**SUNFLOWERS DAY CARE**

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**PARENT HANDBOOK**

2021

Dear Family,

Thank you for choosing Sunflowers Day Care and welcome to our small family! We truly value the choice you have made and we hope to create many beautiful memories together through partnership and teamwork.

To make our partnership as smooth as possible, we have made a few rules and policies that everyone must be familiar with from the very beginning. Do take breaks while you read through all of the paperwork, discuss between all the primary caregivers and come back with any questions you might have. We are here for you!

All legally responsible caregivers must sign page #12 at the end of this handbook and bring back the receipt.

With love,

Sunflowers

**Hours of Operation**

Sunflowers is open Monday through Thursday from 8:00am to 5:30pm. Sunflowers is closed on Fridays, certain Federal Holidays, Winter Break and the Summer Break (see schedule attached).

**Tuition/Fees**

Tuition is due in advance, every last Thursday of the month **for the month in advance**.

There are no deductions/discounts for absences, federal holidays, illness or closures due to inclement weather, power outages, or other situations beyond Sunflowers control. This means that tuition is due regardless of a child’s absence from the program for any reason, and is required to hold a child’s space. Payment obligation is based on the days you agree to use the childcare services **not on actual days of attendance,** unless they exceed the days or hours contracted.

By signing the contract, you agree to pay full tuition for scheduled holidays and partial tuition for winter and summer break. Each New Year parents will be given a new calendar with the new Holiday Schedule.

**Tuition adjustments:**

Federal Holidays 0% off your regular tuition rate.

Winter Break 50% off your regular tuition rate.

July - Summer Break 50% off your regular tuition rate for August (to reserve the spot).

**Late Fees:**

* Early drop-off and/or late pick-up an extra charge of $1/minute. Children should be picked up at their scheduled times. It can be distressing for a child to be left in the care of others after hours, late pick up should be **an unusual occurrence**. Please, allow enough time to arrive at the program, pick up your child, and leave the program by closing time.
* Tuition paid after last Thursday of the month will incur a $20/day fee. This fee will be added to the tuition for each day that is late until it is paid in full. When the payment is delinquent we are unable to provide same, high quality care to all the children.

**Substitute care arrangements**

Caregivers must have the arrangements for substitute care in the event that we are unable to care for the child. The primary caregivers, not the provider is responsible for arranging the substitute care. We reserve the right to provide a substitute for ourselves without voiding the contract.

**Child Custody**

So that all parents/guardians feel equally welcome at Sunflowers we strive to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court-order visitation schedule on file at Sunflowers. We require all families to resolve their difference or unsettled court orders through legal channels. Our primary concern is the safety of all children as well as the staff and other family members. For this reason, our program cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parents or guardian visits.

**Late Policy**

If, a parent or guardian does not retrieve, or arrange to have someone retrieve, their child by 5:30PM. A late pick-up fee of $1/minute will be added to your account after 5:30PM.

If you are more than 10 minutes late, we will make 3 attempts to contact you by telephone. Then, if, unable to reach any of the parents/caregivers we will proceed to contact emergency persons. We will contact local police and child abuse/neglect hotline 1 hour after unsuccessful contact with you or any child’s emergency contact.

**2021 Holiday List**

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| --- | --- | --- |
| Monday January 4th | Return from the winter break | OPEN |
| Monday, January 18th | Martin Luther King Day | CLOSED |
| Wednesday, January 20TH | Inauguration Day | OPEN |
| Monday, February 15TH | Presidents Day | OPEN |
| Monday, May 31ST | Memorial Day | CLOSED |
| July 5th – July 30th | Summer Break | CLOSED |
| Monday, September 6th | Labor Day | CLOSED |
| Monday, October 11th | Columbus Day | CLOSED |
| Thursday, November 11th | Veterans Day | OPEN |
| Thursday, November 25th | Thanksgiving Day | CLOSED |
| Monday, December 20th – Friday December 31st | WINTER BREAK | CLOSED |

**Meals**

We provide 2 hot, home cooked meals and 2 snacks on a daily basis. Water is always available to the children while under our care, as well as extra snacks. We serve mostly organic or fully organic homecooked meals. It is parent’s responsibility to inform Sunflowers staff of any limitation of specific foods due to allergies and/or preference.

**Supplies**

Parents are responsible for supplying diaper cream, baby wipes, diapers or pull-ups for the children that are not toilet trained.

**Other supplies:**

We charge a $15 per month supplies fee to maintain the highest quality of care. It allows us to supply your child with arts and crafts materials as well as soap, tissues, napkins, toilet paper, cleaning supplies etc. This fee will be added to your monthly invoice.

**Discipline**

The goal of our discipline policy is to help children navigate their emotions and develop self-control skills. We will set clear and consistent guidelines for behavior at Sunflowers. These guidelines are developmentally appropriate and encourage children to solve conflicts using words, rather than physical means. Teachers talk with the children about the consequences of their actions, their feelings, and the feelings of other children.

Removal of a child from a group will be used only as a means of helping the child gain control. If a child cannot recover, the staff member will call the parent to pick up the child. At no time will the school use corporal or verbal abuse.

**Sick Policy**

For the protection of all the children in our care as well as the health and comfort of your own child and our employees and family. In order to protect the group as a whole we ask:

1. **During Covid-19 Doctors note is required to return to Sunflowers whenever your child is sick.**
2. If the child is sick, unable to play outdoors, and/or unable to participate in regular activities, **alternate arrangements for care must be made**.
3. In the event that a child becomes sick while at day care, the family will be notified and prompt pick up arrangements will be made.

Parents must sign “ADMINISTER PRESCRIPTION MEDICINE” and/or “ADMINISTER OVER-THE-COUNTER MEDICINE” in order for Day Care representatives to administer the medication.

**When a child may NOT attend the day care:**

* **FEVER 100.0F and HIGHER**, this includes the night before/morning of day care.
* No fever for 24 hours without taking fever reducing medicine. If you had to give your child medicine the night before that still means they cannot come to the day care next morning.
* **RASH**- unexplained rash - consult a Doctor/need a note stating your child is not contagious.
* **VOMITING or/and DIARRHEA**, all symptoms must be **gone** and **no vomiting or diarrhea** **for 24 hours.**
* **STREP THROAT**- Consult a Doctor/Need a note. Child must be on antibiotics **for 24 hours** and be without a fever without medication for it. During Covid-19 Doctors note is required to return to Sunflowers.
* **FLU/BRONCHITIS/PNEUMONIA** – Consult a Doctor/Need a note stating it is ok to come back to day care. Must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.
* **EAR INFECTION** – Consult a Doctor/Need a note. Child must be on antibiotics and no fever for 24 hours before returning.
* **CONJUNCTIVITIS (RED EYE WITH YELLOW DISCHARGE)/PINK EYE** – Consult a Doctor/Need a note. Child must be on eye drops/antibiotics for 24 hours.
* **HEAD LICE** – Usually takes 24 hours to treat head and house. When all nits have been removed and child is cleared by the Doctor. Need a note.
* **COMMON COLD POLICY** – Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger the child, the more difficult it is to keep the spread of germs down. For Example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

When we care for an ill child, the ability to provide high quality care to all other children is jeopardized. A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplained illness, a doctor’s medical clearance may be required prior to admission back into care.

If you have any questions concerning this policy and whether your child should attend, please call us before bringing your child.

**During Covid-19 Doctors note is required to return to Sunflowers whenever your child is sick.**

**PLEASE BE COURTEOUS OF ALL CHILDREN IN OUR CARE, AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITTING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED.**

Contract and Handbook Receipt

I, \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_, have read Sunflowers Day Care Policies and with this signature agree to follow the above guidelines.

Signature: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_/202

I, \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_, have read Sunflowers Day Care Policies and with this signature agree to follow the above guidelines.

Signature: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_/202