

KARLEY'S FAMILY DAY CARE

I'm Karley Karegiver, and I'm licensed by the MN Department of Human Services to provide family childcare in my home. I have a Class A license, so I can care for a maximum of 10 children at any time, including my own. Of those 10, no more than 6 can be under school age; of those 6, no more than 3 can be younger than 24 months, and of those 3, no more than 2 can be under 12 months. My own twin 10-month-olds count in those numbers.

I meet the safety, training, and child development requirements as required by Minnesota Rule 9502.0315 - 9502.0445 (summary is attached for your reference). Your children are important to me and I want to work in partnership with you, so this written policy is my way of being clear with you about what you can expect from me and what I need from you.

MY HOURS:

My day care is open from 7:00 a.m. to 6:00 p.m., Monday through Friday, year-round. I take a two-week vacation each summer and a week at Christmas; I'll give you the specific dates well in advance so you can arrange for alternate care for your children during those times. I have reliable back-up persons to come in if I am unable to care for your children during an emergency, but you do still need to have an alternate for any full days I can't provide care.

I serve breakfast at about 8:00 a.m., noon lunch at 10:45 for those catching the afternoon kindergarten bus and at 11:30 for the rest, and a snack after nap/rest/school time. Meal costs and one brand of infant formula are included in my fees. Please label any bottles or food you bring from home. I participate in the USDA Food Program (an extension of the school lunch program) to assure that your children get balanced, nutritious and interesting meals.

ADMISSIONS:

When we meet to consider having your child join my child care family, I'll share details with you about my daily schedule, methods of discipline, and the plans I have for naps, meals, and new learning experiences. I'll get your input on your child's preferences, personality, and current schedule, so that we can plan the best way to integrate your child into the group. Please ask questions about any aspect of my daycare, and please take time to observe us in action before deciding to enroll your child.

I do not discriminate in admissions on the basis of race, creed, color, religion, sex or national origin. I do, however, recognize that not all children will fit comfortably into my child care family, so each new child begins on a trial basis for the first two weeks. During that time, either you or I could decide to discontinue my services with only a day's notice, if we don't seem to be a good "match." After that, I'd give you two full weeks notice if I need to quit caring for your child, and require the same notice from you if you decide to leave. You will need to pay me for the entire two weeks of that notice, whether you stay the whole time or not.

I want to work in partnership with you regarding your child, so I set aside evening time once a month as our conference time. I'll also be sending daily notes home with your child, to keep you up on accomplishments or concerns. My grievance procedure is that you share your questions and concerns with me at any time.

RECORDS:

I am required to have certain written information and permissions from you in order to care for your child. I'll provide you with the appropriate forms; please return them to me promptly and update the information whenever changes occur. Information about your family is kept private, except for the reporting I must do to my licensing worker. I am also required by Minnesota law to report any suspected cases of child abuse or neglect to Social Services.

SLEEPING ARRANGEMENTS:

All children under school-age will be required to rest at naptime. If they don't sleep, they can read or play quietly, but this "down time" is important to their development.

- Infants will sleep on their backs in CPSC-approved cribs or playpens. If your child's physician desires your infant to sleep in an alternate position, please ask me for the special form that your child's physician will need to complete.
- Minnesota Statutes prohibit me from sleeping infants in any location other than a CPSC-approved crib or playpen. If your child's physician desires your infant to sleep in another location due to a medical condition, please ask me to talk to my Licensor about what documentation will be required from your child's physician.

TRANSPORTATION:

I will not be transporting your children for any reason. If there is an emergency requiring transportation, I will call 911.

SAFETY/SANITATION:

We hold monthly fire and storm drills to teach the children how to deal with these emergencies. My home meets the State’s requirements for safety and sanitation. I am CPR certified and have had First Aid training. I have written and posted an Emergency Preparedness Plan and will give parents a copy. Smoking is not allowed in my home at any time.

All children have their own bedding for naps and their own drinking cups and combs. Please furnish a toothbrush, marked with your child’s name, if you want teeth brushed. I change diapers in the way specified in the Daycare Licensing Rule, and do my best to minimize the spread of illness by using good basic sanitation procedures.

SICK CHILD POLICIES:

It is my policy to abstain from abusing prescription medication or being under the influence of a chemical that could impair my ability to provide care. Any substitute caregiver that I use will also be required to follow this policy.

I am not prepared to give your child the special attention needed when sick, so you **MUST NOT** bring your child if your child has shown any of these symptoms within the 24 hours prior to coming to my house:

1. underarm temp of 100 F or over, or oral temp of 101 F or over;
2. vomiting;
3. diarrhea;
4. rash, other than mild diaper or heat-related rash;
5. head lice; or
6. pinkeye or other contagious illnesses.

If you’re not sure about bringing your child, **PLEASE CALL ME FIRST**. If your child develops any of these symptoms during the day, I’ll call you, so that we can decide together whether you need to come for your child ahead of schedule. Please let me know if your child is exposed to contagious diseases, or if your child is diagnosed as having any serious contagious illness or parasitic infestation, so that I can alert other parents. I’ll also let you know if my own children are ill or have been exposed to contagious illnesses, and I will take the day off (at no charge to you) if one of my children has any of the symptoms noted above or a contagious illness.

FEES:

For the period from 1-1-19 to 1-1-20 I am charging a flat weekly rate of \$ _____ for infants under 12 months and \$ _____ for children over 12 months of age. If your child is here later than your scheduled pick-up time without my agreement in advance, you’ll also be charged a late fee of \$1.00 per minute, per child. Care after your regular pick-up time **WITH** my agreement is at the part time hourly rate, and I reserve the right to refuse to provide care after 6:00 p.m. I am closed and charge for the following holidays if they fall on a day you are usually in my care: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. When the holiday falls on a weekend day, I’ll take either Friday or Monday off as my paid holiday. I do not charge for my vacation days, unless they include one of the paid holidays. I do charge for your vacation days if they are different than mine.

I will not charge for your child’s sick days, if you notify me ahead of the time your child usually arrives.

I expect to be paid each Monday morning for the current week. I will require cash payment if you have a NSF check or don’t pay me on time. Late fees are due in cash the day you are late.

We have reviewed these policies together and each agree to do our part to carry them out. Each of us has a signed copy of these policies for our reference.

Parent/Date _____ Provider/Date _____