



PARENT HANDBOOK

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Welcome Families,

I believe that as a childcare provider, it is my responsibility to not only care for your children, but to nurture their physical, social/emotional, creative and cognitive development, and to motivate them to understand themselves and others. We give children time to discover, space to imagine and the opportunity to participate in a variety of activities in their everyday play.

Here are a few well-recognized facts about play:

1. Play is the key element of learning for preschool-age children.
2. Imaginary play holds a rich potential for promoting children's cognitive, linguistic, social and physical development, Little Friends 2 views play as the basis of our learning program.
3. When activities are interesting and important to the child, they are eager to learn new vocabulary, physical skills, social behaviors, etc. We learn by doing, creating- Playing!

Observing children's spontaneous play is a window into their ideas and feelings about the world. As such, it is a rich source of ideas for activity planning.

Understanding the developmental needs of various age groups, our daily activities allow all children to be engaged. I have learned that music can bridge gaps, making circle time fun and age appropriate for all levels. Helping to develop creativity in children is not always product orientated. Playing with building blocks, play dough, sensory tables, and other media, are all forms of creative expression and/or art. Dramatic play, language arts, science and math activities, as well as outdoor play are all a part of the program.

We welcome you and your family to Little Friends 2 and look forward to growing together.

LITTLE FRIENDS 2 LLC.



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LITTLE FRIENDS 2 HOURS ARE WEEKDAYS

7:00 am - 6:00 pm

GUIDANCE AND DISCIPLINE:

It is my goal to help the children develop their character by teaching them to be kind to one another, to be self-disciplined and to help them build a positive self-concept. Rules are set in place to provide a safe and loving environment for the children to learn and grow. Redirection to another activity and the use of positive phrases are the most effective form of guidance. Consistency is the key to good guidance techniques. If a child does not respond to positive redirection and continually repeats the behavior, they will take a brief time out. Time outs are only used when children are developmentally ready to understand this concept. That usually occurs in children over the age of two.

Meals:

Meals are not included in tuition.

Our meal schedule is as follows:

Breakfast 8:00 AM to 9:00AM

Lunch 11:30PM

PM Snack 2:30PM

Please have your child here at least 20 min before an intended meal time to allow for a proper head count and transition time for your child.



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PARENTS' RESPONSIBILITIES:

Diapers, Wipes, Nap time blanket & crib sheet both labeled with child's name.

Please provide a weather appropriate change of clothes including socks, and a jacket or sweater labeled with your child's name. Several changes are suggested during potty training. These will be kept in their cubby.

TUITION SCHEDULE:

Tuition is due in advance on the first day of care bi-weekly or the first day of the month. Some parents choose to write out weekly checks for the whole month.

Payment obligation is based on the hours you agree to use childcare, not the actual hours of attendance. No switching of hours or days for part-time care unless written agreement is made with provider. This is a guaranteed rate and includes full pay for holidays, with no credit for absent days including your vacation time.

A \$25.00 fee is attached to all NSF checks. Two NSF checks will result in cash payment only.

Either party may terminate this contract within the first two weeks without advanced notice. Thereafter, two weeks written notice will be due upon plans to discontinue care. Two weeks of tuition will be accepted in lieu of two weeks notice.

Holiday, Closed Schedule

New Year's Eve

New Year's Day

Martin Luther King Day

President's Day

Independence Day or the Friday or Monday closest to it



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Memorial Day

Labor Day

Columbus Day

Thanksgiving, Thursday/Friday

Christmas Eve, Christmas Day .

Tuition is still due for these days when they fall on a day your child is scheduled to attend.

There is no charge for time taken off by provider for vacation beyond the above stated days. Tentative vacation dates will be announced. I will give you at least 30 days notice when possible.

MISCELLANEOUS:

Please call me as soon as possible if your child is going to be late or absent.

(If I do not hear from you by 9:30 AM I will assume your child will be absent for the day)

Please provide me with any and all changes in addresses or phone numbers at home and at work.

Your child will only be released to a person other than the parent or legal guardian if their name appears on your signed emergency form. In case of an emergency, a phone call will suffice as long as the person picking up the child shows identification.

CONTRACT CHANGES:

A two-week notice will be given by the provider prior to any significant changes in this contract. Contract subject to annual renewal.

Serious violations of this contract can be grounds for immediate termination of care.

SUBSTITUTE CARE ARRANGEMENTS:

It will be necessary for you to have back-up care arrangements for when your child or provider is ill and during provider vacations.



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Policy on the Management of Communicable Diseases

Dear parents,

In order to better control infection and sickness in our daycare, we have set forth the following illness policy. This will benefit your children, our staff and the rest of the children at LF2. After conferring with local pediatrician, it was stressed that children should stay home or be sent home for 24 hours if:

1. They have an oral fever of 101.5 degrees or higher.
2. Severe pain or discomfort
3. Greenish-yellow mucus is running out of the nose and/or eyes.
4. They have a deep croupy cough.
5. There is a rash, or sores, it needs to be identified by a doctor. A physician's note will be needed before the child will be allowed to return to school.
6. Vomiting occurs.
7. Diarrhea occurs. (two or more episodes within a period of 24 hours)
8. Provider reserves the right exclude a child from the childcare for additional symptoms not listed above.

With these symptoms your child has an infection and is infectious to others. If you are notified that your child has one of the above symptoms, he/she will be required to go home. Arrangements will have to be made to have them picked up within an hour from the time you are contacted. A 24-hour "stay home and get better time" is required before being allowed back to daycare.

We realize that this policy may cause some inconvenience but it is necessary in order to provide a healthy and safe environment for all of our children.



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Because the daycare assumes expenses, which are not reduced if your child is absent and in order to hold your children's spot at school, you are responsible for tuition for all days your child is absent.

EXCEPTION: If the daycare is closed for an emergency/illness, you will be given credit for that time.

LITTLE FRIENDS 2 LLC

Contract

Agreement entered into this ____ of _____ 20__ between Little Friends 2 herein referred to as provider and _____

Parent(s) of _____.

Meals:

Meals are not included in tuition.

Our meal schedule is as follows:

Breakfast 8:00 AM to 9:00AM

Lunch 11:30pM

PM Snack 2:30PM

Please have your child here 20 min before meal/snack time to allow us a head count and prep time. Should your child not be in attendance during this time, you will be responsible for feeding them that meal/snack.



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PARENTS' RESPONSIBILITIES:

Diapers, Wipes, nap time blanket & crib sheet both labeled with child's name

Please provide a complete change of clothes including socks, labeled with your child's name, appropriate for the weather. This will be kept in their cubby.

Payment Tuition :

The payment is due every Monday. Late payment fee is \$25.00.

SICK CARE:

Your child will not be admitted with the following symptoms:

FEVER	until normal for 24 hours
VOMITING, CRAMPS	symptoms are gone
DIARRHEA	symptoms are gone
RUNNY NOSE (green)	symptoms are controlled

THESE SYMPTOMS REQUIRE A DOCTOR'S VISIT BEFORE RETURNING:

SEVERE COUGH OR SNEEZING	symptoms subside
RED OR WATERY EYES	no infection, or with medication
SORE THROAT	no infection, or with medication
EARACHE	no infection, or with medication



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Provider reserves the right exclude a child from the childcare for additional symptoms not listed above.

If illness develops during the day, a parent will be called to pick the child up. Prompt pick up is necessary to minimize exposure to the other children.

LITTLE FRIENDS 2 HOURS: 7:00AM – 6:00PM

Contracted hours are as follows:

Mon_____Tues_____Wed_____Thurs_____Fri_____

TUITION SCHEDULE:

Tuition is due in advance on the first day of care bi-weekly or the first day of the month. The late payment fee is \$25.

Payment obligation is based on the hours you agree to use childcare, not the actual hours of attendance. No switching of hours or days for part-time care unless written agreement is made with provider.

I/we agree to pay \$_____ bi-weekly or monthly. I/we understand that this is a guaranteed rate and includes full pay for holidays, with no credit for absent days including your vacation time.

A \$25.00 fee is attached to all NSF checks. Two NSF checks will result in cash payment only.

Pick up the child on time, for every fifteen minutes after 6:00 pm the charge is \$20.00

NOTICE:



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Either party may terminate this contract within the first two weeks without advanced notice. Thereafter two weeks written notice will be due upon plans to discontinue care. Two weeks of tuition will be accepted in lieu of two weeks notice.

Holiday, Closed Schedule: New Year's Day, New Year's Eve, Martin Luther King Day, Veteran's Day, President's Day, Independence Day or the Monday or Friday closest to it, Memorial Day, Labor Day, Columbus Day, Thanksgiving-Thursday/Friday, Christmas Eve, Christmas Day

Tuition is still due for these days when they fall on a day your child is scheduled to attend. There is no charge for time taken off by provider for vacation beyond the above stated days. Tentative vacation dates will be announced. I will give you at least 30 days notice when possible.

MISCELLANEOUS:

Please call me as soon as possible if your child is going to be late or absent.

(Please text/call by 9:30am or I will assume your child will be absent for the day)

Please provide me with any and all changes in addresses or phone numbers at home and at work.

Your child will only be released to a person other than the parent or legal guardian if their name appears on your signed emergency form. In case of an emergency, a phone call will suffice as long as the person picking up the child shows identification.

CONTRACT CHANGES:

A two-week notice will be given by the provider prior to any significant changes in this contract. Contract subject to annual renewal.



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Serious violations of this contract can be grounds for immediate termination of care.

Pick up the child on time, for every fifteen minutes after 6:00 pm the charge is \$20.00

ACTIVITIES:

I authorize LITTLE FRIENDS 2 to provide suitable transportation as needed within the range of activities provided.

_____Parent's initials

I authorize my child/children to participate in community walks, also activities at local parks and playgrounds.

_____Parent's initials



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SUBSTITUTE CARE ARRANGEMENTS:

It will be necessary for you to have back-up care arrangements for when your child or provider is ill and during provider vacations.

By signing this agreement, I/we agree to comply with all the terms herein and acknowledge that I/we have received and read a copy of the parent handbook.

Driver's License # _____

Driver's License # _____

Provider _____

Date



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Illness Policy

Dear parents,

In order to better control infection and sickness in our daycare, we have set forth the following illness policy. This will benefit your children, our staff and the rest of the children at LF2. After conferring with a local Pediatrician, it was stressed that children should stay home or be sent home for 24 hours if:

1. They have a fever of 101.5 degrees or higher.
2. Greenish-yellow mucus is running out of the nose and/or eyes.
3. They have a deep croupy cough.
4. There is a rash, or sores, it needs to be identified by a doctor. A physician's note
will be needed before the child will be allowed to return to school.
5. Vomiting occurs.
6. Diarrhea occurs.

With these symptoms your child has an infection and is infectious to others. If you are notified that your child has one of the above symptoms, he/she will be required to go home. Arrangements will have to be made to have them picked up within an hour from the time you are contacted. A 24hour "stay home and get better time" is required before being allowed back to daycare.

We realize that this policy may cause some inconvenience but it is necessary in order to provide a healthy and safe environment for all of our children.



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Because the daycare assumes expenses, which are not reduced if your child is absent and in order to hold your children's spot at school, you are responsible for tuition for all days your child is absent. EXCEPTION: If the daycare is closed for an emergency/illness, you will be given credit for that time.

I/We have read and agree to follow this illness policy.

Date Signature of Parent/Guardian

Date Signature of Parent/Guardian