

# The Crayon Box Handbook

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 \_\_\_\_\_

Enrollment Date \_\_\_\_\_

## Name & Location

Childcare Provider: Betsy Carter  
Daycare Name: The Crayon Box  
Telephone: 513-772-4565

Website URL: [www.thecrayonboxkids.com](http://www.thecrayonboxkids.com)  
Email Address: [Betsy@thecrayonboxkids.com](mailto:Betsy@thecrayonboxkids.com)

The information in this handbook is current as of  
it's last printing date of January 01, 2009

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,  
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!

# Table of Contents

The Crayon Box.....	1
Name & Location.....	2
Message.....	5
Tuition Policies and Procedures.....	6
Delayed Registration Fee.....	6
Late Departure Fee.....	6
Late Tuition Fee.....	6
Past Due Tuition Fee.....	6
Registration Fee.....	6
Returned Check Fee.....	7
Tuition Fee.....	7
Before School Enrollment.....	7
After School Enrollment.....	7
Overtime.....	7
Full-time Enrollment.....	8
Part-time Enrollment.....	8
Preschool.....	8
Drop-In/Back-Up Enrollment.....	8
Tuition Payments.....	8
Enrollment Schedule.....	9
Trial Period.....	10
Annual Enrollment Review.....	10
Termination of Childcare Services.....	10
Enrollment Forms.....	11
1.Parent-Provider Contract .....	11
2.Payment Tuition Schedule.....	11
3.Medical Emergency Form.....	11
4.Medical Release Form .....	11
5.Transportation Form.....	11
6.Photo/News Release.....	11
Daycare Policies and Procedures.....	12
Arrival/Departure.....	12
Attendance Sheets.....	13
Birthday/Holiday Parties .....	13
Business Hours.....	13
Communication.....	13
Back and Forth Folders.....	13
Email Correspondence.....	14
Mailboxes.....	14
Meetings/Conferences.....	14
Schedule Changes.....	14
Telephone Messages.....	14
Curriculum.....	15
Introduction: .....	15
My Qualifications:.....	15
My Goals & Objectives:.....	15

My Academic Philosophy:.....	15
My Academic Curriculum:.....	15
2009 Daily Schedule .....	17
Daycare House Rules.....	18
Discipline .....	19
Food Policy.....	19
Weekly Breakfast Program.....	20
Weekly Snack Policy.....	20
Holiday/Vacation Schedule.....	20
Illness Policy.....	21
Leave of Absence.....	22
Naps.....	22
For infants-Toddlers.....	22
For older children.....	23
Non-Smoking Home.....	23
Parent's Night Out.....	23
Mom's Night Out.....	23
Once a year, I schedule a "Mom's Night Out" event where my daycare Mom's and I spend an evening together out to dinner.....	23
Parent and Provider Family Fun Night.....	23
Personal Belongings.....	24
Personal Information.....	24
Pets.....	24
SAMPLE Menu .....	25
Supplies - Children's.....	26
Infants-Toddler.....	26
Toddler, Pre-school, and Kindergarten.....	26
Supplies - Parent's .....	26
The Crayon Box Kids Website!.....	27
Toilet Training.....	27

# Message

The purpose of **The Crayon Box 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. As 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 is 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

# Tuition Policies and Procedures

## Delayed Registration Fee

Full-time/Part-time     \$175.00 + ½ your regular tuition fees until your child's start date.

The **Delayed Registration Fee**, \$175.00 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 Delayed Registration Fee of \$175.00, 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.

Delayed Registration fees are separate from any other tuition fees and are non-refundable if you choose not to enroll your child.

## Late Departure Fee

5:01 pm – 5:15 pm     \$ 5.00  
5:16 pm – 5:30 pm     \$10.00  
5:31 pm – 5:45 pm     \$15.00  
5:46 pm – 6:00 pm     \$20.00  
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, I expect you to arrive no later than 5:00 pm. If you arrive late, you will be charged a late fee according to the Late Departure Fee Schedule *unless* arrangements have been prearranged and approved by me.

Late Departure fees are due the same day they occur and must be paid in full.

## Late Tuition Fee

Late payment             \$20.00 per day

If I do not receive your tuition payment according to your Payment Agreement, your childcare services will be suspended, and a late fee of \$20.00 per day is added to your total amount due. All outstanding tuition and late fees must be paid in full before your child will be permitted to return to The Crayon Box.

## Past Due Tuition Fee

Balance                    Amount will be determined by the court.

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 fee's associated with this. This includes but is not limited to all late fees, loss of wages and any court costs.

## Registration Fee

New Enrollment         \$175.00

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

## Returned Check Fee

Return Check fee      \$45.00 + any additional fees assessed by my bank/payees.

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, I will only accept **cash payments** for tuition.

## Tuition Fee

Before-School	\$15.00 per day
After-School	\$15.00 per day
Over-time	\$15.00 per day
Full-time	\$30.00 per day
Part-time	\$35.00 per day
Preschool	\$35.00 per day
Drop-In	\$45.00 per day
Back-Up	\$45.00 per day

Tuition fees are required for each week, 52 weeks a year (*regardless if your child is absent due to illness, personal 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** and is not based on your child's actual attendance.

## Before School Enrollment

The **Registration Fee**, \$175.00 and your **Childcare Tuition** is due prior to your child's start date.

*Once care begins ...* your childcare tuition is due weekly, on Friday mornings when you arrive. Please hand cash payments directly to me and place check payments in the payment mailbox. All payments must be paid prior to actual care provided.

Before School Registration fee is due one-time only, does not apply towards any other tuition fees, and is non-refundable.

## After School Enrollment

The **Registration Fee**, \$175.00 and your **Childcare Tuition** is due prior to your child's start date.

*Once care begins ...* your childcare tuition is due weekly, on Friday mornings when you arrive. Please hand cash payments directly to me and place check payments in the payment mailbox. All payments must be paid prior to actual care provided.

After School Registration fee is due one-time only, does not apply towards any other tuition fees, and is non-refundable.

## Overtime

Overtime is prearranged childcare that is provided before and/or after your contracted hours of care. Overtime fees are due the same day they occur and must be paid in full.

### Full-time Enrollment

The **Registration Fee**, \$175.00 and your **Childcare Tuition** is due prior to your child's start date.

*Once care begins ...* your childcare tuition is due weekly, on Friday mornings when you arrive. Please hand cash payments directly to me and place check payments in the payment mailbox. All payments must be paid prior to actual care provided.

The Full-time Registration fee is due one-time only, does not apply towards any other tuition fees, and is non-refundable.

### Part-time Enrollment

The **Registration Fee**, \$175.00 and your **Childcare Tuition** is due prior to your child's start date.

*Once care begins ...* your childcare tuition is due weekly, on Friday mornings when you arrive or the morning of the last day your child attends, whichever comes first. Please hand cash payments directly to me and place check payments in the payment mailbox. All payments must be paid prior to actual care provided.

The Part-time Registration fee is due one-time only, does not apply towards any other tuition fees, and is non-refundable.

### Preschool

The **Registration Fee**, \$175.00 and your **Childcare Tuition** is due prior to your child's start date.

*Once care begins ...* your childcare tuition is due weekly, on Friday mornings when you arrive or the morning of the last day your child attends, whichever comes first. Please hand cash payments directly to me and place check payments in the payment mailbox. All payments must be paid prior to actual care provided.

The Preschool Registration fee is due one-time only, does not apply towards any other tuition fees, and is non-refundable.

### Drop-In/Back-Up Enrollment

The **Registration Fee**, \$175.00 and your **Childcare Tuition** is due prior to providing care for your child.

Drop-In/Back-Up Registration fee is due one-time only, does not apply towards any other tuition fees, and is non-refundable.

### Tuition Payments:

Payments may be made by cash or check *made payable to*: Betsy Carter.

All payments are for advance childcare. If your payment is not received according to the payment policy, your childcare services will be suspended and a late fee of \$20.00 per day (including week-ends) will apply and must be paid in full before your child can return to The Crayon Box.

# Enrollment Policies and Procedures

## Enrollment Schedule

<b>Full-time</b>	August - July Monday, Tuesday, Wednesday, Thursday, Friday 5 days per week 7:30 am – 5:00 pm
<b>Part-time</b>	August - July Monday, Tuesday, Wednesday, Thursday, Friday 4 days per week or less 7:30 am – 5:00 pm
<b>Preschool</b>	September - May Monday, Wednesday, Friday 3 days per week 9:00 am – 12:00 pm  September - May Tuesday, Thursday 2 days per week 9:00 am – 12:00 pm
<b>Drop-In/Back Up</b>	August – July ( <i>When available</i> ) Monday, Tuesday, Wednesday, Thursday, Friday 5 days per week 7:30 am – 5:00 pm
<b>Before School</b>	August – June ( <i>When available</i> ) Monday, Tuesday, Wednesday, Thursday, Friday 5 days per week 7:30 am – 9:15 am
<b>After School</b>	August – June ( <i>When available</i> ) Monday, Tuesday, Wednesday, Thursday, Friday 5 days per week 3:45 pm – 5:00 pm
<b>Parent's Night Out</b>	August – July ( <i>When available</i> ) Mini Evening 5:00 pm – 8:00 pm  Full Evening 5:00 pm – 11:00 pm  Overnight 5:00 pm – 10:00 am

### **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.

### **Annual Enrollment Review**

Each year, usually in June, 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 and complete an Enrollment Questionnaire.

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.

### **Termination of Childcare Services**

Parents/Guardians must give two weeks notice in writing when they decide to withdraw their child from The Crayon Box.

If I choose to withdraw your child, you will receive a 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 required forms.
- False information given by parent either verbally or in writing.
- Failure to provide payment according to your Payment Agreement.
- False allegations, disrespectful or threatening behavior towards me or towards any person associated with The Crayon Box.
- 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.

## **Enrollment Forms**

The following forms 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:

### **1. 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.

### **2. Payment Tuition Schedule**

Listed on the Parent-Provider Contract is the Payment Agreement. It is a financial agreement between the parent and provider. Upon enrollment, your childcare tuition will be determined according to your enrollment needs and the current tuition rate schedule.

While it is not customary for me to change your tuition rate prior to the annual review, I reserve the right to increase and/or adjust your tuition rate at any time, if I deem it necessary.

### **3. Medical Emergency Form**

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.

### **4. Medical Release Form**

After completing this form, please attach a *copy of your child's medical insurance card*.

### **5. Transportation Form**

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 carseat, a child carseat, a booster carseat, or vehicle safety belt.

### **6. Photo/News Release**

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 on The Crayon Box Kids website at [www.thecrayonboxkids.com](http://www.thecrayonboxkids.com).

# Daycare Policies and Procedures

## 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 enrollment schedule. *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 place your child's diaper/book bag in the designated area and sign your child's attendance sheet. For infants/toddlers, please remove your child's coat and hang it on the hook. If your child is able to remove their own coat, they are expected to hang it up all by themselves. 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, I will ask 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 will be 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 check your child's mailbox and sign your child's attendance sheet. I will briefly discuss any issues or concerns about your child's day. When leaving my house, parent's 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 a doctor/dental visit for your child, please schedule it before your regular arrival time. If it is necessary for your child to leave after his or her arrival time, please pick up your child immediately before or after our lunch schedule and kindly keep your child with you for the remainder of the day. If you would like to schedule a later appointment, please schedule it after 3:00 pm to avoid disrupting our nap schedule.

If you need to pick up your child during our nap schedule, 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, I will ask you 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 this 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 need to ask for photo identification. I will not let a child leave without a parent's verbal permission even if that person is listed as one of your designated pickup people including relatives.

### **Attendance Sheets**

You are required to sign your child's attendance sheet on a daily basis upon arrival and departure. Please be sure to record "actual" times when filling in the "Time In" and "Time Out" slots. A clock is provided nearby for your assistance in recording the correct times.

The "Attendance Sheets" are located on top of your child's mailbox, near the front door.

### **Birthday/Holiday Parties**

We celebrate each child's birthday by having a party. Please provide a cake, cookies, cupcakes, ice cream, or other birthday treats to celebrate your child's special occasion.

Please inform me one week in advance, so I can help you plan for quantities and treats for the other children.

We celebrate the Holidays with special theme parties. Please send snacks that reflect each *holiday theme* during these times.

### **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 you are listed on your enrollment schedule and are not necessarily the same as my operating business hours. If you need care outside of your contracted hours, the time and day will be considered and if approved an additional fee will be charged.

## **Communication**

Communication between the parent and provider is very important. I strive to 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. It is important that we have a similar philosophy in order to be able to provide a consistent foundation for your child.

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

### **Back and Forth Folders**

A "Back & Forth" Folder is a means of communicating between a Parent and a Childcare Provider. It enables me to provide you with letter's, memo's, note's, and important paperwork.

The "Left" side pocket will contain material for your to "Keep," and the "Right" side pocket will contain important paperwork for you to "Sign" and "Return" for my records.

When receiving your "Back & Forth" Folder, please remove all paperwork. "Sign" and "return" all paperwork in the "right" side pocket, then RETURN the "Back & Forth" Folder the next day. The "Back & Forth" Folder remains property of The Crayon Box.

## Email Correspondence

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

## Mailboxes

The mailboxes are located near the front door. The top drawer is used for tuition payments. When paying by check, please place your payments in the clear envelope inside the drawer. If paying by cash, please hand your payment directly to me so I can verify accuracy of payment. The middle drawers are used as a forum for communicating between the parent and provider as well as storage for your child's belongings. Each child has their own drawer, clearly labeled with their name and a photo.

## 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 attached 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.

If you would like to meet with me to discuss any questions or concerns about your child, please *schedule* an after hours visit. During the day, we follow a daily schedule and my attention will be focused on the children, on our activities, on my daily routine and I will not be able to focus my attention on you.

## Newsletters

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

## Schedule Changes

You must notify me 24 hours in advance if your child will be absent the following day or to make a request for your child to arrive earlier or to stay later than your contracted enrollment schedule hours. When scheduling appointments for your child, please schedule them before or after our napping period not during to assist me in minimizing disruptions to the other children in my care.

## 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 1:30 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.

## Curriculum

# 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 continuing my education through the University of Cincinnati with special focus on Early Childhood Education.

### **My 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 6 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*™!

## 2009 Daily Schedule

---- 7:30 am ----	NOW OPEN – Hello! Come on in and join us!
7:30 am – 8:30 am	Free-Play: PlayRoom / Choice Time Centers: (Writing Center, Arts/Crafts, Housekeeping, Blocks/Building, Reading, Dramatic Play)
8:30 am - 8:45 am	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 – 10:00 am	Circle Time, CB Kids Curriculum, Nap Time (infants)
10:00 am – 10:15 am	Clean Up, Potty Time/Diaper Check/Change, Wash Hands
10:15 am – 10:30 am	AM Snack
10:30 am – 10:45 am	Songs & Finger Plays
10:45 am – 11:15 am	Small Motor Skills - Sensory Table (Preschoolers) ( <i>Sand/Water, Play dough, Puzzles, File Folder Games, computer</i> ) Free-Play (infants/toddlers)
11:15 am – 11:45 am	Large Motor Skills – Outdoor Fun! (infants/toddlers/Preschoolers)
11:45 am – 12:00 pm	Potty Time/Diaper Check/Change, Wash Hands
12:00 pm – 12:30 pm	Lunch Time
12:30 pm – 12:45 pm	Clean Up, Potty Time/Diaper Check/Change, Wash Hands
12:45 pm – 1:15 pm	Story Time
1:15 pm – 3:45pm	Nap Time (infants/toddlers/preschoolers)
3:45 pm – 4:00 pm	At the Bus Stop! School Bus ( <i>drop off</i> )
4:00 pm – 4:15 pm	Clean Up, Potty Time/Diaper Check/Change, Wash Hands
4:15 pm – 4:30 pm	PM Snack
4:30 pm – 5:00 pm	Educational Television/Video Programing
---- 5:00 pm ----	NOW CLOSED - Goodbye! See you again tomorrow!

Note: Our Daily Schedule is subject to change without notice, due to weather, kids, provider, etc.

## 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 designated infant seats, the highchairs, or booster seats. (This includes an infant/toddler with a sippy cup or bottle.)

**18 months and up** – all snacks, food, and drinks must be eaten while sitting at the picnic table.

10. No gum, single candies, left-over food, or coins.

Please do not bring any gum, single candies, left-over food, or small coins with your child to daycare.

**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 a morning snack, lunch, and an afternoon snack. You are required to feed your child breakfast before arriving at my house, unless he/she participates in our breakfast program. Please be sure your child has finished their meal or leaves the left-over food behind. Bringing left-overs 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.

**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**

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. I achieve this through love, consistency and firmness. 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 other children, myself, 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 the other children in my care, myself, and/or my property.

## **Food Policy**

Breakfast is not served unless your child participates in the Breakfast Program.

A morning snack, lunch, and afternoon snack are served each day according to our daily schedule. I only serve meals during the scheduled time, so please keep this in mind if your child will be arriving late or leaving early you will be responsible for feeding them. *(Please be considerate, do not bring 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.)*

Please refer to the “Sample Menu” to see a sample list of foods that are served.

### **Infant-Toddler**

Parent's will provide formula/breast milk for your child through age 12 months. As your child transitions from formula/breast milk to whole milk, you must provide *an additional gallon* of whole milk per week until your child is no

longer dependent on milk as his main source of nourishment. Parent's will provide baby food until your child has successfully transitioned to table food at my home. I will notify you at such time.

Once your child has transitioned completely to table food, then you are required to bring 1 gallon of milk or 1 container of 100% juice AND a fruit per the Weekly Snack Policy.

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" diet or "restricted" diet, the parent will be responsible for supplying all foods for your child.

### **Weekly Breakfast Program**

Parent's will provide **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 Policy**

The Weekly Snack Program is based on each child's participation. Each child who is age 6 months and up, or any child who can crawl on hands/knees, eat thicker, lumpier, foods with larger pieces, use their jaws to mash foods with gums, and can hold small sized food between their thumb and first finger are now ready to participate.

Parent's will provide **1 gallon of milk** or **1 container of 100% juice** and **FRUIT** per week. Please provide enough fruit to accommodate 6 servings. *(Note: If you child is transitioning from formula/breast milk to whole milk, you must provide **an additional gallon of whole milk per week during this transition period.**)*

Weekly Snacks are due on Monday morning or the first day that your child's attends, whichever comes first.

### **Holiday/Vacation Schedule**

Your annual Holiday/Vacation 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.

Tuition fees are required for 48 weeks out of 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, 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** and is not based on your child's actual attendance.

I will accept post-dated payments when you are on a "Leave of Absence" due to employment or maternity leave. If The Crayon Box is closed on a Holiday and/or Vacation Day that falls on a Friday, your payment is due the day before.

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

## **2009 Holiday/Vacation Schedule**

New Years Day – January 2<sup>nd</sup>

Martin Luther King Day - January 21<sup>th</sup>

President's Day - February 18<sup>th</sup>

Personal Day - March 26<sup>th</sup>

Easter Holiday – April 6<sup>th</sup> & April 9<sup>th</sup>

Memorial Day - May 28<sup>th</sup>

Personal Day - June 11<sup>th</sup>

Independence Day - July 2<sup>nd</sup>, July 3<sup>rd</sup>, & July 4<sup>th</sup>

Family Vacation - July 16<sup>th</sup> through July 27<sup>th</sup>  
Personal Day - August 13<sup>th</sup>  
Labor Day - September 3<sup>th</sup>  
Personal Day - October 1<sup>st</sup>  
Thanksgiving Holiday - November 21<sup>st</sup>, 22<sup>nd</sup>, & 23<sup>rd</sup>  
Christmas Holiday – December 17<sup>th</sup> – December 31<sup>st</sup>

## Illness Policy

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 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 contact's 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 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 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.

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.

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.

### 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.

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

When scheduling a leave of absence, you will need to decide whether or not your child will continue to attend The Crayon Box during your leave.

**If your child will attend:** Full tuition will be required whether your child attends their regularly scheduled days/times or on a limited basis.

**If your child will not attend:** One-half your regular tuition payment will be required when your child is absent from The Crayon Box for the entire duration of your leave.

You must complete the "Extended Leave of Absence" form before your leave of absence begins.

### Naps

#### **For infants-Toddlers**

They will be placed in a bassinet, crib, play-pen, or toddler bed.

**Infants, age 0 through 3 months** generally nap often and do not tend follow a set napping schedule.

**Infants, age 4 mos 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.

**Infants/toddlers, 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 to sleep up to 3 hours).

### **For older children**

They will nap or rest quietly in a comfortably bedded area.

**Toddlers/Preschoolers, age 18 months to 4**, will nap one time per day.

Most children this age are now sleeping for about 2 hours during nap time.

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

As long as a nap is offered, most children will continue to nap. 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.

### **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 (*when available*), I schedule a "Parent's Night Out" (PNO) event where my daycare children are invited to spend a mini evening, a full evening, or stay overnight at The Crayon Box. I offer 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. (See **Tuition Schedule** for current rates.)

### **Mom's Night Out**

Once a year, I schedule a "Mom's Night Out" event where my daycare Mom's and I spend an evening together out to dinner.

### **Parent and Provider Family Fun Night**

Twice a year, I schedule events where I invite all of my daycare families (parents, children, and other siblings) to attend. It is a way for my daycare families to get together and to get to know each other better.

## **Personal Belongings**

My daycare offers an ample supply of toys, books, and play items that are shared between children. My toys 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.

You may bring a "comfort" item for your infant/toddler, or older child to sleep with during nap time.

Any personal item that is brought from home is the parent's responsibility, I am not responsible for any lost or broken items that your child brings from home.






## **Personal Information**

Please keep your child's personal information up to date. This includes but is not limited to; parent's work, home, and cell phone numbers, change of address, emergency contact person's names and phone numbers, email addresses, medical and dental records, insurance, and any other information that may have changed.

## **Pets**

We have two dogs, both are black labs, Koalie (12 years old) and Kelbie (2 years old). We have two cats, Middles (13 years old) and Kuddles (3 years old).

**SAMPLE Menu**

Day of Week	AM Snack	Lunch	PM Snack
Monday 	Mozzarella Cheese Sticks Milk	Breaded Chicken Tenders Broccoli & Cheese Mixed Fruit Milk	Celery Sticks w/Peanut Butter 100% Apple Juice
Tuesday 	Orange Slices 100% Apple Juice	Spaghetti w/Meatballs Garlic Bread Salad w/Ranch Milk	Graham Crackers Milk
Wednesday 	Cheese & Crackers Milk	Ham/Cheese Sandwich Peas/Carrots Peanut Butter Cookie Milk	Applesauce 100% Grape Juice
Thursday 	Banana 100% Apple Juice	Peanut Butter Sandwich Chicken Noodle Soup Oyster Crackers Carrot Sticks Milk	Whole Wheat Crackers Milk
Friday 	Goldfish Crackers Milk	Hot Dog w/Bun Macaroni & Cheese Green Beans Grapes Milk	Yogurt 100% Apple Juice

## Supplies - Children's

The following list of supplies are required to be kept at my house, I will notify you in a timely manner when your supplies need to be replenished.

### **Infants-Toddler**

#### 1. Baby Needs

- Diapers
- Diaper Wipes (Huggies-hard plastic container)
- Diaper Cream
- Baby lotions
- Baby powder
- 2 pacifiers
- 2 blankets
- 2 extra sets of clothes

#### 2. Feeding

- Container of Formula/ Supply of Frozen Breast Milk
- 3 Bottles
- Baby food (jars)
- Baby Cereal
- Toddler finger foods
- 3 Bibs
- New Playtex **Insulator** (6 ounce) "spill proof" cup.

### **Toddler, Pre-school, and Kindergarten**

- Extra set of clothes (*including underwear & socks*) in case of an accident.
- New toothbrush and tube of toothpaste.
- New Playtex **Insulator** (9 ounce) "spill proof" cup.
- Pull-Ups
- Flushable Wipes

## Supplies - Parent's

These supplies are used on a daily basis and are considered part of your enrollment requirement. They are due on the 1<sup>st</sup> of each month. A reminder will be placed in your child's mailbox each month.

#### Required Supplies:

- Tissues (lotion are best)
- Hand Sanitizer
- Antibacterial Hand Soap
- Antibacterial Hand Wipes
- Lysol or Clorox Disinfectant Spray
- Lysol or Clorox Disinfectant Wipes
- Clorox Anywhere Hard Surface Spray

#### Optional Supplies:

- Bleach
- Gloves
- Paper Towels

## [The Crayon Box Kids Website!](#)

Please visit our daycare website at [www.thecrayonboxkids.com](http://www.thecrayonboxkids.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.

You are welcome to email me at [Betsy@thecrayonboxkids.com](mailto:Betsy@thecrayonboxkids.com)

## Toilet Training

Toilet 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.

## In closing ...

As a Provider, I reserve the right to make changes in my daycare environment, without advance notice to the parent's. 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*