate nurturing touches. Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults' and other children's touch preferences.

## **Health Regulations:**

If a child becomes ill during the course of the day or an emergency arises the caregiver will be responsible for the care of the child until a parent or emergency contact arrives. Please provide phone numbers for yourself and emergency contacts listed on the enrollment forms. **Children with sore throats, fever, runny nose, persistent cough, diarrhea, rash, nausea, or upset stomach within the past 24 hours should be kept at home.** The caregiver should be notified if your child has a contagious disease/illness, so that parents of the other children can be notified of the possible exposure. The caregiver will send a child home if signs of illness are detected. **Please give your child a chance to recuperate at home after an illness. Do not send the child to daycare unless they are showing no signs of illness for 24 hours.**

In addition, please let the caregiver know of any changes in the child's usual routine (shots, visitors, illness, or death in the family, etc.) if your child has an allergy or any other medical conditions, please advise the caregiver.

The owners of Room for Babies Daycare are CPR and First Aid Certified  
Room for Babies Daycare is a non-smoking building.

## **Medications:**

Room for Babies Daycare does not provide any medications for children. When your child is taking medication of any kind, including over the counter medicines you must sign a permission form so we may administer medications as directed. For rash creams, sun block, bug sprays parents can submit a ongoing permission form for as needed usage. Prescribed medications must have a label with prescribing doctor's name, specified time period of administration and dosage amount. Medications must be prescribed for the child it is intended for. All over the counter medications will be given per manufacturers recommended dosing. Medications are provided by the parents, and administered by caregiver on duty. Medications must be given to the caregiver, not left where children can get them.

## **Cleanliness and Sanitation:**

The goal of Room For Babies Daycare cleanliness policies and procedures is to maintain an environment that minimizes risk of contraction or spreading of illnesses. Maintaining a clean sanitary environment is the responsibility of the caregivers through out the daily use of approved products.

## **Substitute Caregivers:**

If the occasion arises that we need a substitute, emergency, or volunteer caregiver, they will meet all state qualifications to watch children. However, during scheduled/unscheduled closures it will be the responsibility of the parent/guardian to find other arrangements for childcare.

## **Television/Computer Usage:**

We rarely watch television and it tends to be a treat at the end of a week or during the long winter months. Children will not be sat in front of the T.V. All day and will not be watching more then an hour and a half a day.

**Cold Weather Outdoor Play:**

We do require all children to have appropriate cold weather gear to participate in outdoor play during the winter. If the temperature drops below -19 or the wind chill makes it colder we will stay inside and participate in indoor activities. During the Summer months we will be outside as much as possible.

**Behavior Guidance:**

For all ages we practice redirection to correct any undesirable behaviors and reward with positive reinforcement when they do something good. As children get older we do implement time outs according to their age (1 minute for every year of age). We give children every opportunity to correct behaviors and if it gets to a point where it is disruptive or dangerous to other children or caregivers, we will sit down with parents to formulate a plan to correct the behavior. Parents will always be kept informed of all behavior positive or negative.

**Field Trips:**

When we go on outings away from the daycare we will always get written parental approval, and may request car seats when needed. Parents are always welcome to join us on any field trip we take. Parents will always be notified of any outings scheduled. Notes will be left on the front door and on our answering machine with a contact cell number to be reached at.

**Household Pets:**

At this time we have a 45 gallon fresh water fish tank located in the entryway. We also have a hedgehog named Bo who is in a cage in my oldest daughters room.

There is no smoking in or around the building.  
There are no poisonous plants in the building.

At this time there are no firearms in the building. If we ever do have them in the building parents will be notified and they will be stored unloaded, locked, ammunition separated, and out of reach of any child in the building.

Parents will be given at least a two week notice of any changes made to this handbook, and a copy will be give to the parents to review and sign and return the signature page.

**Please return this portion of the handbook to Room For Babies Daycare.**

I/We have read and understand the contents of this handbook and agree to abide by the policies set forth by Room For Babies Daycare. I have also received a copy of the Parents' Guide to Licensed Child Care.

Print Child's Name(s): \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_