

Child's Name:

Start Date:



*Welcome*

*to*

*Gabby's Guppies In-Home*

*Day Care*

Hours: 7:30 a.m. - 5:30 p.m. Ages: Infant-12 years	Gabrielle L. Hodges 906-231-0708 450 Front St Lake Linden, MI 49945

## INTRODUCTION

Welcome to Gabby's Guppies Home Daycare!

In my home, I believe *a child deserves a loving, caring, safe, and calm*

**environment.** I welcome your family into my heart and home. What I offer to you and your child is much more than just child care. I offer an extended family - - a support system that nurtures all of us.

It is often difficult for working parents to balance all the commitments and responsibilities in their lives. I offer a safe, loving environment where your child will be accepted, loved, nurtured and stimulated. I offer an environment that will allow you to focus on work, and know that your little is in great hands!

I will offer stimulation and developmentally appropriate practices to the children. They include music and movement, outdoor play, sensory motor play (finger painting, playdough, sand & water), arts and crafts, story and sharing times, puzzles, building materials, dramatic play, and my favorite - - **lots of love, laughter, and hugs.**

My commitment to you starts with your commitment to me. For this support system to thrive, we must have open, honest communication. Please feel free to share with me your concerns, problems, and any situations which affect you and your child, as I will share mine with you. My goal is to have a respectful, mutual relationship, over the bond of your child!

To help my family child care home operate smoothly, you will need to comply with my policies and contract (see attached).

Only the people you have listed on your child's information card can pick up your child from daycare. If I have never met someone, I will ask to see their ID.

Thank you for choosing me as your child's daycare provider!

Welcome to my home,

Gabby L. Hodges

## **PHILOSOPHY/PURPOSE**

Each child is a special, unique individual with a mind and body just waiting to be stimulated, listened to, and loved. I strive to meet your child's physical, intellectual, social and emotional needs. I feel children learn best in a creative, natural learning environment. Your child will learn every day by being part of an extended family. Patience, sharing, responsibility, compassion for self and others, communication, and teamwork will be practiced in the daily routine of the home.

## **ADMISSION**

Gabby's Guppies In-Home DayCare accepts children aged 3 months through 12 years without discrimination on the basis of race, color, sex, sexual orientation, creed, national origin or ancestry.

Before Admission:

- The parent/guardian must meet with the provider to discuss the program and the needs of the child
- Enrollment forms, contract, and handbook must be understood, signed, and dated

Children may be enrolled on the following basis:

- Full time care (4-5 days per week)
- Drop In Care (1 day) - drop in care is only allowed if for some reason one of the full time children are not in. There is no guarantee that a spot will be open on days requested.  
Example: 1 child is on vacation for a week, there will be 1 spot available for drop in that week.

## **TERMINATION**

A child may be discharged from the daycare for the following reasons:

- Failure to pay fees in a timely manner
- Lack of cooperation on the part of the parent
- Failure of the child to adjust to the home. Should the child have problems, the provider will advise and consult with the parent concerning how the problems could be resolved.
- Repeated failure to pick up the child in a timely manner
- The provider has the right to give the parent a two week notice of termination

## **SUPPLIES NEEDED**

Parents/guardians are responsible for supplying diapers, wipes, and formula for their child. A spare set of clothes should be brought daily or left at the house for your child.

If you would like to bring a treat for your child on any given day, please make sure you bring enough for all the children. If your child has allergies or is on a strict diet, please work with the childcare provider so accommodations can be met.

## **TOYS**

I supply a variety of toys and activities for children of all ages. Please refrain from bringing toys from home. If a child must take a toy along, they will be expected to share it with the other children. If the toy is broken while at daycare, Gabby's Guppies will not be held responsible for replacing the item.

## **DAILY SCHEDULE**

(Age Appropriate)

7:30 - 8:30 Breakfast

8:30-9:30 Free Play

9:30 Outdoors/Gross Play

10:00 Circle time/Group Play

10:30 Snack

11:00 Free Play

11:30 Lunch

12:00 Story time and get ready for nap

2:30 Waking up Snack time

3:00 Outdoors/Gross Play

4:00 Clean-up toys and games and free play until parents arrive

\*This schedule will vary from day to day based on the number of children in attendance, age of children in attendance, and the weather.

\* Each week the provider will choose a focus for learning, depending on where children are with their learning curves. Example: Focus on ABCS, Focus on identifying numbers, Science experiments, Focus on primary and secondary colors, Focus on animals/sounds.

## **INDOOR AND OUTDOOR PLAY**

We do many different projects such as finger painting, play dough, pudding painting, etc. I will cover the children's clothes as much as I can with smocks, but please don't bring the children in their best clothes.

During the summer months, we spend as much time outdoors as possible. In winter months, we have more structured play with opportunities for gross motor development when we can't get outside as often. In the winter, we will only be going outside when weather permits, ideally 30 degrees or above.

## **NAPTIME**

Nap time is quiet time for everyone. I will help accommodate schedules as much as possible. Children will be quiet around 12:30/1:00 and will all be awake and having a snack by 3:00 p.m. Children have their own sleeping areas. Older children have quiet activities after a quiet period of rest.

## **HEALTH**

Children will be observed daily for any symptoms of illness. Children will be asked to go home if they are running a fever, vomiting, or unable to participate in our daily activities.

Children need to stay out of child care until they are fever free for 24 hours without the use of pain reliever/fever reducing medication. A child can return to care after an illness when they are well enough to participate in our daily routine.

## **IMMUNIZATIONS**

Your child is expected to be up to date on immunizations before childcare begins and remain up to date throughout the duration of enrollment.

## **MEDICATIONS**

Any medications must be brought in the original container and prescription medications must include the original prescription label and instructions. I will not administer any medications without written consent from a child's parent/guardian. Child's name must also be on the medications.

## DISCIPLINE

Physical force or any other form of corporal punishment, including spankings is **prohibited!** Moderate restraint may be used to prevent children from harming themselves, others, property, or to allow a child to gain control of himself/herself.

Discipline will be accomplished by setting clear limits on children's behavior through talking about what kinds of behaviors are not allowed at my home, through positive guidance, modeling of polite behavior, and by redirecting undesirable behaviors. Discipline will be for the purpose of helping children to develop self-control, self-esteem, and respect for the rights of others and oneself.

Time outs will only be used for children 3 and older if they refuse to listen or harm another child. Time-outs will be one minute per age.

As a parent, I use the gentle parenting method, which will empower your child to choose the right decision. For example: "Would you like to share the toy on your own, or would you like Ms. Gabby to help you share it with friends?"

## MANDATED REPORTING

I am a mandated reporter. Michigan state law requires that I report any suspected signs of abuse or neglect. If a child is showing signs of abuse or neglect, I am required to report to Child Protective Services.

## HOUSE RULES

- No running in the house
  - Respect privacy of others
  - Always use safety and caution
  - No jumping on furniture or beds
  - Shoes and socks are removed
- while in the house. Socks are removed to help reduce slipping from the hardwood floors.

Parents, **please** go over these rules with your child and stress the importance of them to create safety and harmony for all.

## **HOLIDAYS & PAID TIME OFF**

I will close for the following holidays, paid:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day

The childcare provider will receive 3 Holidays of Choice, paid, and an additional of 20 days PTO in one calendar year. This renews January 1st. During these days, all full time enrollees will be required to pay for the full week.

The provider will give you a minimum heads up of two weeks for scheduled vacation/time off. If by chance the provider or her children are sick, the provider will contact parents ASAP to let them know of the closure.

## **CHILD SICK TIME**

All families will be allotted 7 days of sick time for their child per calendar year. If you choose to use a sick day, you will not be charged for that day. Sick time goes into effect after four weeks of enrollment/attendance.

In order to use sick time, the child care provider will need to be notified by 7:00am of the day the child will be out. Sick time does not roll over into the next year. Children starting mid year, will have prorated sick time.

## **Sick Policy**

Child must be fever free for 24 hours, unmedicated, before returning to care. If a child is throwing up, has a fever, or more than two diarrhea diapers (case specific) Child will be asked to stay home.

If a child has an alerting, barking cough or constant runny nose (to the point of wiping it

every 3 minutes) the child will be asked to stay home.

If a child is unable to participate due to illness, the child will be asked to be picked up/brought home.

## **FEES**

Full-Time (4-5) days/week \$225 under 23 mo \$200 over 24mo Drop Ins: \$45 daily
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- Fees are due every Friday by 5:30 p.m.
  - A \$25 late charge will be applied for each weeks late payment
- Fees are due whether or not your child is in attendance (unless a sick day for the child is used.)
- Yearly Fee of \$40 for field trip expenses
- Subsidy pay family's will pay the difference of tuition out of pocket, if assistance does not cover the full amount.

## **NUTRITION**

I will follow the food guidelines put forth by the ACD food program. I serve meals and snacks using the guidelines throughout each day. All food is prepared in my kitchen. I sit and talk with the children about healthy options and serving sizes at each meal. We discuss where food comes from, how it is made, how to prepare food, etc. Water is available to children all day.

I accommodate food allergies or specific diet needs in any way that I can. If a child is allergic to a certain food, we will not serve it in my home.

Infants will be fed on demand. Moms are welcome to come nurse when their child is in my care.

## **SPECIAL NEEDS AND INCLUSION**

### **Cultural Inclusion:**

In my home, I believe that all children should be treated the same. Families are encouraged to share traditions with us and are welcome to come in to participate in holiday celebrations.

Families are encouraged to share snacks and foods that are traditional to their culture. They are also encouraged to use native language/teach others. When children are in my care, we talk about foods from different cultures at each meal.

I offer ethnic baby dolls and books about other cultures to the children to play with daily.

**Special Needs/Disabilities:**

I will work with families to give the child what they need when they are in my care. I am open to specialists coming into my home to work with children. I am open to making accommodations based on each family's needs. Communication is the most important part so a plan is in place to decide what is best for your child.

Any staff who has disabilities must notify me, Gabby Hodges. I will work with you, and make sure you have the necessary support and items you may need.

**Support:**

I am here to help support you and your family in any way that I can. Please feel free to open up to me, so together we can give your child the best learning and growing opportunities!

**Family Involvement:**

I will be occasionally sending home activities to do with your children, the forms will be expected to be returned on Fridays. Gabby's Guppies also goes on field trips, where we would love for families to join in and be involved. Parents can volunteer at any time, when the daycare is open.

**POTTY TRAINING**

When potty training, I require you to bring your child in diapers or pull-ups until we have discussed and agreed your child is ready to attend in underwear. Please bring extra clothes in case of accidents during potty training.

**VISATORS**

I welcome visitors in my home at any time, so please feel free to drop in at any point that your child is with me.

**Conferences:**

Providers will share different beneficial conferences with families. The broad beneficial conference topics will be up to the parents to attend on their own. Conferences that the provider attends to, the notes will be shared with families & key takeaways!

If a provider sees a specific beneficial conference that would benefit a specific child both at daycare and at home, the provider will cover the fee for parents to attend. Both provider and parents would attend said conference. Conferences can be online, or in person.

### **Individual Child Development/Written Communication with Families on Development:**

Providers will update parents monthly on their child's development. Providers will produce monthly letters on individual child development, on top of the verbal communication. These will be sent via email. Providers will share what is seen both physically and mentally for development. Provider will share strengths and weaknesses on the child, and the provider's learning plan to the child.

### **Providing Materials and Resources about Community-based Programs, Community Mental Health, Food Banks, Child Find, and/or Medical/Dental Resources:**

Materials will be posted at daycare entrance, or on the Gabby's Guppies Facebook Page

### **Breast Feeding Staff/Mothers:**

Staff and mothers are welcome and encouraged to breastfeed their babies. When needed, a safe/quiet space will be offered. If staff/mothers need additional support, please reach out to the director.

### **School Readiness/Curriculum:**

Provider will teach for at least an hour a day, and work on each specific child's monthly learning goals. Goals are announced via child individual development progress reports that are set out monthly. **Providers use the Creative Curriculum.**

### **Oral Care:**

Children will brush teeth after lunch at Gabby's Guppies. Toothbrushes and toothpaste are provided by the provider. This helps reinforce healthy habits by preventing tooth decay and gingivitis. This also models how to care for teeth and gums which helps support your family's health! Every month an oral care section will be handed out in our newsletter.

# Getting to Know Your Child

Please fill out the following questionnaire to help me get to know your child better before care begins!

Favorite foods:

Disliked foods:

Fears:

Favorite animal/cartoon character:

Favorite activities/toys/games:

Special toys/blankets:

Anything else you would like me to know about your child:

## **THE PARENT OR GUARDIAN AGREES:**

- To call or message if your child will not be coming to my home.
- To call or message if you are going to be late in picking up your child or late in dropping them off
- To communicate if someone else will be picking up your child. (Children can only be released to the individuals listed on your child's information card. If I have never met an individual, I will ask to see their ID.)
- If you have a friend or family member care for your child while scheduled to be at my home, you will still pay according to the signed contract.

## **THE PROVIDER AGREES:**

- To provide child care for the agreed upon hours/days set forth in our contract (except for illness and/or emergency).
  - To provide well balanced meals and snacks at no extra charge to parents.
  - To provide the child(ren) with age appropriate activities that stimulate intellectual, emotional, physical, and social development.
  - To provide child care which meets or exceeds the licensing requirements of the state for health and safety.
  - To communicate with parents each day your child is in care
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# Gabby's Guppies Daycare

## Photo Release

I have a daycare page on Facebook. The purpose of this page is to stay connected with families and provide a way to share fun, exciting activities and crafts that we do!

Please fill out the bottom portion of this form which will grant me (Gabrielle Hodges) permission to post photos and/or videos of your child along with their work.

With your signature, you are consenting to the following:

- I am the parent/guardian of (child's name) and I give permission for the child to be photographed during daycare.
- I agree to give Gabby Hodges permission to post photos/videos on Facebook and other social media for marketing reasons

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Parent/Guardian Signature Date

## **Wading Pools/Sprinklers**

Gabby's Guppies in-home daycare offers water play as part of the summer activities. Please sign below to have your child participate in these activities.

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Parent/Guardian

Date

## **Walks to the Park**

I give permission for my child to leave the day care home on foot to the nearby school park during the summer or for walks around the neighborhood.

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Parent/Guardian Signature

Date

## **Permission for Sunscreen/Diaper Rash Ointment/Insect**

### **Repellant**

I give permission to Gabrielle Hodges to apply sunscreen, diaper rash ointment, and insect  
repellant to my child, when deemed necessary.

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Parent/Guardian Signature

Date

## **ANIMALS PRESENT IN HOME**

I am aware that there are two cats and two dogs in the child care home. There are no issues with my child attending the childcare home with this information.

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Parent/Guardian Signature

Date