



2021/2022 Parent Handbook

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Welcome to Legacy Daycare

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

COVID-19

During these unprecedented times there are a few changes due to COVID-19. If my daycare needs to close due to COVID-19, payment during this time is still expected. This ensures that you have a safe place to return to. Parents will no longer be allowed to mingle in my home. Drop off and pickup needs to be quick and only at the front door. If there are any concerns or information needs to be passed about your child, I welcome open communication. This however will need to be done via text/email/phone call or Daily Connect app. Daily forehead temperature checks will be taken of the children as they enter my home. Please do not give children medication to suppress a fever and bring them to daycare. If a child has a fever, they need to stay home regardless of what the presumed reason might be. Low grade fevers due to teething have been allowed before but *they will not this year*. If a child reaches a fever for whatever reason, you will be called to pickup your child within one hour.

Registration Checklist

Children may be enrolled from six weeks through five years of age, regardless of race, creed, or religious beliefs.

State Licensing Requirements

Legacy Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. I believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials. I am required by the state of Minnesota to maintain records on each child in my care. These forms need to be completed prior to your child's first day in my care. These forms also need to be updated yearly (September) for my license renewal.

Termination Policy

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, 30 days written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Initial _____

Advance Notice

If you will no longer be needing my childcare services, thirty days advance notice needs to be given to me. Whenever possible even more notice is better. This helps me tremendously. Reason being, unlike childcare centers I can only take 2 children. I take a considerably lower number of children to give every child as much personal attention as possible.

Daycare Hours

The daycare is open Monday through Friday 7:00am to 4:30pm. Drop off is between 7am-8am. I do school drop off, for my children, after 9:00am. So there is no drop off between 9:00-9:45. I do school pickup, for my children between 3:45-4:20. There is no pickup between those times either. The following are the holiday exceptions:

Holidays

Labor Day (9/6/21)

First Day of School (9/7/21)

Thanksgiving Day (11/25/21)

Day After Thanksgiving (11/26/21)

Christmas Eve (12/24/21)

Christmas Day (12/25/21)

Day After Christmas (12/27/21)

New Year's Day (12/31/21)

Martin Luther King Day (1/17/22)

President's Day (2/21/22)

Memorial Day (5/30/22)

4th of July (7/4/22)

Sick/Personal Days

As strong as my immune system has become over the years, I unfortunately still get sick from time to time. Because of this I allot myself 3 sick/personal days per year. I also use these days for my continuing education classes (CPR, Pediatric First Aid, etc) in order to keep my childcare license in good standing. I will give you as much of an advance notice as possible.

Funeral Leave

In the unfortunate event of a funeral, I will be granted up to 5 paid days which is separate from my sick or personal time.

Initial _____

Vacations

I allot myself 2 weeks of vacation a year. The dates of our vacation will be posted at least one month in advance. Regular payment rates apply for my vacations, your vacations, weeks with holidays, and provider's sick/personal days.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

Deposit

A nonrefundable deposit equal to two weeks of childcare costs is due at time of enrollment. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application. The deposit will be credited towards the last two weeks of your child's enrollment.

Note: Please make checks payable to Nicole Schmidt.

Payment Policy/Attendance

Payment is due the Friday before the upcoming week care. If payment is received after 4:30 on Friday a \$20 late fee will be charged, \$50 for second late payment and two weeks payment is then required at a time. Payment is due before your child will be allowed back at daycare. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.

Part Time Care: Unfortunately, we cannot switch around your child's scheduled days of enrollment. Your days contracted are your days and cannot be altered on a weekly basis.

Non Sufficient Checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks. If a second NSF happens payments will either need to be paid via cash or credit card. A 2.9% additional fee will be collected for each payment used via credit card transaction.

Late Pickup Policy

If your child is picked up after 4:30pm there will be a late charge assessed of \$1.00 for every one minute (unless prior arrangements have been made). Please be courteous and arrive on time. After hours is time with my family.

Initial _____

Health Matters

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. I can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with me. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

- If your child needs to be seen by the doctor please keep them home. If they are sick enough to be seen by a doctor they are not well enough to come to daycare. Please keep them home.
- If you have to give your child Tylenol for them to get through the day, they are not well enough to come in to daycare. Please keep them home.
- If your child was seen by a doctor and given any medication at all, even if it does not need to be given at daycare, they are not well enough to come to daycare, they must remain home for the first 24 hours.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present or at minimum 24 hours after symptoms were present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule. My goal is to make this a safe environment for everyone.

Guidelines For Children Requiring Exclusion From Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she does not have a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

Initial _____

The Following Are Reportable Diseases in Minnesota

The following are required to be reported to me within 24 hours of the diagnosis of serious contagious illness or parasitic infestation local and state health departments must be notified of these illnesses.

The following are reportable diseases in Minnesota:

Acquired Immune Deficiency Syndrome (AIDS)	Hantavirus Infection	Shigellosis (Certain types of food poisoning)
Amebiasis	*Hemolytic Uremic Syndrome	Shingles
Anaplasmosis	Hepatitis	*Smallpox (variola)
*Anthrax	Histoplasmosis	St. Louis Encephalitis (Arboviral Disease)
Arboiral Disease (including West Nile Virus)	Human Immunodeficiency Virus (HIV) including AIDS	Staphylococcus Aureus (outbreaks only; also VISA & VRSA)
Babesiosis	Influenza (outbreak or lab confirmed)	Streptococcal Disease (Groups A & B streptococci & S. Pneumonia)
Blastomycosis	Kawasaki Disease	Syphilis
*Botulism	LaCrosse Encephalitis (Arboviral Disease)	Tetanus (lockjaw)
*Brucellosis	Legionellosis (Leagionaire's Disease)	Toxic Shock Syndrome
Campylobacteriosis	Leptospirosis	Toxoplasmosis
Cat Scratch Disease	Listeriosis	Transmissible Spongiform Encephalopathy
Carbapenem-resistant	Lyme Disease	Trichinosis
Chancroid	Malaria	Tuberculosis
Chickenpox	*Measles (Rubeola)	*Tularemia (plague-like disease)
Chlamydia	Meningitis (infectious)	Typhoid
*Cholera	*Meningococcal Disease (all invasive disease)	Typhus
Clostridium difficile	Metchiclin-resistant Staphylococcus aureus (invasive)	Unexplained death & unexplained critical illness (possibly due to infectious cause)
Coccidioidomycosis	Mumps	Unusual or increase case incidence of any illness
*Congenital Rubella Syndrome (Rubella)	Neonatal Sepsis, less than 7 days after birth	Vancomycin-Intermediate S. Aureus (VISA)
Covid-19	*Orthopox Virus	Vancomycin-Resistant S. Aureus (VRSA)
Cronobacter (Enterobacter) Sakazakii	Pertussis (Whooping Cough)	Varicella Zoster Disease (Chickenpox, Recurrent shingles, etc.)
Cryptosporidiosis	*Plague	Vibrio
Cyclosporiasis	*Poliomyelitis (Polio)	West Niles Virus (Arboviral Disease)
Dengue Virus Infection	Psittacosis	Western Equine Encephalitis (Arboviral Disease)
*Diphtheria	*Q Fever	Yellow Fever
Diphyllobothrium Latum Infection	*Rabies	Yersiniosis
Eastern Equine Encephalitis (Arboviral Disease)	Retrovirus Infections	
Ehrlichiosis	Reye Syndrome	
Encephalitis (infectious)	Rheumatic Fever	
Enteric Escherichia Coli Infection (E. coli)	Rocky Mt Spotted Fever	
Giardiasis	*Rubella & Congenital Rubella	
Gonorrhea Infections (venereal disease)	Salmonellosis (including typhoid)	
Haemophilus Influenza	*Sever Acute Respiratory Syndrome (SARS)	
Hansen's Disease (Leprosy)		

Initial _____

Medical and Dental Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, I will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, I can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform me immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made.
- Child's parents (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness/vacation, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.

Maternity Leave

If you decide to keep your child home with you during your maternity leave, you will still be required to pay their contracted tuition rate.

Medication

At Legacy Daycare I do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare. I will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections etc and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if I will administer a certain medication or not, please feel free to ask.

Initial _____

Reporting Child Abuse

I am required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Evacuation Procedures

I have written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible.

Infant trial period

Infants are allowed an 8 week trial period. While I believe in cuddling and comforting an infant, if he/she requires my undivided attention and will sleep only when being held, this distracts from my ability to provide quality care to all the children. In the unlikely event that your child cries continually or is unable to sleep for at least an hour after being in my care for 8 weeks, these are signs we are probably not a good fit for each other. I encourage you to work with your baby to develop good, independent sleep habits before entering daycare. It is against my policy to hold an infant for their entire nap, to let them sleep in a car seat/swing or any other place beyond a crib. It is also against my policy to swing an infant in a car seat to get them to calm down.

Napping Policy

Infants will not be allowed to sleep in their car seats, swings or any other location other than a crib. Please be aware of this when getting your child ready to come to daycare as it will make an easy transition for your child if we are all doing the same thing. Infants will be laid on their backs only. If a sleep sack is required please contact me for what I am legally able to use in my daycare per the state. I can only use a sleep sack until the infant is either 6 months old or if he/she is rolling over sleep sacks will have to be terminated at once.

Bottle Policy

Infants need to be bottle feed prior to coming to daycare. It is heartbreaking to see an infant come to a new daycare and have to transition and not be able to get their nutrients they need because they are not trained on bottle feeding. Please do not put me in this position. It can be cause for termination.

Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Diapers are checked frequently, and changed every two to three hours or more often if required. Diapers containing stool are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Initial _____

Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Diapers are checked frequently, and changed every two to three hours or more often if required. Diapers containing stool are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Toilet Training

I am more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

TV Viewing

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to Sing A Long Songs Curriculum videos, PBS, the Disney Jr. channel or Baby Einstein for the younger ones. On occasion, usually only on Fridays, we may pick an appropriate children's video to watch i.e. (Little Einstein's, Blue's Clue's, etc). Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Toys

I have well organized, separate, age appropriate toys. During the initial adjusting period we encourage your child bring a piece of home with them. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as I try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child with toy weapons.

Miscellaneous

Understand that your child may be included in classroom evaluations by State Licensing officials, and other parents observing their right to our open-door policy.

Initial _____

Open Door Policy

You are welcome to pick up your child at any time. I try to plan most activities for the morning so you can pick up early in the afternoon if needed. If you can please let me know ahead of time so I can have your child fed and diaper changed before you pick up so they are ready for you.

Behavior Management & Discipline

Patience, consistency, and positive reinforcement is where I start while taking care of your child. I also try and teach the children in my care kindness, manners and to be respectful to others. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and test their boundaries by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property.

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior. / *Redirection:* The child is redirected to another activity and given an opportunity to try again at another time. / *Last Resort:* When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Supplies Needed at Daycare

Parents are responsible for supplying the following items: diapers/pull-ups, breast milk/formula, wipes, diaper creams, weather appropriate clothes and a change of clothes, jacket, shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), pacifier (if needed), and a swimsuit. We apply sunscreen every day to any child playing outside. For the older children sleeping on a matt: a blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything else your child may need. I will wash your child's blanket and pillow case every Friday. If you prefer to do this yourself please let me know in advance so they are ready for pickup. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. We suggest that you write your child's name on the tags of their clothing in order to prevent any clothing mix-ups.

Arrival and Departure

Please send your child clean. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Initial _____

Cleanliness

I take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. I am committed to keeping my home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. My home is kept clean and disinfected at all times. I thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. I wash my hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

I wash my hands:

Before beginning work

Immediately before handling food/feeding children

After using the toilet/helping a child use the toilet/after changing soiled clothing or diapers

After coming into contact with any bodily fluid, such as a wet/soiled diaper, runny nose, spit/vomit

After handling a pet or pet equipment

Whenever hands are visibly dirty

After cleaning a child/the room/toys/bathroom

Before giving medication or applying ointment

Children wash their hands:

Immediately before and after eating

After using the toilet or having soiled clothing or diaper changed

Before and after using water tables

Before and after using play-dough or other substances

After playing on the playground

Whenever hands are visibly dirty

Before going home

Special Diets

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then I must be informed, and when applicable given a doctor's note stating to the fact. If the child still is unable to eat the food provided then all of the child's meals and snacks will have to be provided by the parent.

Initial _____

Meals/Snacks

Each day we provide three nutritious and well-balanced meals. We provide morning breakfast at 8:00am, 10:00am snack, lunch at 12:30pm and afternoon snack at 4:00pm. Milk is served with all the meals and snacks, and water is offered throughout the day. I do not provide food for any child who is not eating solids consistently throughout the day. If your infant is not able to eat the food we provide please provide food, all labeled. Below you will find a menu, showing an example of the different types of food we serve throughout any given week. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind.

	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
Breakfast	Fluid Milk	Milk	Milk	Milk	Milk
	Fruit/Vegetables	Cooked Apples	Peaches	Raisins & Oranges	Pine Apple Juices
	Cereal, bread or bread alternative	Cinnamon Toast	Cheerios	Oatmeal	Biscuits
	Additional Food Options				Flour Tortilla
Choose 2 of these 4					Eggs & Cheese
A.M. Snack	Fluid Milk		Milk		
	Fruit/Vegetables	Oranges or Melon			
	Cereal, bread or bread alternative	Bagel	Pumpkin Muffin	Wheat Crackers	Mashed Bannanas in Plain Yogurt
	Meat and / or Alternative			Turkey & Cheese Slices	Animal Crackers
Lunch	Fluid Milk	Milk	Milk	Milk	Milk
	Meat and / or Alternative	Ground Turkey	Scrambled Eggs	Refried Beans/Cheese	Chicken
	Bread or equivalent	Spaghetti	English Muffin	Corn Tortilla	Bow Tie Pasta
	Vegetable or Fruit	Zucchini	Diced Potatoes	Lettuce/Tomato	Broccol & Carrots
P.M. Snack	Vegetable or Fruit	Green Salad	Stewed prunes	Apricots	Pineapple
	+Additional Food Options	Tomato Sauce	Grape Fruit	Plumbs if in season	
	Choose 2 of these 4				
	Fluid Milk				
Fruit/Vegetables	Celery & raisins P.B.	Pineapple	Watermelon		Baked fries
Cereal, bread or bread alternative		WheatThins	Soft Pretzels	Oatmeal or Cookies	
Meat and / or Alternative					Cheese

Nap Time

Infants and toddlers sleep in separate rooms. Children up to the age of 3, or if climbing out of the pack 'n play, whichever comes first sleep in provider provided pack 'n plays. Children older, and the toddlers sleep on mats. Our goal is to have the two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is during the time between 1:00pm and 3:00pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. For the older toddler age children sleeping on mats, please send a pillow and blanket that can be kept at the daycare for your child.

Initial _____

Learning and Fun

For ages two through five, I offer a structured preschool curriculum. This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. I know that children learn best by "doing". The activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. For ages 24 months and younger we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all age's fun, and non-intimidating. It is my hope that both you and your child will be as enthusiastic as we are about our program.

Activities

I know that children also learn through play; because of this, I do not under estimate its importance on a growing child's mind, body and spirit. I encourage lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that the children participate in, include, but are not limited to the following. Indoor activities include: books and story-time, Legos, circle-time, tumbling exercises, Lincoln Logs, Kids-K'nex, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing. Outdoor activities include: climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys I have surrounded ourselves with, I hope to prevent any injuries before they can happen. During the summer months (June, July and August) I allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

Initial _____

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Older Toddler/Preschooler (24 months and older)

7:00 - 8:00 drop-offs, welcome children, free-play and/or structured-play, trains, story-time, etc.

8:00 - 9:00 breakfast, clean-up/wash-up

9:00 - 9:30 circle-time (Preschool Curriculum)

9:30 - 10:00 arts and crafts, story-time, various learning games

10:00 - 10:30 music, song and dance, tumbling exercises

10:30 - 12:00 outside play-time

12:00 - 12:30 free-play and/or structured-play, interactive video (Little Einstein's, Blue's Clue's, etc.)

12:30 - 1:00 lunch time, clean-up/wash-up, brush teeth, and get on mats

1:00 - 3:00 rest-time and/or quiet-time

3:00 - 4:00 free-play and/or structured-play, puzzles, books, various learning toys, etc.

4:00 afternoon snack, clean-up/wash-up

4:30 pick-ups, outside play (depending on season), coloring, play-dough, toys, story-time, etc.

Infant/Young Toddler (younger than 24 months)

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

7:00 - 8:00 drop-offs, welcome children, free play and/or structured-play, story-time, toys, etc.

8:00 - 9:00 breakfast, clean-up/wash-up

9:00 - 10:00 naptime (depending on age), flash cards, arts and crafts, story-time, stacking blocks

Initial _____

(Daily Schedule Continued)

10:00 - 10:30 music, song and dance, games

10:30 - 12:00 outside play-time

12:00 - 12:30 free-play and/or structured-play, interactive video (Baby Einstein, or Blue's Clue's)

12:30 - 1:00 lunch time, clean-up/wash-up, brush teeth (when applicable), nestle into cribs

1:00 - 3:00 rest-time and/or quiet-time

3:00 - 4:00 free-play and/or structured-play, books, flash cards, various learning toys, etc.

4:00 afternoon snack, clean-up/wash-up

4:30 pickups, outside play (depending on season), puzzles, musical instruments, story-time, etc.

Infant (3 to 6 months)

7:00am - 4:30pm cuddles, love, and affection, eat, poop, and sleep

Daily Connect

For children 24 months and younger, we utilize an extremely informative mobile app called Daily Connect to keep parents up to date with their child's day. As soon as an event is saved, it is immediately synchronized on each parents account. Everybody has access to the information in real time.

Guidelines - What Is Asked Of Children

☺ All food and drinks must be kept in the kitchen area

☺ No playing in the bathroom

☺ No coloring on anything but paper

☺ Name calling and foul language or yelling is not allowed

☺ No hitting, kicking, pushing, pinching, biting, spitting or pulling hair

☺ No pulling or picking of plants, grass, trees, or flowers

☺ No picking-up, pulling, poking or squeezing of babies

☺ All kitchen and bathroom cupboards are off limits to daycare children

☺ Take turns and share

☺ Help clean up

☺ Laugh, smile, play, and be happy!

Initial _____

Nondiscrimination

I do not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, sex or disability.

Smoking

Smoking is not permitted in the residence in or outside of daycare hours of operation.

Substitute

In the rare event that an emergency occurs my husband Brian Schmidt will step in and take care of the children. He is licensed as my emergency backup through Carver County Family Child Care.

Religion

Legacy Daycare is non-denominational and does not promote any set doctrine or actively pursue converts to a particular faith. Legacy Daycare welcomes children from all religious or non-religious backgrounds.

Spiritual faith is viewed as an important component to healthy human development. Christian holidays are taught and celebrated. Children are presented with the following:

- Arts and Crafts could periodically include some religion
- Cultivating positive characteristics such as self-control, forgiveness, sharing etc.
- Prayer over meals

Grievance

If there is an issue please connect with me in person, via phone, text, email or Daily Connect. If there is an issue that requires more time, we can schedule a time outside of daycare hours to fully devote to resolving issues. If the issue still cannot be resolved please contact Carver County Family Child Care.

Contract Adherence

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. I reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when I do make a change to the contract you will be given a copy.

Initial _____

Enrollment (Re-enrollment) Fee

Every September and when first enrolled a \$60 fee will be collected. This goes towards licensing fees.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. I am always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Legacy Daycare handbook are understood and agreed upon.



Initial _____