

PARENT HANDBOOK

Adriana Popa

Family Child Care Provider

Owner

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American Canyon CA

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Mission Statement

It is the goal of the Adriana's Daycare program to promote in each individual child their abilities to be curious, creative and courteous. As a provider it is my goal to provide a safe, stable and caring environment for learning to take place. It is my responsibility to provide age appropriate activities that are creative and interesting in a full range of development areas and to remain informed and updated on new methods through training. It is also my practice to understand that each child is an individual and needs to be respected for their personal objective. It is my belief that by giving children a safe, stable, loving environment where learning takes place through a variety of creative, fun activities the children will meet, if not exceed, their educational, developmental and personal goals.

Adriana's Job Description

It is my responsibility to properly prepare for each day of operation. This includes: lesson planning, set up of room and materials for the day's activities, making additional games, activities, room decorations, flannel stories, song cards, toys, etc. to enhance the program. Preparation for the day also includes food preparation, clean-up the rooms, toys, dishes, bathroom and bedding supplies to meet state sanitation guidelines.

In addition I am responsible for all office work for the business consisting of: Completion of monthly food program attendance forms and menus, payment of utilities and other materials needed for the school. Also completion of surveys, questionnaires and statements required through-out the year by state and local agencies and completion of requirements for home visit by state food program consultant and state licenser. All books keeping for Adriana's Daycare must also be kept updated, monthly balance sheets, yearend statements, quarterly taxes and year end taxes, and projected yearly budget.

I am also responsible for completing the school licensing process and ensure it continues to meet all state standards. As required by state licensing rules I must meet or exceed includes all training requirements to establish the family child care license and complete the National Accreditation from NAFCC (National Association for Family Childcare) to ensure quality and integrity in Adriana's Daycare, continuing education each year in child growth and development, early childhood education, First Aid and CPR as approved by the department. Additional training and professional involvement may include but is not limited to, participation in local, state and national child care organizations and support groups. I must also keep updated records on children for inspection by the licenser announced, and unannounced and produce all paper-work required at such an inspection. If any items of non-compliance are found it is my responsibility to correct them within 30 days.

I am responsible for establishing an on-going communication with parents about the child and his/her progress at daycare. I have many responsibilities towards each child to ensure them a happy, caring, fulfilling learning experience at school. I am there for the child as a friend, role-model, observer and nurturer as well as teacher.

Of all the responsibilities of a childcare provider the first and foremost is to at all times provide loving care for all the children in his/her care. By completing all these responsibilities I am able to provide a high quality child care that will be an enriching experience for parent and child attending.

Insurance

Adriana's Daycare will at all times be insured for the children's safety in care either at the daycare facility. This includes insurance for home, auto and daycare liability which covers accidents related to the operation of the business, the children in all activities.

However, Adriana's Daycare and its assistants are not responsible for lost or stolen objects brought to the Daycare.

Nutrition Policies

Adriana's Daycare is a participant in the California State Food Program. In accordance with these guidelines the daily menu shall have the following components:

Breakfast - Milk, Fruit or Vegetable, Cereal or Bread alternative.

Snacks - Two of the following: Milk, Fruit or Vegetable, Bread or Bread alternative, Meat or Meat alternative.

Lunch - Milk, Fruit and Vegetable, Meat or Meat alternative, Bread or Bread alternative.

All menus will be posted weekly on the parent board, children with food allergies need to inform the Daycare so adjustments may be made. A current enrollment form must be on file for all children being claimed. A Food Program representative will do quarterly home visits to ensure quality and a yearly drop in visit. As a childcare provider, I am required to attend nutrition training on a yearly basis.

The meal schedule at Adriana's Daycare
is approximately as follows:

9:00 Breakfast

11:30 Lunch

3:00 Snack

If your child will not be arriving until past serving time, please serve them at home before coming to school so as not to disrupt the daily schedule for the other children.

Infants:

Infants will be feed on their own schedule. Components of their meals will coincide with the requirements set by the Food Program. Children under 1 year will be provided formula, unless breast milk or an alternate formula is provided by parents. Infant bottles are labeled, and color-coded to each infant.

Discipline

Adriana's Daycare and all of its assistants will at all time discipline children in a way as to help them understand problems and how to solve them. This will be done through calm discussion and occasional time-outs. At no time will a child be physically reprimanded or verbally accused in a way which will hurt the child's body or self-esteem.

It is my policy to solve problems by encouraging the child to talk about their feelings either with myself or the child they had a problem with and to guide them towards problem-solving the issue and coming up with their own solution, then acting upon it. If problems in a particular area of the room continue I will ask the child to choose a new activity.

However, if a child begins to lose control of their actions and is having trouble discussing the problem, they will be asked to find a place to sit and relax and think until they are calm enough to proceed. There is no specific chair, or designated spot, doing so would lead children to feel that it is a "bad" place or a place for a "bad" child – neither of which are the impression I want it to have. The child will be given choices as to where to go. It is simply a chance to "cool down" and have a clearer head for making good choices, the child is not outcast in any way during this time and remains in the playroom with the other children. They are allowed to get up at any time when they feel ready to do so.

Daycare Rules

Daycare Rules:

Be respectful and do not hurt your friends.

Be respectful and do not hurt the things in our school.

In general, this covers:

- ◆ No hitting or pushing.
- ◆ Put away your toys when you're done
- ◆ No throwing toys.
- ◆ No teasing.

How to handle problems:

- ◆ If someone does something you don't like, say STOP or NO!
- ◆ If they don't stop, walk away.
- ◆ If someone tells you to stop - STOP!
- ◆ Only tell the teacher if you get hurt, they won't stop or someone is hurt.
- ◆ Only if you're a part of the problem or you are trying to get help for someone can you tell.

Behavior problems will be handled by giving children the chance to solve the problem on their own, and facilitating natural consequences when they do not try to solve the problem. Example: a child continues to knock down a block tower another child has made even after being asked to stop. They will be asked to find a new play area as they are not respecting their friend in this area.

I recommend parents read and understand this discipline approach. Because we will be working as partners in caring for your child it would be beneficial to everyone if we used similar discipline techniques.

Please take some time occasionally to go over these rules with your child. I think they are very basic and would also make good home rules. Children need to know what their limits are, if not they will go beyond what is expected without knowing and therefore end up punished for activity they did not know was wrong. I have found that creating an atmosphere based on respect of others and others property that children are not only taught proper behavior, but learn the importance of thinking of others and how their own behavior can affect other's feelings.

Additional School Policies

- ◆ No toy weapons are allowed at the daycare. Examples: guns, swords, lasers, bow and arrows, etc. These items tend to facilitate negative and hurtful behavior and safety of all children is a priority.
- ◆ Potty training will begin when a child is developmentally and emotionally ready. Because it involves everyone, it will be a joint decision.
- ◆ Smoking is not permitted on the premises at any time.

Confidentiality Statement

Adriana's Daycare will treat information about children and families in a confidential manner.

Children's records and information about families are accessible only to the child's parents and Adriana's Daycare unless written parental permission has been otherwise given. Signing of the Adriana's Daycare Contract authorizes the State Licensor to inspect the documents specifically identified in the Parent Handbook.

Discussions of problems and concerns between parents and assistants about specific children are to be held in private and not in the presence of the child or other parents.

Sensitive information about children and parents is not shared with other families in care or assistants.

It is the goal of Adriana's Daycare to establish trusting relationships with families and therefore imperative that confidentiality be respected by all parties involved.

Child Release Policy

An authorization to pick up form should be completed upon enrollment. The child will not be released to any other adult without proper notification from an authorized adult. Proper notification will be in writing if possible, or a phone call from an authorized person.

If at pickup time a parent or guardian is believed to be under the influence of drugs or alcohol an attempt will be made to persuade them to agree to call an alternate authorized person to pick up the child. If this is not agreed to, upon leaving the building 911 will be called and the potential abuse of a child being transported by someone under the influence will be immediately reported. It is understood that as partners, we agree that the child's best interest is the most important factor and that this policy reflects this statement.

All authorized adults that are unknown to the Adriana's daycare personal will be required to provide proof of identification (photo ID) and must be recognized by the child (if of an age to do so) before release.

Health Policies

The health of all children will be considered when making decisions regarding a sick child's attendance. To reduce the spread of illness to otherwise healthy children the following policies will be implemented.

Child care will not be provided for children who have had a temperature of 101 degrees or higher, vomiting, diarrhea or a constant cough or thick, colored nasal discharge during the previous 12 hours, or who are too ill or uncomfortable to participate in daily activities.

Child care will not be provided for a child who has strep throat until the child has been cultured and the results are in, are positive, and the child has been on medication 24 hours before returning to the center.

Children known to be in a contagious stage of an illness or communicable health condition (such as chicken pox, or pink eye) or an unidentified rash should not be in care. Parents must inform me A.S.A.P. when it is known that their child has a communicable disease so I may notify other parents.

I will contact the parents if the child becomes ill or is seriously injured during the day. The child will be isolated from the other children while waiting to be picked up but shall remain in sight/sound of teacher. Parents will be responsible for having the child picked up within one hour of the call.

I may request that a child who has had a prolonged illness or condition visit a doctor or have appropriate tests. The request will be honored by the parent as a sign of respect for all the other children attending.

If medications need to be administered in the daycare, parents will fill out an "Authorization to Administer Medications" form. All medicine must be in its original container, bearing the label with the child's name, dosage and administration directions. A confidential record of all injuries and medications administered will be kept in a confidential journal. This information will be taken from the completed medications and accident forms.

I will notify parents if I am not available to care for children because of illness. It is understood that notice might be given the morning of the day, but will be given the night before if possible.

SIDS Policies

Sudden Infant Death Syndrome

In accordance with current risk reduction recommendations the following precautions will be taken to reduce the risk of Sudden Infant Death Syndrome:

- ◆ All infants will be placed to sleep on their backs on a firm tight fitting mattress.
- ◆ Soft objects such as pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib.

- ◆ Blankets and sheets will be tucked tightly around the child, away from the face. Sheets will fit tightly. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- ◆ The infant's head shall remain uncovered during sleep.
- ◆ If a child falls asleep in a swing or car seat they will be moved to their crib.
- ◆ During the child's playtime they will be placed in the prone position (tummy time) for a significant portion of the playtime to allow for appropriate physical development.
- ◆ Parents requesting their child be placed on their tummy for sleep, and/or receive a soft comfort item during naps must obtain a doctor's permission in writing, and in writing acknowledging the risk they will be assuming in doing so.

Anti-discrimination Statement

As a licensed Adriana's Daycare accepts children for enrollment between the ages six weeks up to six years old, in accordance with the age ratio guidelines required by the state. Adriana's Daycare will not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry as required and dictated by the laws of California and the United States.

Emergency Policies

In cases of emergency, where immediate medical assistance is needed by either a child or any person, Adriana's daycare personal are instructed to call 911 for assistance. Emergency help is provided by the local police department and ambulance service and children will be transported to the local hospital. Parents will be called immediately after the 911 call. All personal of Adriana's Daycare shall maintain current certification for CPR and First Aid and administer to children in need as trained.

Fire and Earthquake Drill:

On the first Monday of each month a fire drill will be executed and the results recorded. On the second Monday of each month an earthquake drill will be executed and the results recorded.

Loss of Utilities:

If the center loses the use of heat, water or electricity before the center opens, parents will be called as soon as it is known that it will not be restored before Daycare is due to open. If a loss of utility occurs during the hours of operation, parents will be contacted to pick up their child.

2011 - Paid Holidays

Adriana's Daycare will be closed for the following holidays. When a holiday falls on a weekend, the Friday or Monday closest to it will be considered the holiday.

- Presidents' Day - Monday, February 21
- Good Friday - Friday, April 22
- Memorial Day - Monday, May 30
- Independence Day - Monday, July 4
- Labor Day - Monday, September 5
- Veterans Day - Friday, November 11
- Thanksgiving - Thursday & Friday, November 24-25
- Christmas - Friday & Monday, December 23 & December 26

PARENT HANDBOOK POLICY

Please read the Parent Handbook policy document then if you agree with terms, sign and return this form.

Adriana G. Popa
Family Child Care Provider

120 Theresa Ave.
American Canyon CA.
707-653 Kids (707-653-5437)
707-704-3848

By signing this handbook policy, the Parent/Guardian agrees to the terms and thereby agrees to abide with the Provider's Policy and Terms as set forth. Please write your initials on the line in front of each policy.

	Initial
Insurance	_____
Nutrition Policies	_____
Discipline	_____
Daycare Rules	_____
Additional School Policies	_____
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Child Release Policy	_____
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Loss of Utilities	_____
Holidays for 2010	_____

Parent/Guardian _____ Date _____