



...coloring the pages of your child's imagination!

Parent Handbook

Betsy Carter, Owner / Director

*The information in this handbook is current as of
the last printing date of January 2010*

Welcome ...to "The Crayon Box!" I am happy that you have chosen to become part of my Day-Care family. Your child is very important to me, and I will make every effort to ensure that your child is in a safe and happy environment. I hope to help your child reach the following goals:

...develop a good self-image and a positive attitude toward his/her self

...develop language and social skills

...develop independence

...encourage respect and compassion for others

...have stimulating learning experiences



Child's Name _____

Start Date _____

Child's Name _____

Start Date _____

Name & Location

The Crayon Box
129 Washington Avenue
Glendale, Ohio 45246

Childcare Provider: Betsy Carter

Daycare Phone: 513-772-4565

Website URL: www.thecrayonbox.com

Email Address: Betsy@thecrayonboxkids.com

Although I'm not their mother
I care for them each day.
I cuddle, sing, and read to them
and watch them as they play.
I see each new accomplishment
I help them grow and learn,
I understand their language,
and I listen with concern.

They come to me for comfort,

I kiss away their tears.
They proudly show their work to me,

And I give the loudest cheer!

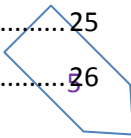
No, I'm not their mother,
but my role is just as strong.
I nurture them and keep them safe
though maybe not for long ...
I know someday the time will come
when we will have to part,
but know each child I have cared for is

...forever in my heart!

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Introduction

The purpose of **The Crayon Box Parent Handbook** is to provide information about the policies and procedures under which I operate as a Childcare Provider.

Please read this handbook thoroughly, it contains *important* information that pertains to the care of your child. If you have any questions or concerns about any policy or procedure, please address them with me before signing the Parent-Provider Contract. By signing the Parent-Provider Contract, you are agreeing to comply with the policies and procedures listed in this handbook.

I retain the right to enforce the policies and procedures at will. Lack of enforcement on my part does not indicate that the policy and/or the procedure are no longer in effect.

Periodically, revisions, new policies, or procedures will be added to this handbook. You will receive a written amendment two weeks prior to the effective date of change.

Betsy Carter

Business Hours

The Crayon Box business hours are: **Monday through Friday, 7:30 am – 5:00 pm**. The actual hours that I am available to provide childcare for your child is listed on your Parent-Provider Contract. The hours on your Parent-Provider contract are not necessarily the same as my operating business hours or of the other families in my care.

My enrollment schedule is based on each individual families needs. Therefore, once your Parent-Provider Contract has been signed, you must abide by your hours listed. You may not arrive earlier or later than the times listed, as this may create an over-lap of schedules with another child.

- Please notify me 24 hours in advance if you know that your child will be absent the following day.
- If you need to arrive earlier than your contracted time please call/text my cell phone to make sure that your change does not cause a conflict with my schedule. Please be sure to wait for a reply before arriving to avoid me not being available to care for your child prior to your scheduled arrival time.

Prior to Enrollment

The Registration Fee, Deposit, Parent-Provider Contract, Medical Emergency Form, Medical Release Form, Transportation Form, and Photo Release Form must be completed, signed, and returned to me *prior to your child's start date*, in order for me to provide care for your child.

Registration Fee

A Registration Fee is a non-refundable tuition fee that registers your child to attend The Crayon Box and is due at the time of enrollment.

Deposit Fee

A Deposit equal to two weeks tuition is due at the time of enrollment. The Deposit is refundable when a written 2 week notice is received prior to your child's last day of care.

Parent-Provider Contract

The Parent-Provider Contract is a legal agreement between the parent and provider.

- By signing the Parent-Provider Contract you are agreeing to the terms, policies, and procedures listed in The Crayon Box Handbook.

Medical Emergency Form

The Medical Emergency Form is to record your child's medical history.

- Please attach a copy of your child's medical record obtained from your pediatrician to this form.

Medical Release Form

The medical release form grants your permission to treat your child in case of an emergency.

- Please attach a copy of your child's medical insurance card to this form.

Transportation Form

The transportation form grants your permission to transport your child.

- Your child will be transported in my vehicle or another designated vehicle when necessary. Our travels will include but are not limited to; transporting children to and from school, everyday errands, field trips, and for emergencies.
- Your child will be securely restrained in an infant car seat, a child car seat, a booster car seat, or vehicle safety belt.

Photo/News Release

The photo/news release form grants your permission to photograph your child.

- On occasions, such as birthdays, holidays, and other “fun-filled” times, photos/videos are taken in our daycare home. The photos/videos are used in daycare promotion, sharing with others, teaching tools, arts & crafts projects, monthly Newsletters, news related articles, hand-made gifts for parents and for display in our daycare area and on The Crayon Box Kids website at www.thecrayonbox.com.

Once Enrollment Begins

A Trial Period

The first two weeks of care from your child's start date are considered probationary. During this time your child will be adjusting to my program and to the other children. Although this trial period is brief, it will allow me enough time to determine whether your child is adjusting well and if the relationship developing between the parent and provider is compatible with my program.

If the parent chooses to withdraw their child during the trial period, no refund of childcare tuition will be given. If I choose to terminate your childcare services during the trial period, a partial refund of childcare tuition *may* be given.

The Registration fee is non-refundable; therefore, no refund will be given if your child is terminated during the trial period by the parent or provider regardless of your child's actual attendance.

The Deposit is refundable provided a written 2 week notice is received prior to your child's last day of care.

Accident/Injury Policy

I am trained in CPR and 1st Aid procedures and participate in regular trainings to keep my certifications current.

While your child is in my care I provide constant supervision, however, accidents can occur. If your child is injured in a non-life threatening way, I will assess the situation and respond with a first-aid treatment.

If the injury is serious, I will call the parent to notify you of your child's condition, so that you can proceed to the doctor or hospital depending on the injury. If I am unable to reach you, I will attempt to call the person's listed on your child's Medical Emergency Form.

If I am unable to reach you or your emergency contact people, I will transport your child to the nearest hospital myself and will leave a message for you to meet us there.

If the situation is urgent, I will immediately call 911. I will follow the 911 Operator's directions, procedures and/or recommended actions.

Parents are responsible for all costs involved in emergency medical treatment including emergency transportation when used.

Annual Enrollment Review

Each year, on June 1st, I conduct an annual enrollment review. During this meeting I discuss any changes that will be made to your Parent-Provider Contract, your Enrollment Schedule, your Tuition Payment Schedule and the business policies and procedures pertaining to The Crayon Box.

- You will be required to sign a new Parent-Provider Contract at your review.

I make every attempt to implement change only at this time, however, I reserve the right to make changes to the Parent-Provider Contract, your Enrollment Schedule, your Tuition Payment Schedule and the business policies and procedures of The Crayon Box at any time I deem necessary.

Arrival/Departure

When arriving at my home, please enter my home through the front door without knocking and/or waiting for me to greet you. I am expecting you according to the hours listed on your Parent-Provider Contract. *My door will be unlocked during scheduled arrival/departure times, but will be kept locked for security reasons during all other times.*

Once inside, please sign your child's attendance sheet then assist your child with placing their belongings into their designated cubby.

- For infants/toddlers, please remove your child's coat and hang it on their hook.
- For toddlers/preschoolers, please encourage your child to hang it on their hook. *This fosters responsibility and enhances your child's sense of self-worth.*

At this time, your child is ready to start their day and you should be ready to leave. It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home in the afternoon. Please be very brief (no more than 5 minutes is sufficient) during these transition times.

A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. It is best to say "good-bye" once and then exit without returning to say goodbye a second or third time. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

The longer you prolong the departure the more difficult the situation will become. If your child shows signs of separation anxiety, I will assist you by telling you "good-bye" then involving your child in an activity as you leave my house. If you do not leave and your presence continues to upset your child and your child becomes inconsolable, it may become necessary for you to leave and to take your child with you.

During arrivals and departures, children will test to see if the *daycare house rules* apply while the parent is present. Sometimes this occurs because the rules at my home may differ from the rules at the child's home. I understand this, however, while your child is in my home (whether parent is present or not) they are expected to follow the *daycare house rules*. (Please see **Daycare House Rules** for a complete list.)

You are responsible for your child's behavior while you are present. Please show your child your respect for the *daycare house rules* by reminding them of the rules and enforcing them while you are present. If you do not, I will remind your child that their behavior is inappropriate and will take action to correct it, if needed.

When departing, please sign your child's attendance sheet and check your child's mailbox before leaving. (Each child has their own drawer (mailbox) labeled with their name located in the children's cubbies.) I will briefly discuss any issues or concerns about your child's day. When leaving my house parents and their children must exit my home together. Under no circumstances may your child leave my home by themselves. (*This includes your child exiting to the front porch to wait for you.*)

When scheduling an appointment for your child please schedule the time before your child's regular arrival time. If it is necessary for your child to arrive and then leave after his or her arrival time, please pick up your child before naptime at 12:00 pm and kindly keep your child with you for the remainder of the day.

If you have to schedule a later appointment, please schedule it after 3:30 pm to avoid disrupting the other children during their nap*.

- ❖ *In the event that you arrive to pick up your child during naptime; please call/text my cell phone upon your arrival and I will prepare your child to leave. If you need to enter the house, please knock softly, talk quietly, and leave quickly so as not to disturb the other children who are sleeping.*

When visiting our daycare, please keep in mind that children tend to act in an excited manner and may forget the *daycare house rules* when a parent visits as it creates a change in their regular routine. You are welcome to stay and observe your child as long as it does not interfere with or interrupt our daily schedule of activities. If your presence upsets your child and your child becomes inconsolable when you attempt to leave, it may become necessary for you to leave and to take your child with you.

I will only release your child to you or someone else you designate. If someone else is to pick up your child, please notify me ahead of time. A verbal notice is acceptable on the same day if the person is on your list of people who are authorized to pick up your child. If the person is NOT on your list, I MUST have written permission to release your child.

Please inform emergency contacts or people designated to pick up your child that if I do not know them, I will ask for photo identification. I will not let a child leave without a parent's written/verbal permission even if that person is listed as one of your designated pickup people including relatives.

Attendance Sheets

Each child has a clipboard with their own attendance sheet. Please be sure to sign your child's attendance sheet using accurate times, there is a clock nearby to assist you.

When you arrive, your child's clipboard will be located in the left box labeled **OUT**. Please sign your child IN for the day, then place the clipboard into the right box labeled **IN**.

At departure, please sign your child OUT for the day then place the clipboard back into the **OUT** box.

Communication

Communication between the parent and provider is very important. I communicate with you about your child's experiences on a daily basis. This includes any positive events and any negative events that may have occurred. My purpose in addressing negative issues and behaviors with you is to work together in a joint effort to redirect the negative behavior into positive behavior.

I welcome any questions, feedback, or open discussions of any kind that are oriented towards a *positive outcome*.

Telephone Messages

During the day, I am very busy providing care for your child and the other daycare children. We follow a daily schedule that requires my full attention, supervision, and personal involvement. I do not interrupt my activity with the children to answer the telephone, *unless* it is an emergency. Please don't be alarmed if you try to reach me by telephone, you will get the answer machine. I expect you to leave a message and I will return your call when I become available.

For non-emergency calls, the best time to call is between 1:00 pm and 3:30 pm during our nap schedule. At this time, I will be able to focus my attention on your call.

For emergency calls, if you reach my answer machine, please call my cell phone. We may be outside or away and I may not receive your answer machine message promptly.

If you need to call me after business hours, please call between the hours of 5:00 pm and 8:00 pm. If you don't need to speak to me directly, you may call after 8:00 pm to leave a message on the answer machine.

Text Messaging

You may text my cell phone during the day for quick messages. Please understand that I may not respond promptly and/or my response will be brief in order to keep my attention focused on the children in my care.

Email Correspondence

I use email as a form of communicating with you. Please be sure your email address is on file with me is current. My email address is: Betsy@thecrayonboxkids.com

Meetings/Conferences

When I need to address a question, concern or an issue with you about your child, I will do the following:

1. I will put a note, memo, or letter in your child's mailbox or attach it to your child's clipboard.
2. I will briefly discuss it with you at departure time.
3. I will call you to discuss it over the telephone after business hours.
4. I will schedule a conference at my home after business hours.

I am always available to meet with you in person to discuss any questions or concerns about your child.

When planning a time to meet please keep in mind that during the day; we follow a daily schedule and my attention will be focused on the children, on our activities, and on my daily routine and I will not be able to focus my attention on you. It is best to schedule a time to meet in the evening after my business hours.

Newsletters

The Crayon Box Newsletters provide important information about upcoming events, activities, and other items that pertain to The Crayon Box.

Website

Please visit our daycare website at www.thecrayonbox.com. I make regular updates, list upcoming events, post current tuition rates, enrollment schedules, available openings and provide a copy of The Crayon Box Handbook.

Back and Forth Folders

A "Back & Forth" Folder is a means of communicating between a Parent and Provider. It enables me to provide you with letters, memos, notes, and other important paperwork.

- The "Left" side pocket will contain material for you to keep at home.
- The "Right" side pocket will contain important paperwork for you to sign and return to The Crayon Box.

After receiving your "Back & Forth" Folders please promptly return the folder the next day. The "Back & Forth" Folder remains property of The Crayon Box.

The Crayon Box Kids Preschool Program

Introduction:

My Preschool Program and Curriculum meets all components set forth by Ohio Department of Education which define a high quality Early Childhood Education Program.

My Qualifications:

I am certified as a Preschool Teacher to teach Pre-K in the State of Ohio in public and private schools, Daycare Centers, and in-home family Childcare.

I am a part-time student continuing my education through the University of Cincinnati with special focus in Early Childhood Education.

Goals & Objectives:

To continue to provide a secure and loving environment by providing dependable, quality Childcare combined with a balanced Preschool program where children can play and learn.

I want to provide the best possible educational advantage for children who are in my care that will be transitioning from my preschool program into Kindergarten. Giving children the skills and readiness that is needed will help them to become successful students with a love for learning.

My Academic Philosophy:

I believe children learn best in a loving, nurturing environment that combines a balance of structured (Lesson Plans) and non-structured (Choice-time) activities. And should provide an atmosphere where the "daily schedule" promotes consistency whereby children learn to feel secure in their surroundings.

I designed my program to meet the individual interest, developmental needs and abilities of each child. I assist your child in developing a good self-image and positive attitude toward his/her self, develop language and social skills, develop independence, encourage respect and compassion for others, and have stimulating learning experiences.

My Academic Curriculum:

My program provides the opportunity for your child age 2 ½ or toilet trained through age 5 to build language skills, increase his/her thinking and problem-solving skills, develop social skills, promote small and large muscle development, and to increase his/her general knowledge through everyday play and exploration of their world around them.

C.B. Kids Curriculum Mascot "**Scribbles**" ...**the Crayon!** will partner with your child through their adventures in education as she helps to reinforce your child's early learning concepts through themed Lesson Plans.

The "**Lesson Planned**" learning experiences include: Language Arts; Pre-Reading, Writing skills, Math, Science, Art, Music, Small Motor, and Large Motor skills.

The "**Choice-time**" learning experiences are made up of "Centers" allowing each child to choose an activity from: The Writing Center, Creative Arts/Crafts, Housekeeping, Blocks/Building, Reading Center, or Dramatic Play.

Through these experiences your child will learn about...

Alphabet, Colors, Shapes, Numbers, Enrichment Concepts

Respect for him/herself as well as respect for others

Responsibilities for tasks & of his/her actions

Expressions of emotion – Use of words

Cooperation, Sharing & Self-control

Respect for objects & property

Problem-Solving Skills

Courtesy & Manners

Positive self-image

Independence

Friendship



I am proud of my program and the progress your child will achieve by participating in my preschool curriculum. And, I am very proud to know I am making a difference in your child's life from *cradle-crayons-curriculum*™!

Daycare House Rules

In order to provide a safe and secure environment, the following rules are in place and will be enforced. (Any lack of enforcement on my part does not indicate that the rules are no longer in effect.)

1. No running, jumping, or screaming inside my house.
 - **Running** - we play outside on a daily basis (weather permitting) and I offer ample opportunity for your child to “run” and play in an acceptable outdoor environment.
 - **Jumping** - no jumping is allowed inside my house. It may cause objects to fall and break and/or objects to fall and harm your child or another. I engage the children in outdoor activities that allow your child to experience jumping motions through group games and activities, such as Simon Says and Follow the Leader.
 - **Screaming** – each child learns he has an indoor and an outdoor voice. We practice speaking softly while indoors.
2. No hitting, pushing, biting, grabbing, kicking, spitting, pinching or pulling hair.

Each child is taught that these “**actions**” cause pain and that we must treat others the way we want to be treated. I encourage each child to “**use their words**” to express their emotions.

3. No name calling, teasing, swearing, or any bad language.
 - Each child is taught that these “**words**” cause pain and that we must treat others the way we want to be treated.
4. No standing, climbing, or jumping off of toys, chairs, beds or other furniture.
5. No mistreatment of daycare toys.
 - Willful destruction of the daycare toys will be charged to the parents at the cost to replace the item.
6. No mistreatment of the childcare home.
 - Willful destruction to my property will be charged to the parents at the cost to replace the damage.
7. No mistreatment of the childcare pets.
8. No violent play (shooting, wrestling, fighting, roughhousing, etc.)
 - I offer a positive, learning environment where children can feel safe, nurtured, and loved. I do not allow any play that will cause harm to another child.
9. No walking around my house with snacks, food or drinks.
 - **Up to 18 months** – all snacks, food, and drinks must be eaten in the infant highchairs.
 - **18 months and up** – all snacks, food, and drinks must be eaten at the picnic table.
10. No gum, single candies, left-over food, left-over beverages or coins.
 - **Gum** - I do not permit gum chewing, as children become tired of it they often will allow it to fall out of their mouths, becoming stuck in my carpet, their hair, another child's hair or they may choose to remove it and “stick” it somewhere besides in the trash can.
 - **Candy** – Do not bring your child with a candy item *unless* you bring in enough quantity to share with all of the other children. When bringing enough to share, I will offer it at a convenient time and place that fits into our daily schedule. It may be eaten during daycare hours or I may choose to send it home as a special treat with each child in their mailbox.
 - **Left-over food** – We have a daily schedule which includes breakfast, a morning snack, lunch and an afternoon snack. You are required to feed your child breakfast before arriving at my house if his arrival time is after breakfast is served. Please be sure you child has finished their meal or leaves the left-over food behind. Bringing left-over's into daycare causes a disruption in our daily schedule and other children can easily get their feelings hurt when they are not receiving the same food items as your child.
 - **Left-over beverages** – We have a daily schedule which includes breakfast, a morning snack, lunch and an afternoon snack in which beverages are served. Each child has a designated cup which is provided by The Crayon Box. Your child will be served a beverage with snacks/meals according to our daily schedule. Please be sure your child has finished any beverages and leaves the left-over beverage behind before arriving at daycare. If he arrives in care with a cup parents will be asked to take it with them.
 - **Coins** – please do not allow your child to bring “coins” into our daycare home. This includes allowing your child to carry small change in their pockets or bringing it in and placing it in their mailboxes. Change tends to fall out and then becomes accessible to our infant and toddlers and poses a dangerous choke hazard.

Discipline Policy

I believe "discipline" should be used to teach children and should not be used as a form of punishment. Depending on the age of your child, I will use the following methods as a guideline to teach your child about acceptable and unacceptable behavior.

Children are taught the rules of the daycare and are reminded of them on a frequent basis, so they are familiar with them and know what to expect.

Infants - Toddlers through age 2

1. Remove "tempting" items that are off limits.
2. Re-direction to another Play Area or Distraction.
3. Verbal Expressions and Positive Reinforcement.

Toddlers age 2 and up

1. Verbal Expressions and Positive Reinforcement.
2. Encourage children to Solve problems themselves.
3. Intervention and Discussion.
4. Re-direction to another Play Area.
5. Loss of Privileges and/or Participation.
6. Quiet Time.
7. Time Out.

If your child's behavior becomes a disruption to our program; poses a danger to me, the other children, or my property, I will contact you immediately.

I will discuss the situation and present plans of a joint effort to resolve it. If after working together with your child, the behavior does not improve or becomes worse, then your childcare services will be terminated immediately and your child will not be allowed to return to my daycare in order to ensure the safety and well-being of me, the other children in my care and/or my property.

Food Policy

Snacks and meals are served each day according to our daily schedule. Please keep this in mind if your child will be arriving late or leaving early you will be responsible for feeding them any missed snacks/meals. And, please be considerate do not bring any left-over breakfast foods, a snack or lunch for your child to eat at my house. It is not fair to the other children when they see a child eating something that is not being offered to them.

NOTE: Parent is responsible for informing me of any food allergies your child may have. You will need to provide a written notice of such foods and their reactions. If your child is required to be on a "special" or "restricted" diet the parent is responsible for supplying all foods for your child.

Breakfast

- Parent provides **1/2 gallon of milk** and **1 breakfast food** per week.
- Breakfast foods are due on Monday morning or the first day that your child's attends, whichever comes first.

Weekly Snack

- Parent provides **1 gallon of milk, 1 container of 100% fruit juice** and **1 Snack Food** according to your Weekly Snack List.
- Parent provides **Finger Foods** (Puffs/Mums) for infants/toddlers.
- Snack foods are due on Monday morning or the first day that your child's attends, whichever comes first.

Infant-Toddler Meals

- Parent provides formula/breast milk for your child through age 12 months.
- Provider provides infant cereal and baby foods.

Birthday/Holiday Parties

For Birthday parties

- Please send in a cake, cupcakes, or cookies to celebrate your child's special birthday with us.
- Please inform me one week in advance, so I can help you plan for quantities.

For Holiday parties

- Please send in a theme related treat to celebrate the holiday occasion.

Holiday/Vacation Schedule

Upon enrollment and in the beginning of each year thereafter you will receive The Crayon Box Holiday/Vacation Schedule. This schedule lists the dates I will not be available to care for your child. Please keep this in a safe yet accessible place for reference throughout the year.

- **NOTE:** It is the parent's responsibility to make arrangements for back-up childcare when I am not available.

Tuition fees are required 52 weeks per year according to your Tuition Payment Schedule. The full amount is required *regardless if your child is absent due to illness, personal reasons, custodial reasons, vacation time, legal holiday's, or other – whether yours or mine*, as your tuition is based on securing your child's "position" in **The Crayon Box** program and is not based on your child's actual attendance.

I will accept post-dated payments when your child is absent due to Vacation time, Leave of Absence from employment or while on maternity leave. If The Crayon Box is closed on a Holiday and/or Vacation Day that falls on a Thursday, your payment is due on Wednesday of that week.

Illness Policy

The **Illness Policy** is strictly enforced for the health, safety, and well-being of all concerned. Your child will not be accepted into childcare if he/she has had any of the above symptoms within the last 24 hours.

Please, *under no circumstances* bring a sick child to my home. Sick children expose other children, as well as myself and my family to the spread of their illness and require additional care and attention that I am unable to give.

Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to childcare before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced.

A sick child should be allowed to recover fully after an illness so that the child is able to fully participate in our childcare activities.

If your child becomes sick while in my care, I will isolate your child to prevent the spreading of germs.

If your child becomes sick while in your care, upon arrival you must inform me of your child's symptom's and of any medication you have given your child, so I can observe your child's condition and notify the other parent's as I feel necessary.

If at any time your child is placed on antibiotics, they will need to be on them for a **full 24 hour period and fever-free without the aid of medication** before returning to my care.

If your child's condition is mild, I will comfort your child until you arrive.

Some symptoms of a mild illness/condition include but are not limited to:

- **Headache**
- **Mild cold** (Head congestion, occasional cough, clear runny nose.)
- **Reaction after receiving immunizations**
- **Teething**

If your child's condition is serious, I will call you and you must come and pick up your child immediately. I expect you to pick up your child within 60 minutes of notification. If you cannot be reached then your emergency contacts will be called.

If your child becomes sick while in your care, you must keep them home until they are symptom free and have fully recovered.

Some symptoms of a serious illness/condition include but are not limited to:

- **Contagious Diseases** - Chicken Pox, Measles, Mumps, etc.
- **Cough** - A persistent or uncontrollable cough is a symptom of a serious illness.
- **Ear/Throat Infections** - If your child is placed on antibiotics, they will need to be on them for a full 24 hour period and fever-free (*without the aid of fever-reducing medication*) before returning to my care.
- **Eye Infections** - Pink Eye, Conjunctivitis, Drainage, Crusty, Matted, or Watery Eyes.
- **Diarrhea** - Two or more loose stools in a 4 hour period, which may be runny, watery, green in color, or have a foul odor.
- **Excessive Crying** - Child is fussy, irritable, excessive whining or crying, wants to be held constantly, or requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care.
- **High Fever** - Your child must be fever-free without the aid of fever reducing medicine such as Children's Tylenol, Motrin or Advil for 24 hours.
- **Rashes** - Must be identified and diagnosed as not being contagious before your child may return.
- **Runny Nose** - Any discharge from your child's nose that is **NOT** clear is not acceptable.
- **Vomiting** - Includes an infant with excessive *spitting up* if it requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care.

Naptime

Although children's personal belongings are not permitted, you may bring a "comfort" item for your child to sleep with during nap time.

For infants-Toddlers

- Each child sleeps in a designated pack-n-play.
- Children **age 0 through 3 months** generally nap often and do not tend follow a set napping schedule.
- Children **age 4 months and up** will begin to form a nap schedule of two naps per day.

A morning nap (usually about 1 hour) and an afternoon nap (usually about 2 hours). Children will continue this napping routine until around 12 – 18 months of age.

- Children **age 12 – 18 months** will become more involved in activities and will no longer need two naps per day.

Most children gently transition into one afternoon nap per day (usually about 2 hours, but it is not uncommon for children to sleep up to 3 hours).

Toddlers/Preschoolers

- Each child sleeps and/or rests quietly on a designated mat, blanket and pillow.
- Children **age 18 months to 4**, will nap one time per day.

Most children this age are now sleeping between 2-3 hours.

- Children **age 4 – 6**, may continue to nap one time per day.

As long as a nap is offered, most children will continue to sleep. Their bodies need this period of rest to grow and to become re-energized. They may not fall asleep but they do need to lie down and rest quietly during naptime.

Non-Smoking Home

Your child will be cared for in my non-smoking home. For health reasons, I do not permit anyone to smoke in my home or on the premises.

- Please be considerate, extinguish your cigarette in your ashtray before exiting your vehicle, not in my yard or driveway.

Parent's Night Out

Once a month according to the Parent's Night Out (PNO) schedule I offer an event where children are invited to spend a mini evening, a full evening or stay overnight at The Crayon Box. We enjoy fun activities, dinner, a movie, and a special treat bag! (*Overnight care includes breakfast.*)

You will receive a PNO form in advance. If your child will be participating, you will need to complete and return your form along with your child's payment one week before the scheduled event.

Payment Tuition Schedule

The payment tuition schedule is a financial agreement between the parent and provider.

- You will receive your payment tuition schedule upon accepted enrollment and at the beginning of each calendar year thereafter

Personal Belongings

My daycare offers an ample supply of toys and materials that are shared between children. My toys and materials are cleaned and inspected for safety and I keep all small toys away from small children. Please do not bring your child's personal toys, books, or play items from home. Children tend to be possessive of their "own" belongings and may be reluctant or refuse to share, as well as it may pose a choke hazard to smaller children.

- **NOTE:** If a personal item is brought from home it is the parent's responsibility. The Crayon Box is not responsible for any lost or broken items that your child brings from home.

Pets

We have one dog, a black lab named Kelbie (3 years old) and two indoor/outdoor cats, Middles (14 years old) and Kuddles (4 years old).

Potty Training

Potty training marks a milestone in your child's development, ...your child will begin to separate themselves from you and learn to become independent, self-sufficient, confident, and improve his/her self-esteem.

You are required to begin the toilet training process at home, after your child shows several signs of readiness. I will only begin helping to toilet train your child after you have been successful at home. Please do not ask me to begin the toilet training process, my part is to assist you with the process, but I will not initiate it.

Having the parent initiate the toilet training process shows me your readiness and commitment to work with me to help your child become toilet trained.

Once I begin working with your child, I expect it to be successful. If I feel that your child is not making positive progress or that you are not keeping up with it at home, then I will discontinue the process while your child is in my home until I feel the child is ready.

Supplies

Monthly

The following supplies are required on the 1st of each month. To assist you, I send out monthly reminders one week before the monthly supplies are due.

- (1) Anti-bacterial Hand Sanitizer
- (1) Anti-bacterial Hand Soap
- (1) Anti-bacterial Hand Wipes (Target & Wal-Mart Brands are preferred!)
- (1) Clorox *Anywhere Spray or (1) gallon Clorox* Bleach
- (1) Lysol* Disinfectant Spray
- (1) Lysol* Disinfectant Wipes or (1) Clorox* Disinfectant Wipes
- (2) Boxes of Tissues (lotion are best!)
- (2) rolls of heavy duty paper towels

***Brand names are Preferred!**

Weekly

The following supplies are required to be kept at my house at all times. I check supplies on Wednesdays and I notify you when supplies need to be replenished.

Infants-Toddler

- (2) Containers of Formula or Supply of Frozen Breast Milk
- (3) Bottles
- (3) pacifiers (if needed)
- (6) Bibs (plastic lined)
- (1) Full package of Diapers
- (1) container of Diaper Wipes (Huggies brand)
- (1) Diaper Cream
- (1) Baby lotion
- (1) Baby powder
- (1) Infant/Toddler Pain Reliever
- (3) extra sets of clothes
- (1) box of Disposable Plastic Gloves (size Medium)

Toddler/Preschool

- Pull-Ups
- Flushable Wipes
- Toothpaste
- (1) Toddler/Children's Pain Reliever
- (2) extra sets of clothes (*including underwear & socks*)

- (1) box of Disposable Plastic Gloves (size Medium)

Tuition Fee Schedule

Enrollment Fees

Full-time

- \$170.00 per week
- Monday – Friday
- 5 days per week
- 7:30 am – 5:00 pm

Part-time

- \$40.00 per day x 1 - 4 days
- Monday – Friday
- 4 days per week or less
- 7:30 am – 5:00 pm

Preschool

- \$35.00 per day
- Monday - Friday
- 2 days or 3 days per week
- 9:00 am – 12:30 pm

Drop-In/Back-Up

- \$45.00 per day
- Monday – Friday
- According to Availability
- 7:30 am – 5:00 pm

Before/After School

- \$15.00 per day
- Monday – Friday
- 7:30 am – 9:15 am (Before School Care)
- 3:45 pm – 5:00 pm (After School Care)

Parent's Night Out

Mini Evening

- \$20.00 per evening
- Friday
- 1 day per month
- 5:00 pm – 8:00 pm

Full Evening

- \$35.00 per evening
- Friday
- 1 day per month
- 5:00 pm – 11:00 pm

Overnight

- \$65.00 per evening
- Friday - Saturday
- 2 days per month
- 5:00 pm – 10:00 am

Delayed Enrollment Fees

Full-time: \$175.00 + \$340.00 + ½ your regular tuition fees until your child's actual start date.

Part-time: \$175.00 + 2 weeks tuition + ½ your regular tuition fees until your child's actual start date.

- For delayed enrollment the Registration Fee and Deposit plus ½ your regular tuition (*until your child's actual start date*) is required in order for me to "hold" a position for your child.

If I do not have an available opening at the time of your delayed enrollment, you are required to pay the Registration Fee and Deposit and *I will delay the ½ your regular tuition fee until an available opening occurs*. At that time your ½ tuition fee will be required until your child's actual start date.

Deposit Fee

Full-time: \$340.00 per child

Part-time: 2 weeks tuition per child

- The Deposit is held on your account and is refunded after receiving a written notice two weeks prior to your child's last day of care.

Late Payment Fee

\$45.00 per occurrence

- Tuition payments are due upon arrival on Thursday mornings. If your payment is not received by 5:00 pm on Thursday a late fee of \$45.00 will be added to your past due tuition. The full amount must be paid in full before your child will be permitted to return to care on Monday morning.
- If the amount due is not paid in full by Monday morning, your childcare services will be suspended and your child will not be permitted to stay upon arrival.
- All outstanding tuition payments including late fees must be paid in full before your child will be permitted to return to care at The Crayon Box.
- **NOTE:** My business and family depend on my income received through tuition payments. If you experience a financial emergency that will cause your payment to be late I urge you to talk to me **BEFORE** your payment is due. I am willing to work with you to establish an acceptable payment arrangement.

Late Pick Up Fees

- 5:16 pm to 5:30 pm - \$ 5.00**
- 5:31 pm to 5:45 pm - \$10.00**
- 5:46 pm to 6:00 pm - \$15.00**
- 6:01 pm to actual pick up time - \$20.00 + \$1.00 per minute thereafter**

My business hours are 7:30 am – 5:00 pm. The Crayon Box closes promptly at 5:00 pm; therefore, your child is expected to be picked up according to your contracted hours of care.

I realize that there are circumstances that can occur that are beyond your control (weather, traffic, etc.) that may cause you to arrive later than my closing time of 5:00 pm. As a courtesy, late fees will not be applied until 5:16 pm; then you will be charged late fees according to the Late Pick Up Fees Schedule.

It is very important that you sign your child's attendance sheets using accurate times as the times listed will determine any late fees being assessed to your account at the end of each week.

- **NOTE:** *When additional childcare is needed outside of your contracted hours, requests will be granted for prearranged care at \$10.00 per hour, per child. All requests require 24 hours advance notice.*

After Hours Fees

\$10.00 per hour

- After Hours care is prearranged childcare at \$10.00 per hour charged per child for child care services provided outside of your contracted hours of care.

Past Due Tuition Fees

Amount will be determined by Small Claims Court (Hamilton County).

- In the event that a court date has to be set for collection of past due tuition, the Parent/Guardian will be responsible for any and all fees associated with this. This includes but is not limited to all late fees, loss of wages and any court costs.

Registration Fee

\$175.00 per child

- The Registration Fee is a one-time tuition fee that is due at the time of enrollment and is non-refundable.

Returned Check Fee

\$45.00 per occurrence plus any fees assessed by my bank

- In the event your check is returned by your bank, The Crayon Box will charge you a \$45.00 return check fee and any additional fees assessed by my bank and/or payees, which caused a negative balance and/or a bounced check(s) or transaction(s) from my checking account as a direct result of your bounced check.

Once these fees are paid in full, at my discretion, I will choose between you being placed on a "cash payment" basis or allowing check writing privileges with a Returned Check Fee (RCF) Deposit equal to 1 week's tuition.

Tuition Payments

Tuition payments are due on Thursday mornings upon arrival. For your convenience and mine, you may provide 4-5 post-dated checks at the beginning of each month instead of providing 1 check on a weekly basis. Tuition payments are deposited according to the dates written on the check.

- Payments may be made by cash or check *made payable to*: Betsy Carter
- Please hand cash payments directly to me and place check payments in the *black payment mailbox* located on the right side of the children's cubbies.
- Tuition fees are required for each week, 52 weeks a year (*regardless if your child is absent due to illness, personal reasons, custodial reasons, vacation time, legal holiday(s), or other – whether yours or mine,*) the FULL amount is due as your tuition fee is based on securing your child's "position" in **The Crayon Box** program and is not based on your child's actual attendance.
- All payments must be paid prior to actual care provided.

Typical Daily Schedule

---- 7:30 am ----	NOW OPEN – Hello! Come on in and join us!
7:30 am – 8:45 am	Educational Television/Video Programming Free-Play (infants/toddlers/preschoolers) Bathroom Break: Potty Time - Diaper Check/Change, Wash Hands Breakfast
8:30 am – 8:45 am	Bathroom Break: Potty Time - Diaper Check/Change, Wash Hands
8:45 am – 9:00 am	At the Bus Stop! School Bus (<i>pick up</i>)
9:00 am –10:15 am	Large Motor Skills – Outdoor Fun!
10:15 am –10:30 am	Bathroom Break: Potty Time - Diaper Check/Change, Wash Hands
10:30 am –10:45 am	AM Snack
10:45 am –12:00 pm	Small Motor Skills – Indoor Fun! Free-Play (infants/toddlers)
12:00 pm –12:15 pm	Bathroom Break: Potty Time - Diaper Check/Change, Wash Hands
12:15 pm –12:45pm	Lunch Time
12:45 pm – 1:00 pm	Bathroom Break: Potty Time - Diaper Check/Change, Wash Hands
1:00 pm – 1:30 pm	Story Time
1:30 pm – 4:00 pm	Nap Time
3:45 pm – 4:00 pm	At the Bus Stop! School Bus (<i>drop off</i>)
4:00 pm – 4:15 pm	Bathroom Break: Potty Time - Diaper Check/Change, Wash Hands
4:15 pm – 4:30 pm	PM Snack
4:30 pm – 5:00 pm	Group Activity
---- 5:00 pm ----	NOW CLOSED - Goodbye! See you again tomorrow!

NOTE: Schedule is subject to change without notice, due to weather, kids, provider, etc.

Enrollment Changes

Maternity Leave/ Employment Leave of Absence

The payment policy at The Crayon Box Daycare requires full payment regardless of your child's attendance as your tuition is based on "securing" your child's position and is not based on your child's actual attendance.

With consideration, if an extended leave of absence occurs due to being on a **Maternity Leave** or a **Leave of Absence from Employment** (i.e. Teachers) and your child will be absent for an extended period of time, the following provisions will be allowed in order to secure your child's position at The Crayon Box.

- **Maternity Leave** – up to 12 weeks

While on maternity leave, ½ your regular tuition payment is required weekly to "hold" your child's position in The Crayon Box. If I do not have an available opening at the time your maternity leave begins *I will delay the ½ your regular tuition fee until an available opening occurs.* At that time your ½ tuition fee will be required until your child's actual start date in order to "hold" your child's position in The Crayon Box.

- **Teachers** – up to 10 weeks (between June and August)

While your child is absent ½ your regular tuition payment is required weekly to "hold" your child's position in The Crayon Box.

Termination of Childcare Services

Parents/Guardians are required to provide a two week written notice when withdrawing their child from The Crayon Box.

If a written notice is not received two weeks prior to your child's last day of care your deposit will not be refunded.

- Verbal notices are not accepted, your withdrawal notice must be in a *written format* for my records.

If I choose to withdraw your child, you will receive a two week written notice, two weeks prior to your child's last scheduled day of enrollment.

I reserve the right to terminate childcare services *without notice* for the following which includes but is not limited to:

- Failure to complete, sign, and return the Parent-Provider Contract and/or Enrollment Forms.
- Failure to provide payment according to your Payment Agreement.
- Any violation of terms, policies, and procedures by the parent or the child.
- Failure of child to adjust to the childcare program.
- My inability to meet the child's needs.
- Serious illness of child or provider.
- False allegations/information given by parent either verbally or in writing.
- Disrespectful or threatening behavior towards me, your child or any other person associated with The Crayon Box.

In closing...

As a Provider, I reserve the right to make changes in my daycare environment without advance notice to parents. This may include but is not limited to; physical changes in the environment, changes to our daily schedule, curriculum, activities, enrollment and any additions of pets or children to my home.

Betsy