

# ALMOST MOM

State of Texas  
Licensed  
Home Day Care

## PARENT HANDBOOK



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When you can't be  
mom 24 hours a day  
Almost Mom is here.

## **Mission Statement & Philosophy**

My goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually and socially at their own pace.

I believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction.

The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults and property.

## **Children's Bill of Rights**

We, the faculty and staff of Almost Mom, pledge to recognize and honor this Children's Bill of Rights.

Every child in our program has the right to be respected as an individual with concern for his or her interests, handicaps, special talents, and individual style and pace of learning.

Every child has the right to a calm, warm, loving and nurturing environment where physical attention (hugs and cuddling) is freely given so that a child feels valued and secure, and is thus able to develop positive self-esteem.

Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his/her daily activities, which can only be provided in small classes.

Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.

Every child has the right to a clean, safe environment in which to spend his/her day.

Every child has the right to experience a variety of activities throughout the day that help him or her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning, and development in language skills, gross and fine motor skills, cognitive skills, social skills, and emotional psychological maturation.

## **Welcome**

Welcome to Almost Mom's home day care. We want to offer you a safe, clean, and loving environment for your child. Our goal is for you to feel confident in your decision to leave your child in my care. If you ever have any questions or concerns, I am always here to listen to them. Feel free to drop in anytime to visit our home while your child is in my care. We encourage your participation.

One of the most important elements in Licensed Family Home Child Care is mutual respect between both parents and the provider. We have a great responsibility for the health, care and teaching of your child. However, for many hours during the day I am the nurturer to whom your child looks on and depends on. Therefore, it is only reasonable that you respect me as more than a "babysitter", and I respect you as the parent. The mutual understanding will ultimately benefit your child. And choosing to leave your most precious possession in my care while you are absent, I will provide your child with the type of care you would give them at home.

## **My Background In Childcare & Child Involvement**

- Licensed daycare provider in Keller, Texas 10/09 thru current
- Registered daycare provider in Keller, Texas 4/06 thru 10/09
- Registered daycare provider in Republic, Missouri 11/26/01 thru 6/3/05
- Licensed daycare provider in Lincoln, Nebraska 11/10/98 thru 2/2/01
- Certified Infant/Child CPR and First Aid
- Frequent state inspections by local licensing office
- Food Program – Frequent food inspections
- Background checks
- Actively involved in local Family Child Care Association
- Actively involved in Texas Association for Family Child Care
- Constantly updating training in child development

## **Communication**

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. Conferences will not be scheduled as a routine part of your child's care; however, should you like to have a conference, you may request one at any time.

I publish a monthly newsletter that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, my days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

Parents of infants will receive a daily note. Some typical things you may find on this paper would be feedings, diaper changes, schedule, temperament, and things to remember.

You are encouraged to call me at any time between the hours of 6:00 a.m. - 9:00 p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you would leave a message on my voice mail, I will call you back as soon as possible. The best time to call during the day is during our daily quiet time. I am looking forward to a terrific relationship with you and your child.

## **Parent Pockets**

Parent pockets are located in the hall closet. Please check your pocket **daily** for various information including payment receipts, newsletters, memos, etc. Parents may also put weekly payments, change of schedule forms, medication forms, etc. in Heidi's pocket.

## **Enrollment**

The STATE OF TEXAS requires all forms **must** be completed and in my possession **before** I can assume the responsibility of caring for your child. There are no exceptions. You are required to keep me informed of any change in address, telephone numbers, and any other pertinent information on these forms as they arise, **including notifying me of any updated childhood immunizations**. Forms include: *Child Enrollment Form, Child Resume, Infant Daily Schedule, Health Statement Form, Child Nutrition Program Application*. Any questions regarding the completion of the forms, please feel free to ask.

There is a non refundable registration fee of \$50 due at the signing of the *contract*. This covers the paperwork and the time I take out for the interviews. Contracts, policies, procedures, and fees will be reviewed **July** of every year, and may be subject to change at that time. Contract renewal fee is \$10 per child.

Enrollment is granted without discrimination with regard to sex, race, color, religion, or political belief.

## **Trial Period**

All children enter the day care on a trial basis for one month (30 calendar days) beginning on your child's first day of care to ensure proper adjustment. During the first month either party may cancel with a one-day notice. After the trial period a two-week notice must be given by the terminating party and tuition is to be paid in full regardless of which party terminated. If you cannot give a two-week notice you will need to pay the two weeks tuition instead. Any and all pre-paid fees are non refundable.

## **Termination**

Care can be terminated with two (2) weeks written notice. Please fill out the appropriate (*Two-week Notice Form*) supplied by Almost Mom day care. No other notice will be accepted. The full two (2) weeks pay will be due at time of notice. Termination notices **will not** be accepted while provider or parent is on vacation.

I reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of myself or other children in attendance (with all fees due and payable).

Absences of more than one day without notification can result in an automatic withdrawal (with all fees due and payable). Re-admittance, if accepted, will include all back pay including late fees. If parent/guardian breaches contract he/she will be liable for all collection, attorney, court, any/and all costs involved in breach. I will also give two (2) weeks notice if the child is to be terminated from care (with all fees due and payable).

### **Guarantee Your Child's Space**

If it is decided that your child(ren) will enroll in Almost Mom day care, and you will not be placing your child(ren) with me until a later date, you must pay the registration fee and the amount of one weekly fee up front to reserve your space. I will guarantee your space for up to two (2) weeks. All fee rules apply. The registration fee and deposit are **NON-REFUNDABLE** if you decide (for any reason) that you will not be enrolling your child(ren). I currently only have full time positions available. A full time position is considered anything 3 days a week and 6 hours a day. You may opt to pay for a full-time slot in order to guarantee a part-time position.

Current child(ren) enrolled at Almost Mom day care will need to re-enroll for the following year. To re-enroll you must pay the registration fee and the amount of one weekly fee up front to reserve your space. All fee's and paperwork will need to be handed in at least 30 days prior to your enrollment for the current year.

## **Tuition & Payment**

Specific rates will be outlined in your contract. Payment is Monday regardless if the child/children are here that day or not, due to illness or vacation. All payments are to be made **prior to services rendered**. Parents are expected to pay according to the terms of their contract. **Please make checks payable to Heidi Pearson or Almost Mom.** Any overpayment will be credited to your account for the following week.

## **Late Payment Fee**

There is a charge of \$15 per day that payment is not received (to include Sat & Sun). If fee isn't paid by the end of business Monday, service will be **halted** until the outstanding balance is paid. Continued late payments will result in termination of services (with all fees due and payable). I ask you to consider how you would feel if your employer came to you on your expected pay-day and told you your paycheck would be delayed?

## **Returned Check Fee**

There is a \$25 plus any additional costs incurred for any returned checks. Service will be **halted** until full payments in cash is made. In addition, if there are more than two (2) returned checks in any one given year you will be required to pay with cash or money order from that point on.

## **Taxes**

You will be supplied with a W-10 tax form and year end summary of all child care fees, paid for the year for tax purposes. This will be given to you in January of each year or when services are terminated. You may request a statement at any time.

## **Late Pickup/Early Drop Off Fee**

It is your responsibility to have your child picked up on time. If you know you will be unavoidably late, it is your responsibility to have an authorized alternate person pick up your child. It is not my responsibility to tell you that I have plans after childcare hours so that you can be here on time. Bad traffic or weather (except in extreme situations) will not be an accepted late

excuse and you will be charged accordingly. Please remember that it is your responsibility to allow ample time to get here to pick up your child on time. In cases of extreme bad weather a phone call is expected to let me know you are on your way. I would not want you to put yourself in danger in rushing to my home to be on time, but I would still expect to be reimbursed for my services at my overtime rate of \$10.00 for the first 5 to 15 minutes, then \$1.00 a minute after that, and so on. You will need to pay at the time you pick up your child and this should be **cash only**. PLEASE DO NOT ASK IF YOU OWE A LATE CHARGE WHEN YOU KNOW YOU HAVE BEEN LATE (It is embarrassing for all of us). Job-related lateness will not be excused for any reason. **Scheduled overtime** will be at the rate of \$10.00 per hour per child.

## **Holidays, vacation, and days off**

Almost Mom is open 12 months a year from 6:30 am to 5:00 pm Monday through Friday except for holidays and in-service days. You will be asked to designate your child's hour of attendance at the time of enrollment. A school closing schedule including holidays and teacher in-service days will also be provided at the time of enrollment.

Fees are to be paid when children are gone for any reason including illness, vacation days, and holidays. This is necessary to guarantee your child's reserved space in childcare. Advanced notice of vacation you may take is needed.

### **Paid Holidays:**

August	NONE
September	Labor Day
October	NONE
November	Thanksgiving Day & Day After
December	Christmas Day & Day After
January	New Years Day
February	NONE
March	NONE
April	NONE
May	Memorial Day
June	(Tentative Family Vacation)
July	4 <sup>th</sup> Of July

**Paid Vacation:** In addition to the above paid holidays. I receive 7 paid vacation days per year. I also will give advanced notice of time I will be taking off.





## **Arrivals/Departures**

Please send your child(ren) clean, well rested, dressed for the day and fed (if arriving after 8:00 am, 12:00 pm). Infants must be taken out of their car seat and handed to one of the teachers. It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home. Please be very brief during these transition times. The longer you prolong the departure the more difficult it can get and I need to focus my attention on all the children. In my experience, children are almost always quick to get involved in play or activities as soon as parents are gone.

### **Do not drop your child off during naptime (see schedule).**

Call Almost Mom (817-741-2762) no later than **8:00 a.m.** if your child is going to be absent that day.

Arrival/Departure also a time of testing when two different authority figures are present (the parent and the provider). Sometimes children will test to see if the rules still apply. During arrivals and departures, I ask that parents/guardians please support and enforce Almost Mom rules. If you do not, I will remind the child that their behavior is inappropriate and take action to correct, if needed.

## **Signing In & Out**

I am required to have all parents sign in and out for pick-up and drop off each day. A sign in/out sheet, pen, and a clock are on the bulletin board for your convenience. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

You are responsible for your child during drop off/pickup times, please be in control of your child(ren). For their safety, children are not permitted to go out to their car or run out the door unattended. Your child will only be allowed to leave with a person whose name is on file as a person authorized to pickup your child. A written notice or telephone call from a parent (prior to the child being picked up) stating the name of the person to pick up your child will be required. Identification will be asked for upon their arrival before your child will be allowed to leave

**Please Note:** If there is a court order keeping one parent away from the child(ren), I must have a copy to put in the child's file. Otherwise, I cannot prevent the parent from picking up the child (ren).

You are scheduled for childcare for the hours listed in your Contract and Rate Agreement which is based on your work hours and commute time. I require two week notice in writing if you need to change your enrollment hours. I reserve the right to terminate your childcare arrangement if your new hours will not work (with all fees due and payable). If you drop off before or pick up after these times, you will be charged a early/late fee. (Examples: If you put 4:30 p.m. as your pick-up time, your late fees will begin at 4:31 p.m. even though child care is open until 5:00 p.m. If you put 8:30 a.m. as your drop-off time and you drop off earlier than that you will be charged an early fee even though child care is open at 6:45 a.m.)

**Repeated** late pickups/early drop offs, even if you call me to let me know, can be grounds for termination of services (with all fees due and payable). Calling me to inform me that you will be unavoidably late does not waive your late fees. This is to assure that children are picked up on time as not to impose on my own family time. Late drop off does not constitute late pick up. Please choose your drop off and pick up times carefully, I go by my clock.

### **Daily Change in Schedule**

If you need to change your child's schedule for the day; **examples:** early pick-up, late drop-off, vacation, dr. appt., etc. Please fill out a *Change in Schedule* form located on the bulletin board, as far in advance as possible to guarantee I am available (with all fees due and payable).

**Symptoms Requiring Removal Of Child From Child-care (no exceptions)**

Please do not bring your child if he/she is sick; the health and well being of all the children here are of the utmost importance to me. It is for the protection of the children that I must insist on a strict adherence to my illness policy. Please read it carefully.

**Communicable Diseases: Not Permitted** by law in childcare. Some of these illnesses are, but not limited to: **Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, Strep Throat.** If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious and must have a doctor's note saying so. All other parents will be notified of possibility of a communicable disease and what symptoms to watch for.

**Fever: 100 degrees or higher, Not Permitted.** A child needs to be fever free for a minimum of 24 hours before returning to childcare; that means the child is fever free without aid of any fever reducing substance. Administering Tylenol to reduce your child's fever so that you can bring him/her to daycare is grounds for termination.

**Diarrhea: Not Permitted.** Children may return to care 24 hours after beginning an antibiotic or needs to be diarrhea free for a minimum of 24 hours. Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note, stating that these symptoms are due to teething.

**Vomiting: Not Permitted.** If your child vomits while at daycare, you will be expected to come within the hour to pick your child up. The child must stay home until 24 hours have passed with no vomiting episodes.

**Running Nose:** Your child may be brought to daycare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). **Discharge of any color other than clear is not acceptable in child care.** A constant runny nose, which lasts longer than a week and you suspect may be due to allergies, will require you to bring a doctors note stating the same.

**Rashes: Not Permitted.** Any rash other than diaper rash must accompany the child to child care with a note from a doctor stating it is not contagious.

**Runny and/or Crusty Eyes: Not Permitted.** Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

**Excessive Crankiness:** If your child is irritable, excessively whining or crying, wants to be constantly held or requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care, must be kept home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to come pick up your child.

**Lice: Not permitted** back to child care until **after** the **second** hair treatment.

**24 Hour Rule:** Your child must be free from any of the above symptoms for a minimum of 24 hours before they can return to child care. **NO EXCEPTIONS.** If you arrive in the morning and tell me your child's fever broke at noon the previous day, you will be asked to leave. If you arrive and tell me your child vomited in the middle of the night and was feeling fine in the morning, you will be asked to leave.

Please take these rules seriously. It is always best to call me and ask if you are unsure whether or not you may bring your child. It is always best for you to have a back up plan available to you in the event your child is ill and you cannot miss work. Any infractions of the rules and you will be called at work or school to come and pick up your child. Repeated calls to have you return to daycare to pick up your child may result in termination (with all fees due and payable). If someone in my family has any of the above symptoms, I will call you the previous evening, or as soon as I am aware of the situation, so that you may determine whether or not you want your child exposed to such symptoms. I will ask you to make other arrangements if I feel the illness in my family will hinder the quality of care I give your child.

### **Child becomes ill at child care**

Should your child become ill at child care I will care and comfort the ill child and their symptoms. I will notify you of the symptoms your child is having and ask how you would like to treat the symptoms (example: Tylenol, or Motrin for fever), until your child is picked up. You will be expected to pick up your child immediately. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. When you arrive I will give you a *Sick Child Information Sheet* documenting your child's symptoms, and any medication administered with dosing amount and time given, so you will know the next time to administer additional medication.

### **Medical Emergencies**

It is necessary that I have a number to reach you at ALL TIMES. If I cannot reach either parent within a 30-minute time frame, the alternate emergency number given to me will be called. All possible care is taken to provide a safe and healthy environment; however, children do have accidents. I am certified in Pediatric CPR and have emergency first aid training.

In case of emergency, I will administer the necessary first aid required, an ambulance will be called and your child will be transported to the hospital. You will be notified as soon as possible. Parents will be asked to sign an *Incident Report Form*, acknowledging that he/she has been notified of the accident. A copy of this form is placed in your child's file. All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The owner/staff and my family cannot be held liable for any sickness/injury of either the parent/guardian or child while on these premises, or while the child is in the company of myself/staff during outings. For minor injuries like bumps and bruises, I will provide first aid and a *Boo Boo Report* will be taken and sent home.

## **Vision and Hearing Testing**

Children that have turned 4 years of age must have current vision and hearing screening completed before they can be admitted back at Almost Mom's. If a child turns 4 years old during the school year, a hearing and vision exam must be completed within 120 calendar days after their 4th birthday.

## **Disaster and Emergency Response Plan:**

Fire/Tornado/Hurricane:

- ◆ Practice drills are conducted monthly and recorded.
- ◆ Parent Notification: A staff member carries a print version of contact information and a picture of each child during all emergency drills.
- ◆ All parents will receive an emergency evacuation plan card to carry with them at all times, which includes all emergency contact information.
- ◆ If interested, ask to see a copy of our procedure.

My home is equipped with at least two fire extinguishers, smoke detectors as well as a carbon monoxide detector.

Almost Mom day care is also enrolled with **SNAP** (Special Needs Assistance Program) with the Fort Worth-Tarrant County Office of Emergency Management. This program is designed to help emergency responders better prepare for disasters at the residence of 8932 Risky Trl Keller, TX.

Federal Emergency Management Agency (FEMA) has placed a National Oceanic and Atmospheric Administration (NOAA) Public Alert Radio within Almost Mom in home day care. This NOAA Public Alert Radio is intended for public safety and the purpose of providing alerts and warnings. Effective alert systems are critical to supporting school and community emergency response.

Keller Emergency Radio Station 1650 AM

**Emergency Assistance:** Emergency numbers are posted by each telephone. Transportation vehicles are equipped with cellular phones for emergency use.

## **Health and Safety Matters**

### Hand washing

- ◆ Hands will be washed before and after meals, after bathroom use, after nose blowing and wiping and after handling an ill child.

### Teeth Brushing

- ◆ Every child with teeth will brush after breakfast and lunch.

### Toys & Equipment

- ◆ Toys will be sterilized daily or as needed.

## **Medication**

All medications, prescription or otherwise, must be given to me with a signed note giving me permission to administer medication. Please fill out the appropriate (*Medication Form*) supplied by Almost Mom day care.

If you have given your child medication in the morning before dropping off please fill out a *Self Report Medication Form* available on the bulletin board. This is for your child's protection, should he/she need any type of medical attention I would be able to give emergency personal vital information regarding your child's medical symptoms.

# Can We Go Outside?

## Almost Mom Rules for Outside Play

### Too Hot

Temperature 100°/Heat Index 100° ...No Outside activities.

Temperature 95°/Heat Index 95° .....Outside activities is limited to 25 minutes with unlimited access to water during outside exposure.

Temperature 90°/Heat Index 90° .....Outside activities is limited to 30 minutes with unlimited access to water during outside exposure.

This means that:

- If the temp is 95° but the heat index is 101°, you cannot go out.
  - If the temp is 95° and the heat index does not exceed 100°, you can go out for no more than 25 minutes but the children need to have access to water.
- If the temp is 88° but the heat index is 95°, you can go out for no more than 25 minutes but the children need to have access to water.

### Too Cold

Wind Chill Factor below 40° with rain.....No outside activity.

Wind Chill Factor below 40° without rain.....Outside activity is limited to 15 minutes BUT children must have the ability to cover all extremities.

Wind Chill Factor below 35°.....No outside activity.

This means that:

If a child is wearing shorts/skirt or has no coat he/she cannot go outside if the wind chill is below 40°.

### Too Hard to Breathe (Air Quality)

Green or Yellow.....No Limit to outside activity

Orange.....Children with Asthma must remain inside.

Red or Purple.....No outside activities are allowed.

Air Quality is announced on Morning news programs.

## **House Rules**

There are certain house rules that all children will be taught to follow. This is for the safety and well being of everyone. I expect children to treat my home and their surroundings with respect.

**NO** running, jumping or screaming inside the house.

**NO** hitting, pushing, biting, grabbing, kicking, spitting, pinching.

**NO** roughhousing, climbing, sitting on, pulling or lifting/ carrying other children.

Children are **not allowed** to walk around with food, cups or bottles or have food in the playroom at any time.

**NO** standing or climbing on toys, chairs, tables, or furniture.

**NO** mistreatment of toys - i.e. standing on, throwing, bashing, hitting with. Parents will be responsible for the cost to replace toy if this happens.

**NO** going out the door anytime without an adult.

**NO** name calling, teasing, swearing, bad language such as “shut up” or potty talk.

**NO** gum allowed.

**NO** guns or violent play allowed.

**NO** willful destruction of property, parents will be responsible for the cost to replace.

## **Behavior Management & Discipline Guidance**

Discipline is a gradual process that extends throughout childhood. Discipline is teaching children to develop their own self-control, so they can ultimately be independent and responsible.

**Discipline** is always individualized and consistent for each child. Always appropriate to the child’s level of understanding, and directed toward teaching the child acceptable behavior and self-control, (example: good choices and bad choices).

**Discipline is NEVER** any form of physical punishment at Almost Mom day care, it is against the LAW.

At Almost Mom we will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

**1. Positive Reinforcement:**

- ◆ The child will be encouraged when he/she is demonstrating acceptable behavior.

**2. Reminding:**

- ◆ The child will be reminded of behavior expectations daily by using clear, positive statements.

**3. Redirection:**

- ◆ The child is redirected to another activity and given an opportunity to try again at another time.

**4. Time Out:**

- ◆ The child is separated from the group for a regulated period of time. This is used only when child is exhibiting a temper tantrum type behavior or hurting self, others, or property. When child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.

**5. Last Resort:**

- ◆ When a child's behavior is continually upsetting or dangerous to others, themselves or myself, a call will be placed to the parents for the child to be picked up. If problems persist and cannot be resolved, this can be a cause for termination of care (with all fees due and payable).

In the event that your child had a discipline problem for the day, the parents/guardian will receive a *Discipline Report* giving an explanation of events and consequences.

## **Potty training**

When you as parents have decided it is time to start potty training, I will be more than happy to help providing that it is done when the child is **ready**. Some signs to look for include appropriate language skills to communicate the need to use the potty, **staying dry** for long periods of time, the ability to dress and undress self, and **interest** in staying dry or clean. I take a very relaxed attitude towards potty training, children potty train easily when ready.

Your child is about to begin a new chapter in his/her life called potty training. This is a very important event because your child is about to become a big girl or boy. And for you the parents this is a new chapter in your life as well, your child is going to see how much patience and understanding *you really* have. Remember every child learns at their own pace so lets all have fun teaching your child to become more independent.

While your child is learning to use the potty, please: **NO** overalls, onesies, belts, buckles, snaps, buttons, or zippers. I am a true believer in having a “diaper party”, that means we celebrate not wearing diapers anymore and we throw away our diapers as a family. My recommendation would be to go to the store with your child and let your child pick out his/her new underwear. I suggest wearing underwear everyday for potty training. If you feel the need for your child to wear plastic pants over the underwear that is fine. The whole idea is for you child to feel the wetness when they have an accident. This is where your patience and understanding comes into play as parents.

- Be consistent is the number one rule. What we do at day care you as parents must follow at home
- 20 minutes after your child has something to drink he/she will more then likely feel the need to go potty. At that point your child will sit on the potty chair or the big potty whatever your child prefers, until he/she goes potty or 3 or 4 minutes is up. We will read potty books, sing a song whatever it takes for your child to feel comfortable enough to go potty. If after a few minutes your child does not feel the need to go potty, he/she will pull up their own pants and we will return to the play room. I will set a timer for another 5-7 minutes and when the timer goes off we will repeat the process again.
- I use a reward system for going potty i.e.: stickers, extra privileges etc.
- At least two (2) extra set of clothes must remain at day care
- Pull-ups are a good idea to use at naptime

If after 2 (two) weeks your child is not attempting to follow the potty training schedule he/she may not be ready to use the potty. And if your child is not ready to use the potty it is easier to keep them in diapers until they are ready to train again at a later time. If you should have any questions or suggestions about potty training at anytime please feel free to talk to me.

## **Meals**

Almost Mom day care is a participant in the **Child and Adult Care Food Program (CACFP)** and will make every attempt to provide enjoyable and nutritious meals for your child. Please understand for your child's own health and because of my involvement with the nutrition program, I can't always accommodate their selective tastes. However I do offer a variety of foods.

Meal times are as listed. **Should your child arrive later than meal times you will be responsible for feeding them before coming to day care.**

**BREAKFAST:** (7:00-8:00) milk or fruit juice, some kind of fruit, and grain product such as cereal, oatmeal, pancake

**LUNCH:** (11:30-12:00) milk, a meat or meat sub, 2 veggies or fruits, a grain product such as bread, macaroni

**SNACK:** (2:30-3:30) fruit, water, and some kind of grain product such as crackers, gold fish, graham, etc.

Menus are posted on bulletin board at all times.

For **infants** you supply all formula or breast milk and baby food until their first birthday. Infants will be fed as I'm directed by you.

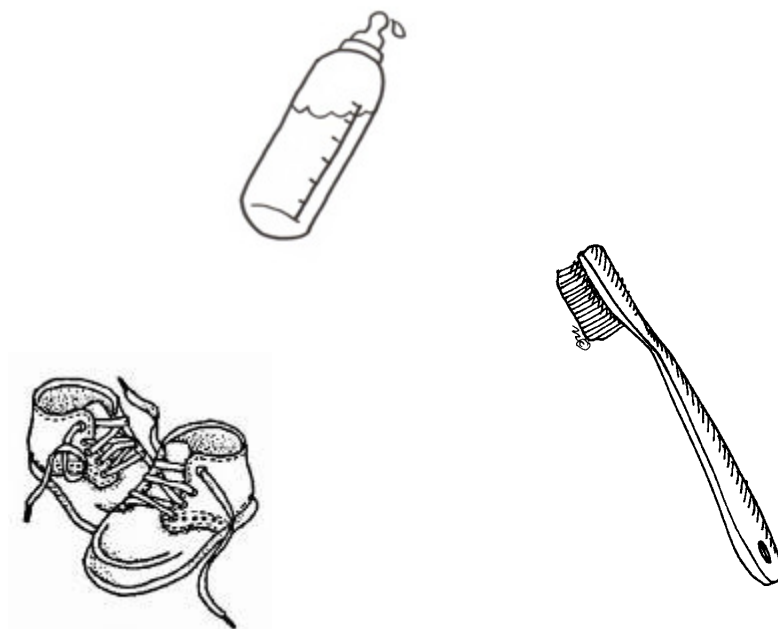
**Special Diets**-If a child has a particular dieting need, substantiated by medical evaluation, I must be informed and given a doctor's note. Substitute meals or snacks may then be brought in from home and is the responsibility of the parent/guardian to provide.

**Birthdays** –Each child receives special recognition on his/her birthday. Simple celebrations are held during afternoon snack time. Parents wanting to provide snack on this special day are welcome to.

## **Supplies needed:**

**(all items need to be marked with child's name)**

- ◆ Provide any special items other than those provided by myself
- ◆ Toys from home are welcome as long as they can be shared with other children. Almost Mom's day care is **NOT** responsible for broken items.
- ◆ Be sure child is dressed appropriately and comfortable (PLAYCLOTHES)
- ◆ A change of clothes to remain at day care is **REQUIRED**
- ◆ A washable blanket for naptime that may remain at day care
- ◆ Toothbrush
- ◆ Swimsuit and swim diapers (summer time only)
- ◆ Sunscreen (summer time only)
- ◆ Diapers and wipes
- ◆ Diaper creams or ointments
- ◆ Bottles
- ◆ Baby food



## **Daily Schedule**

Young children, toddlers and babies enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. I will adhere to my written schedule to the best of my ability, keeping in mind that anything can happen when children are involved. There will be times when I have to make adjustments to the schedule. I would appreciate it if you consider my schedule when picking up or dropping off your children.

### **Activities**

The main goal at Almost Mom day care is to provide a variety of fun learning experiences for all of the children. There are a variety of activities like free play, reading, arts & crafts, music/singing, dancing, pretend play, puzzles, games, math, science, as well as letter, shape, color, and number recognition in a monthly theme format. Some of the projects will be taken home to share with the family and others will be ones that you can ask about.

The goal at Almost Mom day care is to have fun and provide a little extra learning stimulation for the older children. It will not be a rigorous academic program as young children still learn best from participating in and observing the environment around them. Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times.

**Indoor play**– There are a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up, when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, the child can choose one box of toys at a time to play with. They will be shown how to put those things away before selecting another box.

**Outdoor play-** We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include taking walks, backyard play, water play (sprinkler play in summer), bike/toy riding, sandbox, and more. During spring and fall, our outdoor play will probably range from 20 - 45 minutes, and in the summer it may be two hours or longer (maybe not all at once). When long periods of outdoor play are planned children will use sunscreen/sunblock for protection from any possible sunburns. A signed permission form to authorize use of sunscreen/sunblock is **required**. Please fill out the appropriate (*Medication Form*) supplied by Almost Mom day care.

**Water Play-** Almost Mom day care has many activities involving water play throughout the year. These include but are not limited to: water sensory tables, water bottles, sprinkler play, and bathing a soiled child.

**Nap/Rest Time-** All children under the age of 5 are required to lie down for a rest period in the afternoon. No child is forced to sleep, however they must remain quiet and either nap, rest, read, or play quietly during this period. Rest time gives everyone a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening. Naptime is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. If your child has a special blanket or stuffed animal that he/she sleeps with, please send it along. I would ask that you please avoid picking up or dropping off your child during naptime, as it disturbs the other children's rest period. Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day.

**Diapering-** Disposable paper cover and latex gloves are used when changing diapers. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications.



## Daily Time Schedule

Our schedule will be maintained as much as possible.

<p>6:45 – 7:00</p>	<p><b>Arrival</b></p> <ul style="list-style-type: none"> <li>◆ At arrival all parents must sign in on the in-sign sheet and initial (infants must also document the last time infant was fed and the amount given)</li> <li>◆ Start infant sheets upon infant arrival (infant sheet consists of: times fed, amount given, diaper changes, meals eaten, napping, special happenings, child’s mood, and supplies needed)</li> <li>◆ Free play with quiet activities such as books, puzzles, table games, and non-messy art materials</li> </ul>
<p>7:00 – 8:00</p>	<p><b>Breakfast</b> (look at menu) as per State Food Program</p> <ul style="list-style-type: none"> <li>◆ Children will help with clean up and play with table toys, read books, or listen to story tapes until everyone finishes breakfast and cleans up.</li> <li>◆ Everyone needs to wash their hands and brush their teeth (everyone will need your help in the bathroom doing this)</li> </ul>
<p>8:00 – 9:00</p>	<p><b>Outside play</b> (weather permitting) <b>Playtime</b> (Play with kids in toy room)</p> <ul style="list-style-type: none"> <li>◆ During extreme hot or cold weather, the infants will not go outside.</li> <li>◆ Infants will be placed in swings, bouncers, or play yards. Those infants that walk will be allowed to do so at their leisure. Stroller rides may also take place at this time once or twice a week. I have a double and a quad stroller available. Each child is supported in a child size seat with a seat belt. The children love stroller ride time.</li> </ul> <p><b>Child’s Choice Free Play</b></p> <ul style="list-style-type: none"> <li>◆ Children can choose from different stations or box. Examples include blocks, legos, animals, babies, cars &amp; trucks, books, dress up, etc.</li> <li>◆ Play time will consist of floor time which could include ball play, rolling, blocks, puppet play, stacking blocks, peek-a-boo, bubbles, etc. Infants will also have time in the swings, bouncers and exersaucers. I will plan activities to develop oral motor skills and the other senses of touch, sound, and smell. The activities planned will include sensory materials that are appropriate for infants. These activities will be tailored to accommodate the changing needs of each individual infant.</li> <li>◆ Floor time exploration Example: tummy time</li> <li>◆ Touching, feely books and textures</li> <li>◆ Wooden puzzles</li> </ul>
<p>9:00- 10:00</p>	<p><b>Toileting Hand Washing/Change diapers</b> (diapers in boxes labeled with names on shelves)</p> <ul style="list-style-type: none"> <li>◆ Diaper changes take place every 2 hours unless needed more frequently example: BM</li> <li>◆ When changing diapers I will stress conversation with the infant to help develop the verbal skills a child needs.</li> </ul> <p><b>Infant nap</b> (infants nap in bassinets or playpens)</p> <ul style="list-style-type: none"> <li>◆ Babies are put down for nap from 9-10 (infants should be allowed to nap on their own schedules, and even older children may need to nap unexpectedly at times)</li> </ul> <p><b>Arts &amp; Crafts</b></p> <ul style="list-style-type: none"> <li>◆ Children will be able to explore their imagination, be creative, and learn it is okay to do a project their own way. Examples: painting, drawing, sidewalk chalk or paint, making a craft, etc.</li> </ul>

10:00 - 11:00	<p><b>Circle Time (Curriculum)</b></p> <ul style="list-style-type: none"> <li>◆ Children will each get a turn being helper for the day, we do calendar, weather, counting, patterns, ABC's, finger plays etc. We also, have a color, shape, letter, number for each month.</li> </ul>
11:00 - 11:30	<p><b>Dramatic Play or Cooking (Start making lunch)</b> (look at menu) as per State Food Program</p> <ul style="list-style-type: none"> <li>◆ Children will have chances to do cooking activities (i.e. make a pizza, silly faces, cookie, hot dog roll etc.) children will help on prep they do NOT actually cook. I will put meals in the oven etc. If there is not something appropriate for children to prep they will engage in dramatic play, where they can be a firefighter, dancer, mommy, daddy, anything they want to be.</li> </ul>
11:30-12:00	<p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>◆ Serve food in family-style serving bowls and small pitchers so that children can learn to pour their own milk or juice and serve their own food. Give children time to practice with pitchers during water, play, and be tolerant of spills and accidents.</li> <li>◆ Allow infants and toddlers to feed themselves when possible</li> <li>◆ Allow children enough time to eat. Some children are slow eaters, ample time should be allowed.</li> <li>◆ Try to establish a calm and pleasant atmosphere.</li> <li>◆ Encourage children to talk about what they are eating, how the food is prepared, or something of a solely social nature. Pleasant conversation will create a comfortable atmosphere.</li> <li>◆ Mealtimes are exceptionally good learning times. Children begin to serve themselves, try new goods, and develop attitudes about food and nutrition.</li> <li>◆ From an early age, even as young as toddlers, children can learn to set the table, clean the table after eating, and put their napkins in the trash can.</li> <li>◆ Have quiet activities available for those who are finished early</li> <li>◆ Everyone needs to wash their hands and brush their teeth (everyone will need help in the bathroom doing this)</li> </ul>
12:00-12:30	<p><b>Story Time</b></p> <ul style="list-style-type: none"> <li>◆ I will read the children stories while they sit on their nap/rest area.</li> <li>◆ Plan a quiet activity for the children right before rest time, such as reading a story or playing soft music.</li> </ul>

<p><b>12:30 – 2:30</b></p>	<p><b>Nap/Rest Time</b> (Toddlers nap on mats in the baby room. Infants nap in bassinets or playpens)</p> <ul style="list-style-type: none"> <li>◆ Everyone has a rest period. Preschool children who can't sleep rest quietly on their cots, looking at books. As children wake up diapers are changed, hands are washed. Cots are put away.</li> <li>◆ Remember that each child has a different sleep pattern and a different way of falling asleep: some drop off right away, some need to suck their thumbs, or pacifiers, to relax, and others keep their eyes open until the very last minute, reluctant to miss a single thing that may be going on.</li> <li>◆ Have each child sleep in the same place and with the same cot every day.</li> <li>◆ Encourage children to bring sleep toys or special blankets from home to use at rest time. These objects can be kept on the child's cot. Children should not be teased about needing these things; they will give them up when they are ready.</li> <li>◆ Give children time to settle down at their own pace. Children should not be forced to sleep but encouraged to relax. Sleep usually follows. This is a good time to spend a few moments alone with each child.</li> <li>◆ For children who can't sleep offer a quiet time. Children can read books</li> <li>◆ Alternatives available for those who are finished early</li> <li>◆ Infants will wake up from nap on their own time</li> </ul>
<p><b>2:30 - 3:00</b></p>	<p><b>Toileting Hand Washing/Change diapers</b> (diapers in boxes labeled with names on shelves)</p> <ul style="list-style-type: none"> <li>◆ Children will help pick up their nap mats and blankets and put away in hall closet.</li> </ul>
<p><b>3:00-3:30</b></p>	<p><b>Snack Time</b> (look at menu) as per State Food Program</p>
<p><b>3:30-4:00</b></p>	<p><b>Music Time</b></p> <ul style="list-style-type: none"> <li>◆ Children will get to dance, sing, play an instrument etc. during this time.</li> </ul>
<p><b>4:00-5:00</b></p>	<p><b>Outside Play</b> (weather permitting) <b>Playtime</b> (Play with kids in toy room)</p> <ul style="list-style-type: none"> <li>◆ Sidewalk chalk</li> <li>◆ Nature hunt</li> <li>◆ Bubbles</li> <li>◆ Balls are always fun! So many different types of activities can be done with balls, and children love them.</li> <li>◆ And you can't forget the playground it is always fun.</li> </ul> <p>Projects are assembled, and parent information (infant sheets) made ready. Events of the day and plans for the next day are discussed with children and parents as they leave.</p> <p><b>Toileting Hand Washing/Change diapers</b> (diapers in boxes labeled with names on shelves)</p> <p><b>Dismissal</b></p>

## **Pets**

We have and could have in the future a family pet in our household. All of the animal's food and waste are not accessible to the children. All animals will be kept in good health and current on all vaccinations. While some interaction between children and animals is inevitable within a home setting, the children will be separated from and will never be left unsupervised with the animals.

## **Pictures**

I may take candid pictures of the children at various times during the day and/or on field trips to use for craft projects, newsletters, and/or decorating the day care. If a child's picture is used on the website the child's name would not be included.

## **Incentive Program**

If you refer a child for a full time position, after the child has been here for one month you will receive a free week of day care.

I believe all parents should have their child's vital information with them at all times. No one wants to think anything will happen to their child, but what if something did? Would you be prepared? Well, if you had a child identification card with you, you would always be prepared in an emergency. Therefore, everyone enrolled at Almost Mom's day care will receive a child identification card.

## **Donations**

Items we always need:

- ◆ Toys, books, dolls, markers, infant supplies, etc. that your child has outgrown.
- ◆ Clothes or costumes for dress-up, paper for the copy machine or the never-ending drawings by our many artists!
- ◆ Any type of art supplies.
- ◆ All donations will be noted and appreciated.

### **For your information**

We are all part of the team working to support your family and providing the best care for your child. Almost Mom strives to meet all of your child's need. In the event that you have a concern, please go to the source to handle the concern most efficiently.

#### **Texas Department of Family & Protective Services Child Care Licensing**

1501 Circle Drive Ste 130  
Fort Worth, TX 76119  
800-582-8286 or 817-321-8604  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

You may ask for my most recent Licensing inspection report and/or questions about the Minimum Standard Rules For Registered and Licensed Child-Care Homes.

I AM REQUIRED BY LAW TO REPORT ANY SUSPECTED CHILD ABUSE OR NEGLECT.

The phone number for Reporting Abuse and Neglect is 1-800-252-5400.

#### **Employing an Almost Mom employee as a nanny:**

- ◆ If an enrollment family hires an employee from Almost Mom to become a full time nanny, then the parents will be invoiced \$1,000 by Almost Mom. As stated in the employee handbook the employee will also be invoiced.

# NOTES