

RINKY-DINKY DAYCARE

Rhonda Rinkie, Licensed Provider
12345 123rd St. NW
Elk River, MN 55330
763-123-4567

Welcome to Rinky-Dinky Daycare! I am Rhonda, and I look forward to working with you and your little ones in my home daycare. This policy is my way of letting you know what you can expect from me, and what I need from you.

I am licensed by Sherburne County as a Class A provider under Minnesota Rule 9502.0315 through 9502.0445 (summary attached). With this license I am allowed to have a total of ten children in my care at any one time, of which six can be under school age; three of those can be under age two, but no more than two of those may be under age 12 months. My own two children, ages 4 and 8, count as part of that total whenever they are present.

NONDISCRIMINATION:

Under no circumstances will I discriminate based on religion, sex, race, national origin, creed, or color. My split-entry home is not equipped to handle a child in a wheelchair and I am not prepared to regularly carry a child who weighs more than 40 pounds, but I will make reasonable effort to accommodate other special needs.

HOURS OF OPERATION:

My daycare is open Monday through Friday all year, from 6 a.m. to 5:30 p.m. You will need to specify the hours you need childcare when we contract for our particular agreement. Any variation from the contracted hours will need to be arranged for in advance. Picking up your child late without notice will require payment of a late fee (see fee section for details).

GETTING STARTED:

I am required to keep records regarding each of your children. I will provide the forms to you when you decide to enroll in Rinky-Dinky Daycare. All information remains private, except for sharing with my licensing worker and any reports of maltreatment I might have to make as a mandated reporter. Please have all your required paperwork completed before your child begins.

Each family begins on a two-week trial basis. During the first two weeks, either of us could decide that we are not a good "match" and discontinue care with only 24 hours' notice, so long as you pay for each day of actual care given. I would prefer to try to work out the problems, so please talk with me about any concerns you have, and I'll do the same. This way we may be able to adjust so your child won't have to experience yet another new daycare change.

TRAINING:

In order to be licensed, I am required to be trained in CPR and First Aid. If I care for infants, I am required to have Sudden Unexpected Infant Death (SUID)-reduction training, and if I care for children under age 6, I am required to have Abusive Head Trauma-reduction training. I am required to attend at least sixteen hours of additional training each year as part of being licensed. I will post my training certificates on my daycare bulletin board so that you know the training I'm taking throughout the year.

MEALS:

I am associated with a USDA-sponsored food program to insure that children receive nutritious, balanced diets appropriate to their age. Menus will be posted on the daycare bulletin board each month for your reference. I offer one brand of formula as part of my food program participation; if you choose to use a different brand of formula, you will need to provide it.

Breakfast is served from 7:30 to 8:15 a.m., morning snack is about 10 a.m., lunch is from 11:45 to 12:30 p.m. and afternoon snack is about 3:00 p.m. If your child arrives after the meal time, it is your responsibility to feed them first.

Any food, lunches or bottles brought from home must be labeled with the child's name. I prefer that no food come from home unless it is a special treat for everyone.

PERSONAL ITEMS:

Please keep a change of clothing here in your child's cubby at all times, for use in case of an accident or after outdoor play. Always dress your child appropriately to go outside each day, including boots, mittens and snowpants for winter outdoor play and a swimsuit for summer water activities. Please provide a brush or comb, toothbrush and a blanket for nap/rest time use, labeling them all clearly with the child's name.

Any toys or other personal items brought to daycare must be labeled. Your child will be required to share this item with the other children unless it is put in his cubby after showing it at circle time. I assume no responsibility for lost or broken toys, etc. Please do not bring guns, gum, videos that are not "G" rated, or live animals to daycare.

You will need to provide diapers, wipes, and any diapering products you want me to use on your baby. You must also provide sunscreen and insect repellent if you give me your written permission to use these items on your child.

OUR ROUTINE:

Our daily schedule is posted on the daycare bulletin board for your reference. We plan time each day for the preschool curriculum I provide, outdoor active play, quiet time, meals, reading, and individual attention, though we may not always follow the schedule to the minute in order to respond to individual needs and special circumstances. Activities occur daily that are geared to each age group in my care, including free time and activities that I direct (games, circle time, crafts, etc.). TV time is limited to an age-appropriate program while I am preparing breakfast and an occasional video or taped children's program on days when the weather prohibits outdoor play time.

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

DISCIPLINE:

I practice positive, age-appropriate discipline to help your child develop internal controls for good social skills and everyone's safety. I begin by making my expectations clear, then give reminders and positive reinforcement for good behavior, before resorting to time outs, taking away a privilege, or other consequences. No corporal punishment, shaming or isolation will ever be used.

We always discuss what appropriate behavior would have been, with encouragement to do better next time. You will be informed if problems persist or if I need your cooperation so we can both be consistent in what we expect, but routine problems will be handled without making a big deal of them.

COMMUNICATION:

I prepare a written note for each child daily, outlining relevant highlights of their day, with comments and requests, so we don't have to try to remember to talk about those things in the confusion of pick-up time.

I ask that you make pick-up time as brief as possible, since this seems to be the time children act up the most, and I need to give my attention to the remaining children. If there are things we need to discuss, please check with me about a good time to call during the evening so I can give you my full attention. I value your input and want to respond to your questions, so please don't hesitate to set up a time for us to talk.

NAPPING ARRANGEMENTS:

All children will be required to nap or rest quietly after lunch and story time. An approved crib, playpen, mat, etc. will be provided for each child who sleeps. Older children will be expected to rest or do a quiet activity for at least one hour while the younger ones sleep.

Please advise me of your wishes regarding sleeping arrangements and schedules, especially for infants.

- All infants will sleep on their backs in a crib or playpen with the SUID-prevention guidelines met. 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.

EMERGENCY PLANS:

My home has been inspected for fire safety and I have a written plan for dealing with emergencies. We do fire and storm drills on a monthly basis. My goal is to teach the children how to respond to different situations, so they can cooperate with me if a real fire or storm occurs, as well as developing life-long skills for future use. I will let you know when we have done each of those drills so you can answer any questions your child may have about safety planning in your own home.

A list of emergency numbers is kept on the refrigerator, and my Emergency Preparedness Plan is posted by the daycare entrance. If I am incapacitated or need to go with another child for emergency, care, I have a back-up adult available to come on short notice until you come pick up your children.

SICK CHILD POLICY:

For everyone's well-being, it is important that contagious children remain at home to prevent sharing their medical condition with me or with the other children, and to assure that they get the TLC they deserve when they don't feel well.

If a child becomes ill during daycare, I will call you. I expect you to pick up your child when called if they are vomiting, having unexplained diarrhea or an unexplained rash, or have a temperature over 101.0 that doesn't respond to whatever over-the-counter product (like Tylenol) you authorize.

No child may be brought to daycare if they have shown any of these symptoms within the previous 24 hours:

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 rash or heat-related rash,
5. head lice, or
6. pinkeye, ringworm or other contagious diseases or conditions.

If you're not sure about bringing your child, PLEASE CALL ME FIRST.

Please let me know if your child has been exposed to contagious diseases or diagnosed with any serious illness or medical condition so I can alert other parents. I'll inform you if my own children become ill and I will take the day off (at no charge to you) if I, or one of my children, have any of the symptoms noted above. You **MUST** have a plan for alternate care in the event that I need to take a day off for such illnesses.

TRANSPORTATION:

I have not taken the Child Passenger Safety training required by the Department of Safety. Therefore, I am not legally allowed to transport child care children under the age of 9 years old. If an emergency requiring transportation arises, I will call 911 and arrange for transportation.

PETS:

We have a six-year-old Rottweiler named Fluffy that remains in his kennel, completely separate from the daycare children. We also have a Sheltie puppy, Jazzy, that has her own space in the house; the children’s interactions with her will be fully supervised, for their mutual safety. Both dogs have current rabies shots and annual health checkups.

SMOKING:

As provided in the licensing Rule, smoking is prohibited in my home during hours of daycare operation. My significant other is a smoker, but only does so after hours, in the garage. I have a sign stating this posted by my daycare entrance. Please do not smoke on my property or extinguish your cigarettes in my yard or driveway.

FEES

Full time children (contracted for 36 or more hours of care per week):

Infants (6 weeks to 12 months)	\$	per week
Toddlers (12 months to fully potty trained)		per week
Preschool (to their first day of kindergarten)		per week
Kindergarten (to their first day of first grade)		per week
Schoolage – summers & non-school weeks		per week

Part-time children (contracted for 25-35 hours per week):

Infants	\$	per week
Toddlers		per week
Preschool		per week
Kindergarten		per week
Schoolage		per week

Care for less than 25 hours a week will be at the following hourly rates:

Infants	\$	per hour
Toddlers		per hour
Preschoolers		per hour
Schoolage		per hour

HOLIDAYS:

I will be closed on New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after it, Christmas Eve and Christmas Day each year. If these holidays occur on days you are scheduled to have your child in my

care, you will continue to pay your regularly contracted rate for those days. If a holiday falls on a Saturday, I will take the Friday before it off; if it falls on a Sunday, I will take the following Monday off.

VACATIONS:

I plan to take a maximum of three weeks of vacation time each year. I will notify you of the dates at least a month ahead of time so you can arrange alternate care. The first week will be billed to you at 50% of your contracted rate, and the remaining two weeks will be at no charge to you.

If you take a vacation, please notify me at least two weeks in advance. You will need to pay me 50% of your contracted rate for your vacation period. If your vacation coincides with the second or third week of mine, there will be no charge to you for those days.

I may also take an occasional personal day off from time to time. I will give you as much notice as possible when those days will occur, and your weekly rate will be prorated for that week, so you don't pay for my personal days off.

PAYMENT:

Your full payment is due on the **morning** of the first day your child is in care for each week. A charge of \$5.00 per day (including payments made later that same day) will be added to payments not made on time. You will be assessed all bank charges I have to pay if your check bounces, and all subsequent payments will need to be made in cash.

If you come for your child later than the agreed-upon pick-up time, without advance notice to me (or obvious extenuating circumstances like bad weather), a charge of \$5.00 per 15 minutes will be imposed – payment of this surcharge is due at the time of pick-up.

In the event that you are not able to afford daycare costs, you may qualify for county assistance. Contact Social Services in the county you live in to inquire about this. You will need to make your full regular payment to me until the county has verified to me in writing the terms of their assistance. If they back-date your eligibility, I will reimburse your payments, minus any required co-payment, after I receive the first county check.

If you want me to hold an opening for you for two to six weeks, I require a non-refundable payment of one full week's charges. To hold an opening longer than that, I require that you pay 1/5 of the full-time rate for each week, payable up front. This includes being gone for the summer, if you want a guaranteed spot in the fall. You may choose to bring your child one scheduled day per week during this time, if you wish.

GRIEVANCES OR TERMINATION:

When you wish to discontinue my daycare services, I ask for at least a two-week written notice. This allows time for the children to reach closure with each other, as well as letting me know I can begin interviewing other families. You will be responsible to pay me for the entire two-week period, whether your child attends or leaves early.

If I find it necessary to discontinue providing daycare to your child, I will also give you a two-week notice unless the termination is for serious safety issues or failure to meet your

financial obligation. If you choose to leave before the two weeks are up, you need only pay me through the final day of actual service.

If at any time you have a grievance about my child care business, please feel free to talk with me about it.

AGREEMENT:

We have both read this policy and agree to be bound by its mutual expectations. We have also prepared, and agreed to, the attached financial arrangements, which specify the services to be provided, hours/days, and the charges resulting.

Parent: _____

Date: _____

Parent: _____

Date: _____

Provider: _____

Date: _____