

Policy Guidelines for Crystal Skinner Child Care

Crystal Skinner Child Care, licensed since 1981, has earned a quality child care rating of “Licensed Plus” as a Family Child Care from the NH Child Development Bureau through the NH Dept. of Health & Human Services.

I have five years experience teaching Physical Education in grades K-12. I am a member of the Early Learning NH, the National Association for the Education of Young Children (NAEYC), and NHAEYC.

I am certified in both First Aid and CPR for Infants and Children. I attend, and present workshops at child care conferences, and continue to update my education.

I give children in my care the opportunity to learn in a family-like setting. Here they are able to feel safe, and secure. The children continue to build a positive self image within a mixed age group learning; patience, sharing, compassion, tolerance, and kindness. Play is essential to children’s learning, and is a vital part of my program.

At *Crystal Skinner Child Care* we follow NH Early Learning Guidelines. Children’s hearts and minds are molded by the relationships and environments they experience. When we give our children a stimulating environment with plenty of opportunities to explore and discover and interact positively with other, we lay a strong foundation for their future learning. Good quality child care provides this strong foundation and gives children the tools they need to succeed in school and life. We all benefit when we give children the right start.

Philosophy

At my NH quality rated “License Plus” child care home, your child has the opportunity to grow in a warm, caring and safe environment. I believe children are curious, open-minded, honest, accepting and learn more from birth to age three than any other time in life. I believe children are our most precious and important resource, worthy of respect, and to be valued for their individual uniqueness. My goals are to give children a sense of self worth, to feel confident and secure by helping them develop at their own individual pace while learning basic skills.

My developmentally appropriate program activities are designed to meet the needs of diverse ages and developmental levels in the mixed age group of children, while nurturing creativity and self-esteem. All children are encouraged to participate in activities to develop their whole body coordination, hand-eye coordination, expressive language and listening skills.

Play is a vital component of my program. I believe play *is* children's work. I think play is exploring, experimenting, and joyful and is the process through which each child discovers and develops an understanding of the world. I believe learning through play supports the development of social skills such as sharing, cooperation, generosity and empathy.

I set limits for children; they quickly learn the daily routine, and what is expected of them as a group. I teach through modeling appropriate behavior, praising fine behavior, friendly behavior and reward children with smiles and hugs. The children in my care are encouraged to solve problems in their own relationships and interactions, and I am always there to assist them to find solutions if needed.

Personal References

- I have numerous letters of reference available for you to read in my portfolio.
- I have excerpts of the letters posted on my child care website at <http://www.crystalskinnerchildcare.com> listed under References.
- I will be happy to share a current client’s phone number to you as a reference.

Abuse Neglect Mandated Reporter

- I am a state-mandated reporter and I am required to report any suspect cases of physical or sexual abuse or neglect to the Department of Health & Human Services.

Volunteers/Substitute Caregivers

- Occasionally I may need to hire a substitute child care provider because of: an appointment that cannot be made before or after the child care hours, an emergency, or other personal reason.

Personal Privacy

- I will do all that I can to protect your family's privacy and will abide by the state privacy law.
- I will keep all records and information about your child and family private and confidential, unless I have your permission to reveal specific information.
- I also ask for you to respect the privacy of my family by not sharing any information you learn about my family.
- You may contact me during business hours, however please remember the children nap between 12:00 PM and 3:00 PM.

Non-Discrimination

- I will not discriminate against any child, parent, or family based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

Children with Special Needs

- I have experience in caring for children with the following special needs: ADD, ADHD, autism, dyslexia, physical challenges, allergies, asthma, epilepsy.
- If your child requires special therapy; you must provide me with written instructions, and individualized program of instruction, or behavior guidance. These instructions need to have been prepared by a physician or therapist.

Personal Home Rules

- Please remove your shoes when you enter my kitchen if they are wet or muddy.
- All children need to remove their wet shoes or boots and wear shoes or slippers before walking on the living room carpet.
- The porch and kitchen doors are usually unlocked and parents are welcome to arrive at any time of day. They may be locked for the safety of children during the business day if the need arises.
- The doors to the basement and bathroom are closed until they need to be used. The front hallway and home office area are off limits to children.

Hours of Drop-off and Pick-up

- The dropping off and picking up of a child can be an unsettling time for a child, as well as for parents and myself, unless it is handled well. Please make sure that you accompany your child into the house and I recognize your child's presence.
- Child care will normally begin at **7:30 am.** and end at **4:15 pm.** on weekdays. If there are extraordinary circumstances for the drop-off or pick-up, please discuss them with me. There will be an additional fee for the early drop-off of any child before 7:30 am..
- Children should arrive clean and fully dressed for the day unless previous arrangements have been made. Please help your child take off his or her outside clothing. In winter, coats and outerwear should be hung in the kitchen closet, mittens hung on the mitten rack, boots taken off and put under the mitten rack, and slippers or shoes put on your child's feet. This will give his or her day a good loving start.
- Dress your child appropriately for active outdoor play, with the daily weather in mind. In winter, boots, snow pants, jacket, hat, mittens or gloves are necessary. In summer, a swimsuit and towel should be sent on a daily basis in the event we use the wading pool.
- When saying "good-bye", give kisses and hugs, a cheerful smile, and a reassuring word that you will be back. These are all nice ways to leave your child, but don't be disappointed if he or she is too preoccupied to return them. Children love to wave good-bye and blow kisses to you from the kitchen window.
- It is important that your child be picked up promptly, but do not expect your child to rush off with you immediately. He or she may want time to finish playing and clean-up. Be firm, but when your child does not want to go home, it is best to let me tell your child it is time to leave.
- Since the child care day ends at **4:15 pm.**, I give parents a grace period of 15 minutes until **4:30 pm.** to arrive to pick up their child.
- In case of an emergency or unforeseen delay, please telephone me at **536-3626** to arrange for either myself or someone else to be responsible for your child.
- Please note that a **fee of \$1.00 for each additional minute** of child care responsibility will be charged after 4:30 pm. if you are not here to pick up your child. All accrued late fees are due and payable immediately or before care is provided the following day of attendance.

Daily Schedule

- **7:30 - 9:00 Free Play, Breakfast** - Children arrive for the day. Parents should provide a nutritious breakfast for those children who have not eaten at home. Breakfast is normally served between 7:30 AM and 8:00 AM. Free play in living room, dining room, kitchen and hallway, with a variety of toys and games stored both inside and on the porch.
- **9:00 - 9:30 Table Activity** - Activities may include: cooking, baking; play dough, painting (paint with water, watercolor, tempera, and finger painting), coloring or drawing with; markers, colored pencils, crayons, a variety of arts and craft projects involving scissors and glue; table-top games; puzzles; counting, shapes and color activities.
- **9:30 - 10:00 Snack, bathroom use, and diaper change** - We have a nutritious snack with either juice or milk. During meals and snacks we work with table manners. The children are excused from the table to use the bathroom and those children in diapers are changed at this time. The children then begin to dress in appropriate outdoor clothing.
- **10:00 - 11:15 Outdoor play (weather permitting)** - The children play on the enclosed porch or outside in the fenced yard. There are appropriate toys available for their use both on the porch and in the yard. The swing set, slides, sandbox, playhouse, see-saw, and riding toys are all outside favorites.
- **11:15 - 11:30 Clean up for lunch**- During this time the children pick up and put away the toys both in the yard and on the porch. The children then come inside and wash-up for lunch.
- **11:30 - 12:00 Lunch, bathroom use, and diaper change** - Lunch time is when the children enjoy each others company at the table while eating. When they are through eating, they are excused from the table to use the bathroom and those children in diapers are changed.
- **12:00 - 1:00 Rest Time** - All children rest or nap in the living room.
- **1:00 - 3:00 Nap and Quiet time** - Quiet activities in kitchen or porch, nap or rest if needed or desired.
- **3:00 - 3:15 Snack, bathroom use, and diaper change** - When the children who sleep awaken, they are immediately guided to use the bathroom, and those children in diapers are changed. We have a nutritious snack with milk or juice.
- **3:15 - Pick-up Free Play** - The children again have the opportunity to play outside in the yard or on the porch until their parents or guardians arrive to pick them up.

Activities & Curriculum

- My developmentally appropriate program activities are designed to meet the needs of diverse ages and developmental levels in the mixed age group of children, while nurturing creativity and self-esteem through such activities as: block building, play-doh modeling, sand and water play, dramatics, cooking, experimentation, and arts and crafts.
- Activities are offered which promote self-esteem, social interaction, self-expression, language development, gross motor skills, and fine motor skills. Your child will receive quality, personal and individualized care, in a warm and loving family home. Parents are welcome to volunteer with special projects with the children.
- The children learn problem solving skills with emphasis on the concepts of: cause and effect, classification, sequencing, spatial relationships, numbers, shapes and colors.
- Curriculum is developed from observation of the children's interests, and builds whenever possible on encounters we discover both indoors and outdoors.
- Art experiences involve a variety of materials which allow children to use their senses. Music is presented with finger plays, instruments and a growing repertoire of songs. Through these "hands on" activities, children are introduced to concepts in math, reading, and language.
- All children are encouraged to participate in activities to develop their whole body coordination, hand-eye coordination, expressive language and listening skills.
- Pretend play is vital as it helps stimulate a child's imagination and language skills. Some of the available play areas include: dress up, kitchen play area, kitchen table and chairs with assorted play foods, workbench and tools, doctor's kit and office, baby nursery, doll house with doll house accessories, and puppets. The daily program is designed to ensure flexibility and spontaneity to meet the needs of the children and to offer special activities as they present themselves.

- Each child is helped and encouraged to develop skills appropriate for his or her age level:
 - Cognitive Development:** Sensory-Motor, Object Permanence, Cause and Effect, Imitation, Problem Solving, pre-academic matching, categorization.
 - Language Development:** Ages and stages of verbal communication with others.
 - Emotional development:** Attachment, self esteem, a positive self image.
 - Physical development:** fine motor and gross motor skills
 - Social development:** self help and social skills

Birthday & Holiday Celebrations

- Children's birthdays are celebrated on the actual birthday date or a day close to it. If you choose to have a party at home inviting the children, we will not hold one here.
- On these occasions, your child may bring a gift for the birthday child. I ask that you do not spend more than \$10.00 on a birthday gift that you buy for a child in my program.
- If your child would like to celebrate a birthday or other occasion with their friends, treats may be brought to share, generally for morning snack time. I suggest and encourage nutritious snacks such as muffins. Please make arrangements with me, so I can be prepared for what type of treat or celebration to expect.
- If you choose to leave a camera, I will be happy to take photos. If not, I will try to take photos with my camera.
- Please do not bring balloons; there are safety regulations regarding choking to which we must adhere.
- Unless all children in child care will be invited, please do not bring party invitations to Crystal Skinner Child Care to be distributed.
- We will learn about seasons, and months and at times celebrate holidays with the children through craft activities.
- Normally the children will participate in a gift exchange during the Winter Holidays at our annual Christmas party through the gift swap program. This exchange concentrates on the giving of the gift rather than the receiving of the gift.
- Children may exchange valentine cards on Valentine's Day.

Clothing

- Each child should have a least one complete change of clothing appropriate for the season, including a shirt, pants, underwear, and socks with them daily in their backpack.
- An extra jacket, sweatshirt, or sweater should also be kept handy for use when needed.
- If your child is in diapers, please send four or more disposable diapers, a changing pad, diaper wipes, and necessary lotions, creams, or powder on a daily basis. Should your child need more diapers or wipes than you provide there will be a fee of \$1.00/diaper and \$1.00 for wipes per change.
- During toilet learning periods, 2 extra pairs of pants and 2 extra changes of underwear must be sent daily. When soiled or wet clothing is sent home, please send replacements for the next day.
- If your child requires more changes of clothing than packed, I will use other clothing I have available. This clothing must be returned clean.
- Dress your child appropriately for active outdoor play and with the daily weather in mind.
- In early Spring, and Fall, please pack a pair of light finger gloves for your child to use while playing on the porch.
- In Winter, boots, snow pants, jacket, hat, and preferably 2 pairs of mittens or gloves are required.
- In Summer, a hat, sunglasses, swimsuit, and towel should be sent on a daily basis in the event we use the wading pool.
- All clothing left at my program should be labeled with your child's name.

Pets

- At this time there are no pets in our home.
- We do feed the squirrels and the birds from the feeders in the yard. The children are made aware of appropriate behavior regarding wild animals outside including unknown dogs and cats.

Smoke Free Environment

- My home is a smoke-free environment. No one is permitted to smoke in my home, either during or after child care hours.

Food & Nutrition

- If your child has an allergy to any food or beverage, you must notify me in writing.
- Permission from Crystal Skinner is required for gum and candy to be brought to child care.
- Food for Infants: Please bring a sufficient quantity of formula, or breast milk ,and food for your infant each day. You may leave extra formula or breast milk for emergency use. Any food that must be kept cold will be placed in the refrigerator. Bottles will be warmed and milk will be discarded if the child does not finish the contents within 2 hours. Please supply me with the necessary: bottles, formula and baby food for your child. I will be happy to feed the infant their morning breakfast cereal.
- Breastfeeding mothers are welcome to come and feed their infant during business hours.
- Parents/Guardians may visit my program during mealtimes.
- I provide a nutritious morning and afternoon snack daily, with either milk or juice. Examples of typical snacks:

<i>cookies</i>	<i>peaches</i>	<i>English muffins</i>	<i>toast</i>
<i>crackers</i>	<i>apple</i>	<i>pretzels</i>	<i>pineapple</i>
<i>brownies</i>	<i>apricots</i>	<i>ice cream</i>	<i>pie</i>
<i>grahams</i>	<i>nectarines</i>	<i>Jell-O</i>	<i>cake</i>
<i>bagels</i>	<i>pears</i>	<i>toast</i>	<i>juice pops</i>
<i>cupcake</i>	<i>cherries</i>	<i>hermit bars</i>	<i>cheese</i>
<i>pancakes</i>	<i>raisins</i>	<i>carrots</i>	<i>muffins</i>
<i>waffles</i>	<i>oranges</i>	<i>celery</i>	<i>green pepper</i>

- Parents are responsible for providing a nutritious breakfast for their child (if necessary) which I will serve upon arrival until 8:15 AM.
- New Hampshire state law requires your child have a good nutritious daily lunch while in my care. Listed on the chart below please find suggestions for items to pack in your child’s lunch.

<i>hot dogs</i>	<i>sandwiches</i>	<i>cheese slices</i>	<i>yogurt</i>
<i>cottage cheese</i>	<i>hard boiled egg</i>	<i>crackers</i>	<i>soup</i>
<i>left-over meal</i>	<i>pizza</i>	<i>pasta</i>	<i>frozen dinners</i>
<i>cut up vegetables</i>	<i>grilled sandwich</i>	<i>canned or fresh fruit</i>	<i>tossed salad/dressing</i>
<i>potato salad</i>	<i>macaroni salad</i>	<i>cookies</i>	<i>brownies</i>
<i>milk or juice</i>	<i>juice box</i>	<i>apple sauce</i>	<i>Waffles/pancakes</i>

- Please pack your child’s food in a lunch box that can be kept on the kitchen counter. Any food that must be kept cold will be placed in the refrigerator.
- Parents must supply their child with either milk or juice for lunch. You may choose to send a container of either beverage for the week for your child to drink with lunch.
- At mealtimes, I will offer the food to the children but will not require them to eat it. Whatever your child does not eat will be sent home daily. I will inform you if I notice any change in your child’s eating habits.

Naps and Quiet Time

- Those children needing a nap will take a nap in the living room. Those children who do not need a nap, will rest for 60 minutes. Following the rest, they may read books, or do quiet time activities at the table in the kitchen or on the porch when weather permits.
- All children up to 6 years of age will take a nap or rest for 60 minutes.
- Each child should have a blanket to use during nap, rest, or quiet time.
- You may bring a special blanket or other security item for nap time for your child. Some children have a special blanket or stuffed toy they must sleep with. If this is the case with your child, please send it daily.
- At nap time, each child will have clean and separate bedding which includes a mat, pillow, and blanket.
- Infants will have morning (for as long as they still are required) and afternoon naps in regulation pack n plays.
- Pacifiers will only be used during nap time.
- Infants will be laid down to sleep on their back to reduce the chance of SIDS

Toilet Learning

- During toilet learning, pull-ups or training pants will only be used when toilet learning has begun with some degree of success at home and while in my care. Your child must be able to verbalize his or her needs during toilet learning, and have remained in a dry diaper for at least 2 days before the switch to underwear is made while in my care.
- I will help a child learn to use the toilet once you and I agree the child is physically ready. It is important to follow a consistent routine both at home in my program.
- I will use the following methods to help your child to learn to use the toilet: bring the child to the toilet instead of asking if the child has to go, help the child to get excited about using the toilet (sing the cheerios), reading books and watching videos about learning to use the toilet.
- I will use the proper body anatomical terms and the following terms; urine will be “pee”, and a bowel movement will be called “poop”.
- I will provide a “potty seat adapter” for the toilet while I am helping your child learn to use the toilet.

Toys

- I teach the children to take care of their toys and mine, as well as, to pick them up and return them to where they belong.
- Toys are sanitized regularly.
- Children may bring toys from home as long as your child is willing to share their toy with other children.
- Your child should be willing to share the toys they bring from home with other children however, sharing does not include special blankets or stuffed toys used exclusively for nap time.
- If your child brings toys from home, I request you tell me what toys are brought that day. Hopefully, the toys will not get lost or misplaced and will be sent home the same day. Toys need to be inspected for sharp or broken edges, and should not be small enough for an infant to choke upon.
- Toys do get broken during normal play. If your child has a special or valuable toy that can break, please have your child refrain from bringing it to my child care home.
- I do not allow any toy weapons in my program.
- The children may bring books or video's from home for us all to enjoy.

Water Features & Wading Pool

- Children are aware the water fountains next to the walkway are a place for the birds and animals to drink. They are also aware the fountains and the water inside are not to be touched by them.
- The wading pool will be used in the summer on hot days. It contains less than 10 inches of water and is cleaned and emptied after each use on the side of the yard in summer.

Behavior Guidance

- I will use behavior guidance that is fair, reasonable, and suited to the age of the child.
- I will not use corporeal punishment (spanking) in my program.
- I will impose a “time-out” only if it is age appropriate for the child, using a guideline of one minute per year of age for calming purposes.
- I will use distraction, and redirection to guide the behavior of toddlers.
- I will remove a child from the play group in order to redirect his or her behavior.

- I will use natural and logical consequences for misbehavior.
- I will identify the behavior I wish to reward, rather than reinforcing negative behavior for example:
 “I like how you are using your walking feet in the house.”
 “It was nice to ask Sue if you could use the toy when she was done.”
- All behavior guidance will be done by me or under my direct supervision.
- Writing, coloring and painting should occur only where permissible.
- If a child persists in problem behavior (hitting, biting, breaking toys, etc.) I will ask you to come and pick up the child from my program.
- If continued behavior problems exist, your child may be asked to leave the program and the Provider- Parent Agreement will be terminated.
- Should deliberate damage occur to my home by your child, it is your responsibility to compensate me for the item deliberately damaged.

Provider-Parent/Guardian Partnership Policy

- It is necessary to have a set of guidelines to protect the children attending my child care home and to provide continuity for children, parents/guardians, and myself.
- You agree to follow the policies of my child care program.
- We will work together to ensure your child has the opportunity to develop to his or her full potential by communicating regularly.
- Your questions and comments are important so we can achieve the very best experiences for your child.
- Please keep me informed about any changes in your child’s schedule, routine, or home environment. I will do the same for any changes in the child care business that affect your child.
- Please provide any information about your child that will allow me to provide high-quality care, such as an I.E.P. (Individual Education Plan), or other assessments.
- You agree to participate in an annual evaluation of my child care program.

Enrollment Policy

- Please return the following paperwork to enroll your child.
 - Registration form:** Your child’s information, and names and numbers of where parents or guardians can be reached with the dated and signed emergency medical release.
 - Supplemental Registration form:** NH Licensing requires this signed and dated with interview preference.
 - Walking field trip permission form:** signed and dated blanket permission slip which permits *Crystal Skinner Child Care* to take neighborhood walks and to visit the Plymouth Public Library and the Plymouth downtown shops.
 - Authorization to leave care form:** signed and dated with additional authorized names.
 - Immunization Record or Waiver:** first day of enrollment.
 - Medical Examination form:** returned within the first 30 days of enrollment or an electronically signed record from the physician.
 - Provider-Parent Agreement:** Please return the agreement initialed signed and dated with a check for the 2 week enrollment fee securing your child’s time slot. This enrollment fee will be used to secure your time slot from week to week and will not earn interest.
- Please notify me of any changes in family status, as the paperwork must be updated; family members, address, contact information, or changes in enrollment.
- **New child deferred enrollment:** Should you wish to place your expected infant, or child into *Crystal Skinner Child Care*, you will be required to pay a fee equivalent to two full weeks of enrollment to secure your child’s time slot. A weekly payment of one-half the weekly tuition (once the slot becomes available) will need to be paid to secure your child’s time slot until you are ready to actually place your child in *Crystal Skinner Child Care*. If the time extends longer than 8 weeks, full weekly tuition payment is expected, unless other arrangements have been agreed upon in writing.

Immunization Policy

- You are required to keep your child current with all immunizations. Each time your child is immunized, you are required to promptly give me an updated copy of your child’s immunization in my files.
- I will notify you within 24 hours if I learn any child in my program does not have the required immunizations.

Illness Policy

- Upon enrollment each child must have on file an emergency medical statement signed by a parent or guardian. Parents must provide the child's current medical history within the first 30 days, signed by a licensed health practitioner.
- Whenever a child enters a new child care program there is an increased risk of colds or other minor illnesses until the child's immune system adjust to the new environment.
- Bring your child regularly, but keep your child home if you think he or she is not feeling well.
- I ask you to use your best judgment in deciding to bring a child who may be ill to my program. Please consider the health of the other children, families, and me. If you repeatedly try to bring an obviously ill child to my program, it may be grounds for ending our agreement.
- Your child may attend when feeling "under the weather" (clear runny nose, sneezes, cough, mild headache, teething) and be able to fully participate in our daily schedule.
- Your child may not attend with the following symptoms: a fever over 100 degrees, unexplained rash, lice or nits, discharge from eyes or ears, unusual drowsiness, vomiting or diarrhea, persistent or excessive crying, or with a communicable disease. If your child has any of the above conditions you are required to notify me as soon as possible.
- A child will not be allowed to return to my program until he or she has been symptom free for a full 24 hours.
- Ill children are not permitted to return to care until 24 hours after the last incidence of fever, vomiting, or severe diarrhea, or 24 hours after medically prescribed treatment has begun.
- You must notify me within 24 hours if your child or family member is diagnosed with a contagious illness or parasitic infestation, even on a holiday or weekend.
- Each family will receive with their enrollment package a communicable disease chart to keep as a resource, which outlines NH guidelines for exposure and exclusion from child care.
- If I become aware your child has been exposed to a contagious disease or parasitic infection, I will notify you within 24 hours.
- If your child becomes ill during child care hours: I will separate your child from the group, notify you to remove your child as soon as possible, within 1 hour of being notified. If you cannot be reached, the emergency contact person on your registration form will be notified to pick up your child.
- If your child is ill please notify me by your child's normal daily arrival time regarding the nature of the illness, especially if it is contagious. I will then notify all families of children know to have been exposed.
- I will not provide child care for ill school-age children who are too ill to attend public school
- Non compliance of Illness Policies may result in termination of agreement.

Administering Medication Policy

- Prescription medication may be administered by me provided it is properly labeled in the original dated container with the child's name, the name of the drug, directions and time of it's use listed on the administering medication form.
- If your child is taking prescribed medication and in the doctor's judgment is able to be with other children, he or she may attend.
- All first doses of medication must be administered by the parent, and the parent must stay for 1 hour following dosage in case of an adverse reaction.
- OTC medication may be administered by me with the signed NH permission form with the recommended dosage. OTC medication must be current and in original containers. The following OTC medications must be listed on the dispensing medication OTC permission form; sunscreen, bug repellent, lotions, diapering creams and powders.
- I request you place an order for the DEET free combination product , Avon Bug & Sunscreen, when I place the order yearly in the Spring.

Safety & Emergency Policy

- To reduce the risk of fire, I follow the fire safety rule and state laws regarding smoke detectors and fire extinguishers. I teach the children if there ever is a fire in the house, they should go outside and stand in front of the left garage door in the driveway. Fire drills are practiced monthly.
- My home has all the smoke detectors, CO2 detectors, and fire extinguishers necessary to comply with the state fire safety laws.
- In case the power goes out, I keep a first aid kit, flashlight, water, and extra blankets available.
- I teach the children about household safety and about personal safety.

- I keep near my phone a list of emergency numbers (police, hospital, ambulance) and direction to get to this address.
- You must provide me with the names and phone numbers of at least one other person to call if I can not reach you in an emergency.
- You must keep me informed at all times of how you can be reached in an emergency. Please check your pager, voice mail and cell phone often.
- If you plan to leave work early, or be at an alternate location, please notify me in the morning at drop off or call me to tell me where you can be reached if necessary.
- In the event of serious injury or medical emergency, I will: attend to the child, call **911**, notify the parents or emergency contact person and accompany the child to the hospital. I will have emergency coverage to care for the remaining children in care.
- NH Licensing requires me to file a report and keep it available for any child care accident that requires treatment by me or a physician.
- Children are expected to tell the truth, follow rules that are in place for their safety and the safety of others, and to take responsibility for their own actions.
- Unacceptable behaviors such as: hitting, pinching, biting, tripping, wrestling, pulling on clothing, or any physical contact that could result in injury will not be tolerated.
- Because of space constraints, most gross motor skills are saved for outside play in the backyard.

Absence Policy

- If your child is not attending *Crystal Skinner Child Care* on a particular day, please call me at **536-3626** as early as possible to let me know your child will not be here.
- I have included 10 paid illness/personal days, as a benefit for me to take during the year.
- When I am ill, either my husband or I will notify you as early as possible there will be no child care for that particular day.
- When I am ill, it is the responsibility of the parent/guardian to make other arrangements for the care of their child. It is always a good idea to have a back-up person to care for your child in case of emergency.
- **Absence due to extended leave or maternity leave:** In the event your child will require a leave of absence from *Crystal Skinner Child Care* for a time period of 8 weeks or less, weekly payments equal to one-half of your weekly enrolled child care tuition fee, will be required. If the leave of absence is longer than 8 weeks, full tuition will be required after the 8th week for the remaining weeks until the actual time of return of enrollment to secure your child's time slot. Your child may attend 2 days/week if enrolled full time during the leave of absence at no extra cost.

Inclement Weather:

- *Crystal Skinner Child Care* normally does not close for weather.
- Please notify me as soon as possible if you are not bringing your child to my program due to inclement weather,
- Please notify me if your place of employment is closing early or will be closed for the day due to inclement weather.

Tuition Policy

- Tuition fees are determined by either a ***Regular Provider-Parent Agreement*** or an ***Alternate Provider-Parent Agreement***.
- **Two weeks payment must be returned with your contract to secure your child's time slot for the year.** This fee secures your child's contracted block of time for the two weeks following your first enrolled week of payment. Therefore, when notice is given, your fee will cover the two weeks following the week I am given notice of your intention to withdraw your child. If things do not work out with your child attending my child care home, I will give you an equal two weeks notice to find other care for your child.
- Contractual payment, in cash or check payable to ***Crystal Skinner***, should be paid by the parent or guardian at the beginning of each enrolled week. If you are unable to pay on time, please discuss it with me in advance.
- **A fee of \$35.00 will be charged for all returned checks.** After two returned checks, only cash will be accepted.
- If payment is not made on time at the beginning of the enrolled week a late fee of **\$10.00 per day late fee** will be charged. If you see a problem arising regarding prompt payment, please discuss it with me before the payment is due.

- Vacation week payments are due the first day back in child care following a scheduled closed vacation.
- A **whole day** is normally any time between **7:30 AM – 4:15 PM.** A **half day** does not involve your child having lunch at *Crystal Skinner Child Care*. The AM and PM half day hours are between:
7:30 AM. – 11:30 AM. and **12:00 PM. – 4:15 PM.**
- **Full time** child care is attending either 4 days or 5 days per week at a 5 day rate of tuition payment.
- **Part time** child care is; one, two, or three whole or half days per week..
- If you require child care before 7:30 AM you will be charged an additional fee (minimum of \$5.00) for the necessary time.
- I will participate in any dependent care plan that is offered by your employer. You must provide me with the required forms and instruction and keep me informed about the deadlines required by your plan.
- I will complete the documents required by your dependent care plan, prepare the necessary receipts, and return the documentation to you at pickup time.

NH Child Care Assistance Scholarships (NHCCAS):

- All qualifying for NH Child Care Assistance will normally be enrolled under the ***Alternate Provider-Parent Agreement*** with *Crystal Skinner Child Care* unless they agree to the terms detailed in the ***Regular Provider-Parent Agreement***. In the event that a parent/guardian and child qualify for NH assisted child care payment, I will the State of NH online.
- **NHCCAS** is only paid by the state of NH for the time an enrolled child is actually in attendance. The State of NH pays child care providers directly. Parents or Guardians will be required to pay any difference between the contracted fee, and the qualifying state assistance at the beginning of each enrolled week.

Provider-Parent Agreement Payment Option Choices

Provider-Parent Agreement Payment Option #1 **Regular Provider –Parent Agreement (Budget plan)**

The Daily Tuition Rate Schedule shown below is for those parents who sign a ***Regular Provider-Parent Agreement*** with *Crystal Skinner Child Care*. Payment is due at this rate weekly for 52 weeks in the year, no matter if the child is in attendance or not, or if the business is closed.

- **Full time child care** for children between 6 weeks of age and 6 years for a **whole day** is **\$190.00/week.**
- **Full time child care** for children between 6 weeks of age and 6 years for a **half day** is **\$150.00/week.**
- Part time child care for children between 6 weeks and 6 years is for a **whole day** is; **\$55.00/day, 2 days/week is \$110.00, 3 days/week is \$165.00, and 4 days/week is \$220.00.**
- Part time child care for children between 6 weeks of age and 6 years for a **half day** is; **\$40.00/day, 2 days is \$80.00, 3 days is \$120.00, 4 days is \$160.00.**

Provider-Parent Agreement Payment Option #2
Alternate Provider-Parent Agreement (no closed day payments)

The ***Alternate Daily Tuition Rate Schedule*** shown below is for children enrolled for temporary child care (summer care), and for those parents who choose to not pay for holidays, illness/personal days and vacations. There are no allowances made for vacation days or illness absences for children enrolled under this contract option.

- **Full time child care** for children between 6 weeks of age and 6 years for a **whole day** is **\$44.00/day**. Consequently, if in a week ***Crystal Skinner Child Care*** is open: 1 day payment is **\$44.00**, 2 days payment is **\$88.00**, 3 days payment is **\$132.00**, 4 days payment is **\$176.00**, and 5 days payment is **\$220.00**.
- **Full time child care** for children between 6 weeks of age and 6 years for a **half day** is **\$35.00/day**. Consequently, if in a week ***Crystal Skinner Child Care*** is open: 1 day payment is **\$35.00**, 2 days payment is **\$70.00**, 3 days payment is **\$105.00**, 4 days payment is **\$140.00**, and 5 days payment is **\$175.00**.
- **Part time child care** for children between 6 weeks and 6 years for a **whole day** is; **\$55.00/day**, 2 days/week is **\$110.00**, 3 days/week is **\$165.00**, and 4 days/week is **\$210.00**.
- **Part time child care** for children between 6 weeks of age and 6 years for a **half day** is **\$40.00/day**, 2 days is **\$80.00**, 3 days is **\$120.00**, and 4 days is **\$160.00**
- **Full time child care** for children 6.5 years of age and older is **\$37.00/day**. Consequently, if in a week ***Crystal Skinner Child Care*** is open: 1 day payment is **\$37.00**, 2 days payment is **\$74.00**, 3 days payment is **\$111.00**, 4 days payment is **\$148.00**, and 5 days payment is **\$185.00**.
- **Part time child care** for children 6.5 years of age and older is; **\$50.00**, 2 days/week is **\$100.00**, 3 days/week is **\$150.00**, and 4 days/week is **\$200.00**.

Holidays and Vacations

- Holiday and vacation time prevents job burn out on my part, and gives the children a break from their normal child care experience.
- As stated in the ***Absences*** section, I may be taking a total of 10 illness/personal days which may not be listed in the supplemental ***Holiday and Vacation Schedule***. I will try to give as much advance notice as possible for use of these days.
- Under the ***Regular Provider-Parent Agreement***, your child is contracted to attend on a day in which a holiday, illness/personal day, or vacation day, falls (including closed vacation weeks), payment is expected for that day.
- If you signed an ***Alternate Provider-Parent Agreement*** you are not responsible for payment to ***Crystal Skinner Child Care*** for any holidays, illness/personal days or vacation days when the business is closed.
- ***Crystal Skinner Child Care*** will be **closed** on the following major holidays and vacations:

Labor Day
Columbus Day
Veteran's Day
Thanksgiving and the Friday after
Christmas Recess Week
New Year's Day
Martin Luther King Jr. Day
President's Day
Winter Recess Week
March Personal Day
Spring Recess Week
Memorial Day
Independence Day
Summer Vacation Days (5)

Termination Policy

- During the first 2 weeks of child care either party may terminate the **Provider-Parent Agreement** without notice in the case where the enrollment is not a good fit for either party.
- Parents/Guardians must give *Crystal Skinner Child Care* two weeks notice in writing when they decide to withdraw their child. If parents or guardians choose not to comply with this policy; the two week fee paid upon enrollment will be forfeited and used to cover the required 2 week notification period.
- If a child shows persistent behavior problems, and they can not be resolved, the Provider-Parent Agreement will be terminated.
- *Crystal Skinner Child Care* will give you two weeks notice in writing if there is a need to terminate our Provider-Parent Agreement for your child.
- *Crystal Skinner Child Care* reserves the right to terminate the Provider-Parent Agreement of any child without notice, if a parent or guardian is disrespectful or threatening to any person connected with *Crystal Skinner Child Care*. The enrollment fee paid upon enrollment will be forfeited.
- *Crystal Skinner Child Care* reserves the right to terminate without notice; any child who blatantly destroys personal property belonging to others, or to *Crystal Skinner Child Care* while in attendance. The enrollment fee paid upon enrollment will be forfeited and the parent will be held financially responsible for fees of the deliberate damage incurred.

Grievance Policy

- If you have any concerns or complaints about my program, please discuss them with me as soon as possible so they can be resolved.