Welcome Families

Mrs. Poppins Childcare is excited you have considered joining our family. If you have already decided and you are reading the parent handbook to secure your spot, ***Welcome***!

My name is Courtney Beyer and the story of Mary Poppins has always been special to me, which is why I decided to use it in my career title. In 2004 I posted an ad in our local newspaper asking if anyone was "looking for their real-life Mary Poppins?" It may seem silly, but if you know about Mary Poppins, you understand how crucial she was to the family she helped, as well as how important she was to the children. For almost 20 years, I have been 'The Real Mary Poppins' to at least 15 families. Within these families, I have helped raise, nurture, and provide structure to various age groups all while I have built long-term, ongoing friendships.

Being a nanny for as long as I have, I have learned to navigate the different needs of each child within the home, as well as tailor my nurturing style to what is best for them. I have fostered the individual growth and learning styles of every child, always with their best interest in mind, as well as providing the necessary reassurance and trust for the parents. That reassurance is key and what I believe is lacking in a lot of relationships other providers have with families. I understand how important it is to help parents see their children are in good hands when they are unable to be present, as well as helping first-time parents through the anxiety of leaving their children for the first time.

There is nothing better than knowing I am not only aiding in the growth and development of the children, but also providing parents with a sense of ease and respect that allows them to cultivate what they need to do outside of the home. Mary Poppins provided exactly what was needed for the family and when she saw that her job was done, she smiled her cheery smile, and let the wind take her away-of course not to stay away too long. This is exactly as I have done and will continue to do. I am hoping to create more long-term relationships and for you to stay for as long as you need, that is until my job is done.

Please review the documents within this provider policy handbook and fill out all the necessary forms so that you are fully aware of my policies and that we have all the supporting documentation filed before I can begin providing care. It's very important to me to have open communication and for everyone to feel safe and welcome, so if you have any questions or concerns, I will do my absolute best to explain things to you and to accommodate your family.

I look forward to getting to know your family and providing loving care for your child(ren)!

 XO

 Courtney Beyer

 (Owner of Mrs. Poppins Childcare)

 **About Mrs. Poppins Childcare**

**Openings for Ages**

6 weeks to 12 months

Mrs. Poppins Childcare is tailored to serve (4) four newborns and infants, with the hope that the babies who have started within the facility will all build long term social relationships with their peers throughout toddler years. This will mean the program will be altered and tailored to the child(ren) as they age. My long-term goal is to have a preschool and to have everyone who has entered my childcare center welcomed and part of the preschool curriculum when it is up and running.

**Hours of Operation**

6 am to 6 pm Monday through Friday

By securing a spot in my facility, you may utilize whatever days and times your family needs and this can change weekly as fitting. I ask that you inform me of a tentative schedule on Sunday if your schedule varies so that I can make sure I am fully prepared with meals and supplies. To simplify things and to keep the numbers low, only full-time positions are available. This allows me to devote my time to getting to know a smaller number of children and to provide the same level of care that I have provided for twenty years as a nanny in my home daycare setting.

There will be a late pickup fee of $25 if pickup occurs after 6pm. In the event of an absolute emergency, I will try to accommodate without penalty, that is if it isn't an ongoing occurrence and there is ample notice.

**Authorized Pick up**

No one other than parents and designated persons with proper identification and written approval will be allowed to pick up your child. Prior arrangements must be made to avoid delays and late pick-up fees. If the proper documentation and ID is not available, I will not release your child. My primary goal is always the safety of your child. There is an open-door policy in my home, and parents may visit at any time, but please be considerate of the sleep needs of infants. I will provide a code for entrance into the daycare once you have signed the contract, so that you can enter quietly if it is outside your normal drop off/pick up times.

**Communication**

I will send home a daily log of important information (if requested), but please respect the fact that it may be difficult to have a lengthy conversation at pick-up. If you have further questions or concerns and need to reach me, please e-mail me at mrspoppinschildcare@gmail.com. I will do my best to respond to your email before the start of the next business day. I will also send home a weekly communication letter, via email, to everyone with any important information, including any low inventoried supplies so we can all transition into the next week smoothly. If you need to schedule a longer meeting with me, please reach out and we can schedule another time in person or over the phone to talk.

**Fees**

The weekly tuition rate is $400, due by the Sunday prior to the week of care. This payment secures a slot for your child, even if your child is unable to attend due to sickness, vacation, or personal family days. If you do not need care each day that I operate, I am still securing a weekly spot and will be unable to negotiate the weekly tuition rate for families needing less than full-time care. Having this simplicity will allow me to focus my time on the children and their needs and not try to reach full capacity every day. No deductions from tuition are made for absences, holidays, vacation days, or inclement weather closings. I accept payment through KidKare (epay service), Venmo (@CourtneyMBeyer), check, and cash. It is your responsibility to make sure payment is received in a timely fashion to avoid late fees.

**Late Fees**

If payment is late and not received by Monday morning of the week of care, the following penalties will be enforced:

*First offens*e-I will communicate with families and discuss options for avoiding this in the future. KidKare is a great option for direct pay and is helpful for busy families. Ask me about how to sign up.

*Second offense*-There will be a $5 late fee per calendar day payment isn't received.

*Third offense*- There will be a probational period of 3 months, if payment continues to be late within this time frame, this will void the contract and your secured position will no longer be available.

There will be a $25 returned check fee as well as repayment of any other fees as a result. If there are two checks returned within one calendar year, cash or direct pay may be the only acceptable payments options from this point forward.

***I reserve the right to terminate our contract at any point for unpaid tuition if payment is not received within 7 days. You forfeit your deposit if your contract is terminated for unpaid tuition and fees.***

**Deposit**

To secure a spot at Mrs. Poppins Childcare, I ask that two weeks' tuition rate be paid as a deposit in advance, as well as your first week of childcare upfront. These two weeks will be used as payment for your last two weeks when notice to end care is provided. I ask that if you have decided to no longer need care, that ample notice be provided, but two weeks is sufficient. I will try to do the same if I feel our contract needs to be terminated, but if I end the contract earlier and do not feel I can provide care during those last two pre-paid weeks, your two-week deposit will be refunded, unless your deposit was put down to hold a secured spot.

If you have secured a spot and decide to no longer use our facility, your deposit will be void and you will not get a refund. Working with newborns and infants will result in a lot of parents securing spots for their babies while pregnant and/or on maternity leave. This deposit allows me to plan and to make sure my business is running efficiently.

If you need immediate care and we agree upon services, I am willing to allow for a payment plan for the deposit (last two-week tuition), if it is paid in full within two calendar months of signing the contract. ***Without a full deposit fulfilled upon the agreed time, your contract will be terminated without a refund.***

**Trial Period**

There will be a two-week trial period, where parents or legal guardians may terminate their contract for any reason. You must provide two weeks' written notice and your deposit will be used for tuition to cover the last two weeks of care. If you opt out of care, there will be no refund of your deposit. In no other circumstances will there be a refund for unused weekly tuition, unless you have prepaid beyond the week and your last two-week deposit (ex: paying monthly).

**Suspension and Expulsion Prevention Policy**

If a child is having difficulties with behaviors that cannot be monitored and adjusted and they become disruptive to their peers, I will do my best to communicate concerns as they become noticeable and schedule a time where I can involve parents input and communicate some ways to assist your child in adapting to their daily daycare environment. In the event their behavior is unable to be resolved and difficulties continue to arise, I reserve the right to withdraw your child and terminate the contract.

**Termination of Contract**

If for any reason I feel I need to terminate our contract, I will provide written notice with an explanation, as well as a termination date. Some possible reasons for termination may include:

* Failure to comply with the parent handbook policies or contract
* Non-Payment of childcare, unpaid late fees, and/or frequent delinquent payments of tuition
* Disrespect towards myself, my family, or other families enrolled in the facility
* False information provided by a parent regarding their child either in writing or verbally
* Repeated failure to pick up by the scheduled time
* Knowingly exposing your sick child to other children by bringing them in when ill
* Inability to meet your child's needs without having to hire an additional staff member
* Destructive and hurtful behavior from parent or child that is unable to be mediated and remedied

If for any reason legal services are needed, Mrs. Poppins Childcare (Courtney Beyer), will not be responsible for any legal costs incurred.

**Rate Schedule**

Tuition rates will be reviewed annually. There will never be more than a 5% increase in tuition rates each calendar year that you've had a secured spot, but as the children age, if there are more toddlers/children within the facility added, your tuition rates may be lowered. I promise to keep things fair for everyone and will adjust things accordingly to age and capacity.

**Inclement Weather**

In the event of stormy weather, please make your best judgement if you're able to make it to our home safely. I will do my best to make sure the driveway is cleared for your arrival and if you are able to arrive safely and I have power, I will be available for care. If I must close, I will notify you by 5 am. Plowing of the driveway will be completed as close to morning drop off and around the time of pickup hours as possible.

**Vacations/Paid Holidays**

Labor Day

Columbus Day

October 12 ( Personal Day)

Veterans Day

Thanksgiving Break (Wednesday November 22nd-Friday November 23rd)

Personal Winter Vacation Christmas Eve-New Years Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Personal Spring Vacation April 1st-5th

June 7th (Personal Day)

Fourth of July

**Daily Schedule**

As infants, a play-based schedule with age-appropriate toys to cultivate their curiosity, while helping to reach developmental milestones is where focus will begin. I personally find eat/sleep/play schedules to be ideal for longer sleep times and waking in a gradual state vs. waking to hunger. If you are utilizing eat/play/sleep within your home, I may be able to follow your home schedule based on how your baby adapts to sleep with others. With time, the babies will begin to follow a more personalized and routine nap and feed schedule based on their age and feeding needs, but I will always follow their cues. I will only utilize a schedule that follows their current needs, and this can vary daily. A schedule should not be expected within the first year.

**Parental Involvement**

I welcome any input and the best parent involvement will be in the form of open communication and making sure your child's weekly supplies are stocked. As the child(ren) age, we can discuss other opportunities for involvement if you’d like to become part of a playing/learning curriculum. I am open to *all* ideas that will help things run smoothly for everyone. I ask that any parent/child invitation to activities outside the facility be made in private and without excluding other parents/peers, especially as the children get older and begin attending birthday parties, etc.

**Weekly Supplies Needed**

There will be a designated drawer for each child in the changing dresser as well as a cubby where you can keep your child's items. It is your responsibility to check the drawer on Friday and restock it by Monday morning. If I notice something getting low, I will communicate as soon as noticed to avoid any issues. I will send home a daily log of diaper changes, feedings, nap times, and supplies that may be running low as needed and if this were information you would like for your records.

⦁ Diapers and wipes

If you choose to send your child with cloth diapers, they must have inner absorbent liners as well as a waterproof outer coverings. You must provide enough inner linings, as well as cloth coverings since both need to be changed at each change. Please also send each diaper assembled for easier changes. Since I am unable to pre-treat cloth diapers (dump, rinse, or shake any fluids and soils), you must also provide a sealed wet bag/container and the entire diaper will need to be placed inside the designated container. It is your responsibility to take the container home each day, launder the diapers, and return more assembled diapers the next day so your child can continue to use cloth diapers. I think they are a wonderful option for families, but we must work together to make sure this is something we can continue to utilize in the daycare setting. Please also inform me ahead of time if you are going to be using cloth diapers so I can prepare.

⦁ Diaper cream/Ointment (if needed)

⦁ Two complete changes of clothing

⦁ Bottles of choice

Supply one for each feeding, labeled with the child's name. I will clean and sanitize them at the end of the day to be ready for the next. Please also provide appropriately sized nipples based on the age and feeding needs of your child. Unfortunately, due to DHHS policies, I am unable to use glass bottles. If your family and child are not particular to any certain bottle brands, I will have a backup of available bottles to use as well.

⦁ Breast milk/Formula

Breast milk must be clearly labeled with the child's name and date. I will inventory frozen breast milk amounts each week and send out notice if stock seems low. Please provide weekly formula containers, unopened and labeled with the child's name, as well as one full extra container as back up.

***Breast milk must be stored and discarded in accordance with the table below***:

|  |
| --- |
| Storage Location and Temperatures |
| Type of Breast Milk: | Countertop | Refrigerator | Freezer |
| 77°F (25°C) or colder (room temperature) | 40°F (4°C) | 0°F (-18°C) or colder |
| Freshly Expressed or Pumped | Up to 4 Hours | Up to 4 Days | Within 6 months is best Up to 12 months is acceptable |
| Thawed, Previously Frozen | 1-2 Hours | Up to 1 Day (24 hours) | NEVER refreeze human milk after it has been thawed |
| Leftover from a Feeding | If the baby did not finish the bottle, use within 2 hours after the baby is finished feeding. |

⦁ Suitable cold weather attire

Clothing may be left in the child's cubby, or provided daily, but please make sure your child(ren) have what is needed to participate in outdoor time daily with their peers. I will provide fresh air opportunities daily through walks and outdoor outings if the weather permits.

⦁ Sleep Sacks (optional)

These must not be weighted, or of a swaddling type, and the infant must always have their arms free. Examples of sleep sacks NOT approved for use include but are not limited to: Baby Marlin’s Magic Sleep Suit, Zipadee-Zip, or Nested Bean. Please approve sleep sacks with me ahead of time so I can make sure they are approved for safe sleeping.

Note that your child will not be able to sleep with anything in their crib, but an approved sleep slack. If you choose to use one, it should be left here for daily naps, while also providing a backup in case of accidents. I can launder them weekly with linens and as needed or you’re welcome to gather them for home launder at the end of the week.

*All infants will be placed on their back for naps until one year of age, unless indicated with a doctor's note that there is a medical reason to do otherwise.*

Fitted crib sheets will be provided, and you do not need to supply anything additional, unless you feel more comfortable providing mattress sheets for your child's assigned crib. I will launder all linens as needed, or on minimum weekly, with fragrant free and low EWG (environmental working group) rated laundry soap. I ask that any linens brought into the home be fragrant free to avoid any allergens on sensitive baby skin.

If your child requires any additional belongings to help them throughout the day; ex: pacifiers, “lovies”, etc. please also provide them weekly or keep backups in their cubbies. If they have an attachment to a special “lovie”/stuffed animal, I encourage buying a backup and leaving it at the facility. This will save a lot of possible tears.

**Child Guidance Methods**

In all the years that I have been involved in childcare, I have *never* found discipline to be a positive method for guidance. In my home- love, redirection, and positive reinforcement will be the only guidance methods used. Every child has their own way that they benefit from teaching moments and when they're able to have healthy grasps of consequences, but never will there be any forms of physical contact or official ‘time outs’ used. If a child matures and they need “time” to gather or to have some time apart from the group, it will be done in the form of redirecting to another activity vs excluding them from their peers. It is important for children to learn self-regulation but is not to be expected until well into their late toddler/early preschool years. If you find yourself working with a trained professional and there are methods that can be reinforced in the daycare setting, please communicate those to me and we will discuss options that work for everyone. Any rules enforced will be out of the safety of your child or their peers and to begin learning respect and respecting the feelings of others. Children go through a wide range of emotions and feelings as they develop, and I will take the time to help your child to sort through the wild ride of childhood and develop healthy coping skills.

**Meals**

When your family has decided that your child is ready for purees, cereals, and/or solids, please communicate any new food introductions or changes to their diets. You’re welcome to send any food that you would like your child to have throughout the day, however I can provide each meal and have each prepared here. I have experience making fresh purees and would be willing to provide pre-packaged, and/or fresh purees for all meals to simply things. Once your child begins to eat solids, I will document each food they have tried to make sure to avoid any new introductions and allergies. If you begin any new foods within your home and question if they don’t work well with your child, please let me know so we can avoid those foods and a possible allergic reaction. If you need help introducing new foods and the best ways to do so, we can set up a time to talk. It is important to wait until the proper timeframe to introduce the most common allergens. Note: I personally do not utilize baby-led weaning methods for starting solids when there are multiple infants in my care.

**Accident and Emergency Procedures**

I am trained and certified in infant and adult CPR and take safety very seriously. Every effort will be made to make sure your child is safe, but if any serious accidents do occur, they will be reported immediately and tended to. They will also be documented in a formal accident report that will be sent home at the end of the day. This report will need to be reviewed, signed, and returned (within two business days) so that it can be filed in your child's records. Please make sure that any emergency phone numbers are current and that if you are unable to be reached, there will be another adult who can be contacted in case of an emergency.

If a child is deemed unable to stay due to accident or illness, you must arrange pickup within an hour.

I have a “YIKES emergency procedure” posted on the communication board, and can provide this information separately if requested, which details my plan for emergency procedures and relocation information more specifically. This is provided by licensing rules, not to cause you any worry. If you have any concerns about the safety of your child, please communicate them to me as soon as possible so I can make any adjustments.

**Absences**

If I am ill, I would ideally provide notice the night before, but if an emergency occurs, I will notify your family by 5 am the morning of care. For occasional sick days, there will not be a reduced tuition amount, however if I am ill for an extended period (beyond a week) we will discuss a fair agreement. Thankfully, I am generally very healthy, and I have had my fair exposure to childhood germs for years without utilizing many sick days, so I don't foresee this being an issue. Any closures for COVID will follow the current CDC recommendations.

In the event your child is ill, or has any of the symptoms/illness below, please notify me your child will not be attending for the day and the reason.

**Management of communicable illness**

Children must be up to date on their immunizations as well as yearly physicals. A copy of current immunizations will need to be kept on file as well as their last physical date. Please do not send your child if your doctor has advised them to stay home, they are noticeably uncomfortable and will be requiring more care and attention that would take from their peers, or they are experiencing any of the following symptoms:

⦁ Temperature/Fever of 100 degrees or higher

Children will have their temperatures taken across their foreheads with a digital thermometer. If your child develops a fever while in my care, I will observe their behavior and decide if they need to go home. Teething and immunizations may increase body temperature, but it is better to be safe and prevent the spread of illness. Your child may not return until they have been fever free without the use of fever reducers for at least 24 hours.

⦁ Vomiting

A child who vomits at the facility needs to be picked up immediately and can return when they have not vomited for at least 24 hours. Spit up, or smaller amounts of fluid that is normal for infants is nothing to be concerned about.

⦁ Diarrhea

A child must not have had loose stools of higher volumes of runny bowel movements compared to their normal pattern for at least 24 hours before returning

⦁ Rashes or any unusual skin changes that need to be monitored

A child who develops a rash while in my care will be monitored, with photos and notification to parents. If it doesn't seem like an emergency this notification will be made at the end of the day at pick up. A rash that is spreading will require pick up and a doctor's visit before they may return.

⦁ Any weeping sores that cannot be covered with a bandage especially of unknown cause. This also includes any known causes of sores such as: scabies, ringworm Impetigo, etc

Any sore that is weeping and is not able to be covered completely and easily is considered a health safety risk and a child cannot attend until the sore is able to be identified and covered properly

⦁ Hand, Foot, And mouth

This is a very common, yet very contagious virus/illness and to prevent the facility from closing to stop the spread of outbreak, it is important that any blisters or raised bumps that appear in or around the mouth, palms, fingers, soles of the feet, or groin to be taken very seriously until confirmed not to be something spreadable. Symptoms can last up to 7-10 days so it's important to make sure you keep your child at home until the blisters have healed and they are fever free for at least 24 hours.

⦁ Conjunctivitis

Children do not always have bacterial conjunctivitis, but if your child has a bright pink eye or yellow discharge, please have them seen by their doctor to confirm they aren't contagious and they are given proper treatment. They must be on antibiotics in the event of bacterial conjunctivitis for at least 24 hours before returning and they must not have current discharge, gooeyness, or have running fluid from their eye.

⦁ Thick nasal discharge with elevated temperatures or that interfere greatly with breathing

Common colds can make discharge thick and colored, but it is important that if your child is not able to breath easily and comfortably and their cold is producing very frequent discharge that may cause their peers to become ill, please keep your child home until they appear to be on the mend.

Teething may also cause frequent nasal discharge as well mood changes, so I will monitor any child if they are already in my care and will only make the decision to send a child home, if they are noticeably uncomfortable and are requiring more time and attention than I am able to give or there is nothing that seems to comfort them.

⦁ Persistent, hoarse sounding coughing

Please have your child seen by their pediatrician if they seem to be coughing more than normal for a common cold. It is very difficult for multiple infants to get the proper rest they need, if there is a child who is consistently coughing. They may also need assistance; nebulizer, humidifiers, etc. If your child has simple mild cold symptoms they may attend, but please make your best judgement.

⦁ Strep throat

Child must have been on antibiotics for at least 24 hours as well as be fever free before returning

⦁ Lice or Nits

If lice or nits are found in your child's scalp, please make sure your child is nit free before returning. If your child has siblings who have had lice, or have been in a classroom with exposure, please inform me and I will do daily checks to make sure we aren't spreading them. This will allow me to also make sure to launder linens more frequently during these times of concern.

⦁ Chicken Pox and Coxsackie's Virus

Child may return when all blisters are scabbed, and they are fever free for at least 24 hours.

There is a list of specific communicable diseases that I need to report to the Maine CDC and a full list can be accessed through this link: [Maine CDC Notifiable Conditions](https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/disease-reporting/documents/notifiable-conditions-2-17-2021.pdf)

I understand how important it is to have care for your child and to not interfere with your work schedules, but it's also important not to spread illness to our peers and to keep childcare available for everyone who is healthy and able to attend. I will do my best to make proper judgement calls on illness and will make sure it is not something minor that I can observe and care for myself.

*I have the right to send home any child with a suspected illness and to request a doctor's note before the child may return to the facility around their peers.*

**Reporting of Child Death and Serious Injury Policy**

“All child deaths and serious injuries that require medical care by a licensed medical provider, following notification of emergency medical personnel and the Child’s Parents/Legal Guardians” will be reported to the DHHS within 24 hours of the occurrence.

**Medication Administration**

If your child requires medication to be given, you must sign a *medication permission form*. The medication must be in the original bottle with their name and dose labeled clearly. Please also send an appropriate This includes medication prescribed by their doctor. In emergency situations where non-prescription medication needs to be administered, I will require verbal permission before administering and a written permission form signed at pick up. All medications must be handed to be directly so that I can place everything inside a locked box/cabinet.

**Incident Reporting and Mandated Reporting of Child Abuse or Neglect**

By law, as a mandated reporter, I must report any suspicion of child abuse or neglect. All information is confidential and will not be discussed with anyone else. Any reports will be made to the Department of Health and Human Service’s Child Protective Intake hotline (1-800-452-1999) immediately. Documentation of any reporting will be kept apart from the child's records.

**Fire Drills and Evacuation**

Fire drills will be performed monthly and recorded for safety purposes and by state law. The facility is equipped with hardwired Co2/Smoke detectors in accordance with Fire Marshall safety and there are fire extinguishers on the premises.

During a fire, or IN CASE OF FIRE:

* Children will be escorted out the nearest door and taken across the street to the bench
* The number of children escorted will be counted to make sure all children are accounted for before closing the doors, as well as repeated when everyone is in the designated area
* Once 9-1-1 is called, parents will be notified for pick up

**The Rights of Children**

According to the DHHS licensing rules:

"Children receiving childcare from Providers have the following rights.

1. Children must be free from emotional, physical, sexual abuse, neglect and exploitation.

2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child’s welfare, and to practices that are potentially harmful to the Child.

3. Each Child has a right to an environment that meets the health and safety standards in this rule.

4. Each Child must be provided childcare services without regard to race, age, national origin, religion, disability, sex or family composition.

5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of Developmentally Appropriate practices by the Provider and Staff Members.

6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Provider.

7. Each Child has a right to Developmentally Appropriate activities, materials, and equipment.

8. Children with disabilities have the right to reasonable modifications to Provider policies and practices."

**Development Screenings**

If you feel your child needs additional screenings for developmental milestones, here is useful contact information for Maine Early Childhood Consultations (ECCP)

“**The Maine Early Childhood Consultation Partnership (ECCP®)** is an infant and early childhood mental health consultation program that addresses the social-emotional needs of children birth to age eight (0-8) by offering support, education, and consultation to the adults who provide care for them”

For general information or inquiries, please contact:

Amy Beaulieu, LCSW

Maine ECCP® Program Manager

Office of Child & Family Services

2 Anthony Avenue

11 State House Station

Augusta, ME 04333

eccpprogram.dhhs@maine.gov

Ph: (207) 624-7991 Toll free: 1-877-680-5866

**Inclusion Policy**

Under no circumstances will a child be denied care based on needing additional support and I welcome all children with all abilities. I will follow all federal and state laws and any regulations pertaining to the education and care of children with disabilities. In the event of needing to provide additional care, I will utilize the tools available to me from The Americans with Disabilities Act (ADA) and The Individuals with Disabilities Education Act (IDEA). I encourage parents to communicate their child's needs and provide any supporting documentation to help educate myself and staff, especially any communication from IFSP and IEP teams so that your child can continue to thrive in my facility, and I can learn new ways to be adaptive for everyone.

**Interpretation for English Language Learners**

Currently the only spoken language within the home is English. In the event a parent speaks another language, I will do my best to provide communication methods in ways best for everyone to understand.

**Transportation Policy**

Infants will not be transported in my vehicle for any reason due to the inability to safely fit multiple car seats in my vehicle. If this policy changes as the children age, I will update this policy and take any necessary training to provide safe transportation.

**Staff Requirements**

If additional staff are hired, they must be approved by DHHS with a background check and have current adult and infant CPR and first aid certifications. There will be an annual review done for all staff members hired. All staff are expected to follow Maine Child Care Licensing Rules and all violations will be reported immediately to the department of health and human services (DHHS). If there are any concerns about licensing violations, please contact DHHS at 207-287-9300

**Record Keeping Policy**

There will be detailed records kept at the facility including:

* Separate files for each child and staff member kept for a minimum of three years
* Daily attendance records
* Any reports of alleged Child Abuse or Neglect
* Monthly fire drills within the preceding three years
* Rabies records of any pets on the premises
* Documentation of any household members and their background checks
* Overcapacity records
* Code compliance documentation

 **Confidentiality**

During your enrollment you may see and hear things about other children or the childcare business. Such information is confidential, protected by privacy laws and must be treated as strictly confidential. NO photographs will be posted on any social media sites showing the faces of children, unless written permission is given. No contact information of families will also be shared, unless they willingly provide this information to you on their own.

**Annual Updates**

This handbook will be altered and updated as your child(ren) age. I have specifically tailored my policies to infants, but annually there will be changes to the policy including, but not limited to schedules, feeding/meals, toilet-training, and weekly supplies needed.

**A Final Note**

We are a team, and any input is appreciated! I promise your child will feel like they are in their home away from home. Please fill out all forms below.

**Child's Record Form**

**Child Information:**

Admission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discharge Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Guardian Information:**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Contact Information:**

Name, address, and telephone number of next-of-kin, other than parents:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a parent or guardian cannot be reached by phone during the time the child is in care, how can he or she be reached?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, address, and telephone number of a person other than the parent to be contacted in case the parent can't be reached in an emergency:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Names of persons who are permitted to remove the child from the childcare facility:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Information & Permissions:**

Name, address, and telephone number of child's physician:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, address, and telephone number of family dentist:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Known Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Known Medical Problems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Any Special Needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please fill out and sign the attached Authorization to Dispense Medication Form if your child requires medication administration.*

Immunizations up to date? \_\_\_\_\_Y/N\_\_\_\_\_\_\_\_\_ (Note your child may not attend without proper immunizations and/or documentation that medically they are exempt from needing them)

Please attach a copy of the child’s immunization records. These must be provided within 30 days or the contract will be terminated.

Date of last physical/wellness visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any concerns at the visit that I should monitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list here or on an attached page any significant factors concerning the child's health, emotions, or living situation that might influence the child's adjustment to this childcare facility or that might be important to know when providing a nurturing and supportive environment for him or her:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Medical Treatment Permission Form**

I hereby give my consent, in the event of a medical emergency when I cannot be contacted, for childcare personnel from Mrs. Poppins Childcare (owner Courtney Beyer) to obtain whatever treatment may be deemed necessary for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of child), birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This authorization includes my consent for the above-named child to receive treatment by a

physician in any hospital emergency department.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of parent or guardian)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of witness/care provider)

**AUTHORIZATION TO DISPENSE MEDICATION**

I hereby authorize Mrs. Poppins Childcare (Courtney Beyer and staff) to administer the following prescription(s) and/or over-the-counter medication(s) to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Child Date of Birth

|  |  |  |
| --- | --- | --- |
| Name of Medication | Dosage: Time(s) of Administration  | Prescribing Physician (When applicable) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 *MEDICATION MUST BE IN ITS ORIGINAL CONTAINER WITH THE CHILD’S NAME ON IT*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Name of Parent or Guardian(Printed) Signature Date

*(For Staff)* Owner reviewed details with parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If there are any changes to the prescription(s)/medication(s), a new authorization form must be filled out before I can begin to administer medications again. All medications administered will be kept on file with your child's records*.

**Neighborhood Stroller Walk Permission Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent/guardian to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child’s name), give permission for Mrs. Poppins Childcare staff to walk the neighborhood of Javica Lane on daily stroller walks as weather permits.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

*(For Staff)* Owner/Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Agreement**

By signing this contract, all parties agree to abide by the written policies in the handbook and confirm they have read the parent handbook in full and agree to the terms:

Parent/guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(For Staff)* Owner/witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents Needed for Contract to Be Valid:**

1. Child Record(s)

*(For Staff)* Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Emergency Medical Treatment Form

*(For Staff)* Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Authorization to dispense medication (If applicable)

*(For Staff) Received*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Permission form for neighborhood stroller walks

*(For Staff)* Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit**

*(For Staff)* Deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or/

Deposit Agreement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_