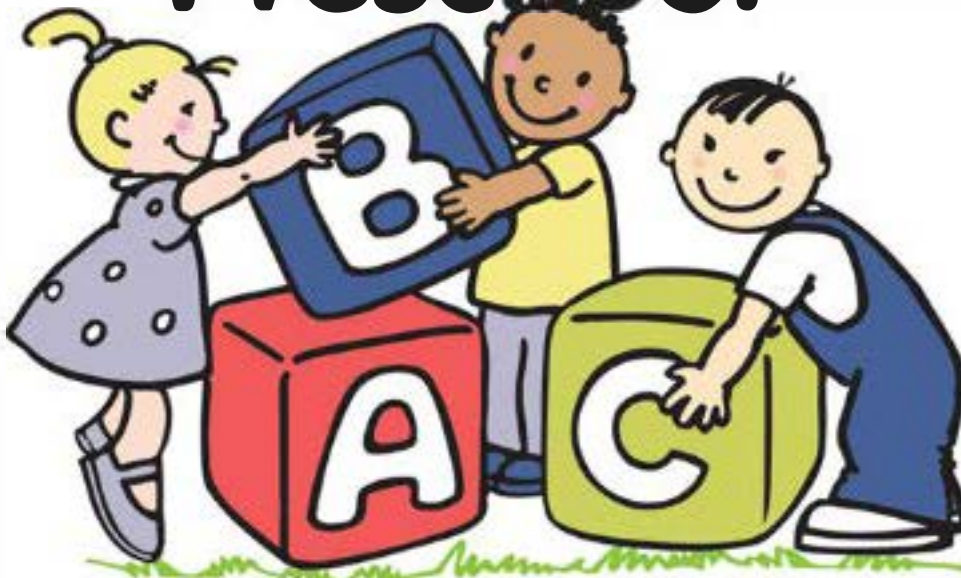


VCDC 24 Hour Daycare & Preschool



SERVICES

PreK

Before and After School

Parents Night Out

Over Night

Drop In

Hourly

(931) 302-6553

www.vcdc24hourdaycares.com



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WELCOME

Welcome to VCDC 24 Hour Daycare & Preschool. We are a Licensed Business with the City of Oak Grove caring for ___ Children.

DISCLAIMER

NO enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry.

OPEN DOOR POLICY

We carry an open door policy - you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on the child's behavior and they may "act up" while you are here. Also if your child is having separation problems, it might make it difficult for them when you leave.

WAIVER

"Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect". If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. And failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. VCDC Daycare reserves the right to make any policy or financial changes at anytime when it is in the best interest of the daycare and will not compromise the quality of the children's care. Any changes will be given a two-week notice.



OUR PHILOSOPHY

We believe that self-esteem is the critical component to optimal growth in your child. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development.

Just how well children learn to get along with others depends, to a large extent, on how they feel about themselves. If the adults who care for them have helped them to feel they are valued and competent, children are likely to be relaxed and friendly with others. Play is the way children learn about their world, themselves, and others, and the way they develop the skills and knowledge they will need to succeed in their lives. All children learn and grow in their own special way.

"Kids will be kids, and to be a kid they have to play, to play they sometimes get dirty, when they get dirty it means they are having fun, and when they have fun I have done my job!" -SBD

MISSION STATEMENT

VCDC Daycare is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building socialization and self help skills that build up their self esteem, which is needed to succeed in all areas of life. "

OUR VISION

Every child/family that comes through our doors will be treated with love and respect so that when they leave here they will be able to pass on the love and respect to others that they were shown.

RELIGIOUS PRACTICES

We sing songs about Jesus and the Bible, Read Bible Stories, and even Pray for boo boo's as needed. We have Praise Jam & Worship Moments. We also say Grace before we eat.

POTTY TRAINING

We require pull-ups to start potty training with for sanitary reasons. Then after 2 full weeks of being accident free **and** can tell me they have to go they may try regular underpants. Please make sure they have enough change of clothing here during this time. Also make sure they are wearing clothes that are easily pulled up and down. **No** overalls, belts, onesies, zippers. An elastic waist is the best for kids and gives them a sense of accomplishment.



HOURS OF OPERATION

Our hours of operation are from 6:30 am to 4:30 pm, Monday thru Friday. Additional days and hours are available. Please be sure to drop off and pick up your child at YOUR CONTRACTED TIME.

RATES

Your rate is listed on your Contract, you may also go to www.vcdc24hourdaycares.com/services for current rates.

PAYMENTS

ALL payments to include Security Deposit, Regular Payments, and Late Fees are to be made through PAYPAL. (you will be txt the link at time of enrollment)

ALL payments for childcare are on a prepaid basis; and DUE EVERY FRIDAY BY 12 NOON. Anything past that time will be considered late, and late fees will be assessed. \$25 at 12:15 pm. If payment is not received by Sat Noon Childcare may be suspended.

ADDITIONAL COSTS: DAMAGES & COURT FEES

Library books: if they become lost, torn, or destroyed, beyond repair, while you have them checked out, you will be responsible for the replacement cost or one similar to it.

Anything broken as a direct result of a child misbehaving will result in the parent paying full replacement costs of the item(s).

Small claims court fees, my lawyer fees, and any other miscellaneous fees, will be charged to your account if we have to settle a payment dispute this way. This also includes all applicable late charges.

HOLDING FEES

In addition to \$375 Enrollment (\$250 Security Deposit & \$125 for 1st weeks Payment) a holding fee of \$75 per week will be required to hold a slot for your child after (1) week.

TAXES

A W-10 form will be given/mailed to you by January 31.



ENROLLMENT

Enrollment is based on space available. The following forms & fees will need to be returned prior to the first day of attendance.

1. Enrollment Form
2. Parent & Provider Contract
3. Immunization Record on KY form
4. Verification of Receipt of Parent Handbook Initialed and Dated
5. 1st week Childcare Payment via PayPal
6. 2 week Security Deposit via PayPal

CONFIDENTIALITY

All of the above information will be kept confidential and will only be released to authorized persons such as but not limited to: State licenser, police department, Health and Social services.

SUPPLIED BY THE PARENTS

Weather appropriate attire shall be kept at the daycare as needed: swim suit, light jacket, snow gear -hat, boots, mittens, snow pants and heavy jacket.
Dietary Substitutions, Ointments, Creams, & Sunscreen.



HOLIDAYS & VACATIONS

VCDC 24 Hour Daycare & Preschool will be **CLOSED and PAID** for all Federal Holidays that fall on a weekday/your contract day. If you have to **WORK** a **REQUEST** can be made for childcare and the Holiday Rate will be required (1) week **BEFORE**. In addition I will have **(9) Paid Personal Days and (4) Paid Sick Days** a year.

VCDC Daycare will take **2 weeks unpaid vacation** per year. Any other personal or sick days will be unpaid.

The operating expenses of VCDC Daycare are the same whether you bring your child or not. Therefore no deductions in the weekly fee will be made. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party.

ALTERNATE CARE

In the event that daycare is closed it will be your responsibility to find alternate care. It is also a good idea to have alternate care for your child in case they are too ill and cannot attend daycare.

ARRIVALS AND DEPARTURES

VCDC Daycare assumes full responsibility for your child once they are dropped off and signed in until they are signed out. Please **TXT** us if your child will be late or not attending for that day, otherwise I will txt you within one hour of your regular drop off time. I will keep a log of the txt I have to make to you and if this becomes a problem it will result in termination.

Children should arrive at daycare with clean clothes (not pajamas), diapers, hair, face & hands, including fingernails cut, and ready for the day.

When dropping off or picking up children, remember to sign them in or out and help them put their belongings away.

We cannot release your child to anyone **NOT** listed on the enrollment form with out prior approval from you. You need to let me know if someone other than you will be picking them up, and they need to have a **PICTURE ID** with them.



INFLUENCE OF DRUGS/ALCOHOL

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.

COMMUNICATION

Each month you will be sent via email a newsletter and calendar. Each week a menu and our activities/songs/finger plays will be sent by email as well. If you need to call me, keep in mind that I'm not always able to speak on the phone, so please limit calls to emergencies, for general questions and inquiries txt is best.

A Conference can be scheduled at any time by either the parent or provider. Also I can be reached in the evenings on my cell phone if you need to discuss something with me.

Keeping the lines of communication open between us is in the best interest of your child. Letting each other know important information about your child and family is essential to us providing the best possible care for them.

TERMINATION

VCDC 24 Hour Daycare & Preschool requires a 2-week written notice prior to termination. At this time your last 2-weeks payment will be due whether your child attends or not. Terminations will not be accepted during a family or providers vacation time. We also reserve the right to terminate immediately or at any time for, but not limited to:

1. Failure to pay fees on time
2. Failure to comply with policies
3. Failure to attend regular hours as scheduled per signed contract
4. Lack of parental co-operation, communication, or respect for my business or my family.

We will work with you and your child as much as possible but ultimately we cannot put our business, the other children in our care, or our family in a compromising situation.



NUTRITION

Food for the children in daycare is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day.

We serve two meals and two snacks a day therefore; there is **NO** need to bring food with your child to daycare. If your child has any food allergies PLEASE make sure to put this on their enrollment form and bring substitute foods needed for them. A doctor's note must be signed and kept on file.

EATING SCHEDULE

Breakfast is served from 8:00 am to 8:30 am

AM snack is served from 10:15 am to 10:30 am

Lunch is served at 12:00 pm

PM snack is served at 3:45 pm

(After school children will be fed when they arrive.)

NAP/REST TIME

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. I provide all sleeping accommodations and bedding. Bedding is laundered at the end of every week.

PLEASE DO EARLY PICKUPS BEFORE THIS TIME TO ENSURE OTHER CHILDREN ARE NOT DISTURBED.....ALSO THIS IS MY BREAK TIME, CLEANING, AND PLANNING TIME. IF HOWEVER YOU DO COME DURING NAP, PLEASE TXT WHEN YOU ARE AT THE DOOR.

Thank You!



PRESCHOOL SCHEDULE (Terrific Twos) 24-28 Months to start

Children need a simple routine to follow. This helps them learn and anticipate what comes next. This schedule is subject to change from day to day depending on the children's interest and of course the weather.

6:30 - 6:45	Arrival: Put Up Shoes & Backpack/Sanitize Hands/Free Play
7:00	GROUP PLAY: Walk & Outdoor Play or Table Toys & Video
7:45	*Bathroom Break (use potty and/or wash hands)
8:00 - 8:30	BREAKFAST
8:30	*Bathroom Break
8:45	CIRCLE TIME: Music, ABCs, Counting, Days, Months, Seasons
9:00	PRE WRITING/FINE MOTOR SKILLS
9:15	ARTS & CRAFTS
10:00	*Bathroom Break
10:15	MORNING SNACK
10:30	ACTIVE STORY TIME & STRUCTURED THEMATIC PLAY
11:00	OUTDOOR PLAY & LEARNING CENTERS
11:45	*Bathroom Break
12:00	LUNCH/STORYTIME/NAP (Bathroom Break)
3:30	*Bathroom Break
3:45	AFTERNOON SNACK
4:00	FREE PLAY: Writing, Coloring, Puzzles, Video
4:15 - 4:30	Pick Up: Sanitize Hands/Put On Shoes & Backpack

DAILY ACTIVITIES

Our day consists of activities that will Engage, Develop and Nurture our Language Skills, Large and Fine Motor Skills, Creativity and Imagination. We'll do this through an in depth Preschool Curriculum and LOTS OF PLAY!!

The Value of Play: Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skills, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, and run, use their Imagination, test themselves and challenge others, and above all to enjoy themselves!!



ILLNESS GUIDELINES

Promoting good Health and Safety is a priority at VCDC. To prevent the spread of childhood diseases and illness to other children, myself or my family,

PLEASE DO NOT BRING YOUR CHILD TO THE DAYCARE SICK!!!

Please Note: If your child is too sick to participate in regularly scheduled activities, your child is TOO SICK to be at VCDC Daycare.

Each child is required to have on file a Health Statement signed by a doctor, and up to date Immunizations recorded on the KY form.

If your child comes down with a communicable disease you need to notify me right away and in turn I must notify other parents and the Christian County Health Department. Children with a contagious illness will not be allowed in daycare until they are no longer contagious, symptom free for 24 Hours, return the Exclusion Form, and provide a Doctors Note.

VCDC Daycare will exclude a child who exhibits any of the following:

1. **Fever** of 100 degrees or higher - Need to be fever free for 24 hours
WITHOUT THE USE OF A FEVER REDUCING MEDICINE
2. **Diarrhea** - 2 or more loose stools within a 24 hour period
3. **Vomiting** - 1 or more times while here
4. **Draining Rash** anywhere on the body - must be gone before returning
5. **Eye Discharge** - Pink eye or from a cold - must be gone before returning
6. **Lice or Nits** - Can return only after being free of them for 24 hours
7. **Ringworms** - Must be treated and completely gone
8. **Communicable Disease** - Signs & Symptoms must be gone before returning to daycare
9. **Consistent Complaints** of ear, stomach or head aches, or other pain
10. **Any Colored Nasal Discharge** - It must be clear before returning to daycare
11. **Severe Clear Runny Nose** - Can return when mild - wiping/blowing 2x an hour or less
12. **Severe Coughing** - congested with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds - must be mild before returning to daycare

****Please remember, a child that is too tired to participate in normal daily activities or requiring more attention than usual should not be brought to the Daycare.**

Example, excessive runny nose: I would have to be constantly wiping the nose, washing my hands and the child's hands, and any toys and surfaces they may have touched as well. This is taking more time than usual and away from our daily activities and the other children in care.

- **Before returning your child to daycare they MUST BE free of all symptoms for 24 hours from the last onset of symptom.**



MEDICATIONS

VCDC does NOT administer any OTC or Prescription Medications.
****Diaper Creme, Sunscreen, Eczema Ointment will be applied with written request.**





DISCIPLINE & POSITIVE GUIDANCE

DISCIPLINE

We believe discipline should be used to teach a child. The children are explained the rules of the child care home frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used and as a last resort a conference will be called with the parents. ***If problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

POSITIVE GUIDANCE TECHNIQUES

1. **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when the behavior does not get the attention desired. We will use this technique unless a safety issue is involved.
2. **Redirection:** We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
3. **Verbal Intervention:** We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.
4. **Logical Consequences:** We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.
5. **Take a Break:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced.
6. **Parent Involvement:** If Take a Break occurs constantly or is not working the child's parent will be asked to come and pick up the child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.

NO CHILD UNDER THE AGE OF 3 MAY BE IN A "TIME OUT, or over a 5 minute maximum time frame.

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses in toilet training and other forms of physical punishment are PROHIBITED.

RECEIPT OF HANDBOOK

I _____, have received the _____
 VCDC 24 Hour Daycare & Preschool Parent Handbook and Handouts.

	PARENT INITIALS HERE	
Waiver	_____	page 1
Religious Practices	_____	page 2
Payments, Holding Fee, Other Costs, Taxes	_____	page 3
Enrollment, Confidentiality, Supplies	_____	page 4
Holidays, Vacation, Alternate Care, Arrival & Dep.	_____	page 5
Under the Influence, Communication, Termination	_____	page 6
Nutrition, Eating Schedule, Naps/Rest Time	_____	page 7
Preschool Schedule, Daily Activities	_____	page 8
Illness Guidelines	_____	page 9
Medications	_____	page 10
Discipline & Positive Guidance Techniques	_____	page 11
Receipt of Handbook	_____	page 12

This is to verify that I have read VCDC 24 Hour Daycare & Preschool Parent Handbook and Handouts. I agree to comply with the policies outlined in the parent handbook.

SIGNED: _____

DATED: _____

SIGNED: _____

DATED: _____

Thank you,
 VCDC 24 Hour Daycare & Preschool

PROVIDER: _____

DATED _____