

ALMOST HOME CHILDCARE FAMILY GUIDE

Discipline and Guidance-

We state the rules clearly and let the children know what the expectations are. The best way to change and redirect behavior is through positive reinforcement. When a child needs redirection we let them know what it is that we do not want them to do again. We let the child know what it is we would like them to do instead. If the child continues to make the wrong choice, we may remove them from the group activity until behavior has improved. If a child is hurting other children or staff, we will talk to the parents and let them know that this behavior will not be accepted. The second time we must talk to a parent the child will be suspended from child care for a certain number of days. The third time we must talk to a parent the child will be excluded from child care. Under no circumstances are children allowed to emotionally traumatize others. We will immediately contact the child's parents if this happens. If, after the parents have been contacted the child does it again, they will be excluded from child care. Physical punishment of any kind is prohibited.

Damages-

If, your child breaks or damages something because of an outburst or tantrum, you will be subject to liability for the cost to replace the item or property. We will take careful consideration of an incident to determine if, it was an uncontrollable accident or merely an act of habitual behavior or outrage?

Meals-

A nutritious breakfast, lunch, and pm snack will be served daily following the USDA standards. Your child must be at childcare by 8:25am to be served

BREAKFAST. After 8:25am, your child will be served breakfast upon request and a \$10 fee will apply. I serve my children dinner at 6:30pm, if your child is picked after 6:30pm, I will serve them dinner too and an additional \$10 charge will be applied to your next week's tuition along with a late pick up fee. A weekly menu is posted for your review. If your child has any special considerations or food allergies, please let know at time of registration.

Parent Communication-

Being a parent myself I know how important and exciting it is for you to know how your child is developing and the progress they are making. We have an open-door policy, so you are welcome to come visit your child while in care at any time, please keep in mind children do rest from 1:30pm to 3:30pm. Since children will be playing on the floors and carpets in our home we ask that you and your children kindly remove your shoes before entering. This helps to ensure a healthy and clean environment for your children.

Hours of Operation-

We are open from 7:00am to 6:00pm. Due to our personal family obligations, for every 15 minutes after your scheduled hours of care a late charge of \$25.00 will apply and be added to your account.

Holidays-

We will be closed for 9 days for Holidays. Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Thanksgiving & Black Friday, Labor Day,

Memorial Day and Fourth of July. Your regular rate of tuition will apply to these holidays.

Arrival & Departures-

The Child Care Division requires that each child be signed in and out every day. You will be required to sign them in and out every day. For your child's safety please escort them up to the front door and ensure that they are inside safely. If, someone other than the legal parent or guardian will be picking up the child we must be notified in writing in advance. They will be asked to show a photo ID. Only people listed in your child file as authorized will be permitted to take your child without prior written notice.

Absences & Vacations-

Please call and let me know by 7:30am if your child will be late or absent for the day. This helps with planning for the day's activities and meals. Due to the Child Care Divisions licensing requirement and the USDA Food Program, no refunds can be given due to absences. If your child is enrolled in full time care and not under 2 years of age, you will receive a credit for the equivalent of 1 week (5 business days) of vacation in each calendar year. If your child is in part time care you will receive a credit equivalent to the amount of days, they are in care each week. For example: Your child is in care 3 days a week you will receive a credit equivalent to 3 days in each calendar year. Vacation is available after your child has been enrolled for 90 days or more. These credited vacation days may not be applied or used during any scheduled closure days or Holidays listed in this document. You must use your vacation time within each Calendar year or lose it. Can be used once enrolled for 3 months minimum two-week notice in writing is

required when you plan on using your vacation days, must be on hard copy paper not TEXT or Email messages. This 2 WEEKS notice is required in advance to the payment due of the payment period in which your vacation is scheduled. If, your child is an infant, less than 2 years of age, no credit for vacation time at all will be given for the year.

Daycare Closure and Vacation

Our family, will be taking 10 DAYS of vacation during the year; you will be charged for these DAYS for tuition while our daycare is closed. We will give you at least 30 days prior notice to our vacation time. If, needed I may take up to 5 additional paid sick or personal days for appointments or education during the calendar year with best reasonable notice. Also, we may close the daycare during inclement weather that prohibits safe access to and around the premises. Tuition will not be waived for these types closure days. As much reasonable notice will be given for such occasions.

Medications & Illness-

Per the Washington County Health Department, all children in care must have their immunizations current. Please keep us informed when a new immunization is given to keep our records up to date. A copy of immunizations will be required at registration and before your child's first day of care. We do everything possible to keep your child healthy including teaching them about proper nutrition, exercise, and regular hand washing. In our effort to safeguard all children's health that are in our care, we ask that you not bring your child to care with a rash, diarrhea, vomiting, severe cough, or fever. A child's fever must be normal at 98.6 for at least

24 hours before they may return to care. Your child must be able to participate in the regular schedule activities for the day. If, your child becomes ill during the day you will be notified and required to pick up your child immediately. The child will be kept separate from the other children until you arrive. We may request a doctor's note in some instances for your child to be able to return to care. We can administer medicine prescribed by your physician. To do this you will need to sign a medication form for each occurrence authorizing us to dispense any medication. The medication must be in its original container that clearly states the prescribed dosage, the child's full name, date, and your doctor's name. Please do not leave medication in your child's backpack or diaper bag. All medication will be stored securely and by instructions indicated on the bottle.

Teacher Summer Off-

To hold your child's spot during the summer months there are 3- options. If, you are a teacher whom exercises these options you may not be given vacation allowance for the year.

Option 1-

You can pay a little more throughout the year which will be banked for holding your spot during the summer vacation time.

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Option 2-

You can pay half price in the summer months to hold your spot.

Option 3-

You forfeit your spot and enroll again in September if, the spot is still available.

Withdrawal-

30 DAYS written notice is required to drop from the child care program. Texts or Emails are NOT acceptable forms of written notice. You are responsible for the 30 DAYS period of tuition from the date the written notice is received, regardless of if; your child attends the last 30 DAYS period or not. Accrued vacation days may not be used as part of your termination notice. Full payment for your last 30 days, after written notice is given, is due within 5 business days if, your child will not be in attendance during the 30-day period. The total amount due will be calculated by number of days your child is enrolled per week and added over a 30-day period.

Deposits-

For new clients a holding deposit may be required when the spot is being held 30 days or more. A holding deposit is equal to 4 weeks of care and are ** nonrefundable. A spot will be held no more than 30 days from the date the holding deposit has been received. They are due immediately upon agreement that a spot is to be held.

Changes in Schedule-

30 DAYS notice is required to make changes to your regular schedule.

Which, will be subject to approval and may result in termination of your child's care or an increase in weekly dues? NOTICE: must be in written letter form only. Texts and Emails are not accepted as, the business of child care can be involved of our full attention.

Part Time Care-

If, your child is under Part time care, meaning less than 5 days per week than, your spot is subject to be replaced only if, a Full Time Tuition spot is seeking to receive our childcare services. You will be given a minimum of 2 weeks' notice of the circumstances and if, you so choose at the time of notice; to change your child's schedule to full time than, you will receive priority over the recent applicant seeking full time care.

Enrollment & Tuition-

Full time care 5 days a week-

Infants up to age 2: \$1,200 per month FLAT FEE

Preschool ages 2-5: \$47.00 per day, \$45 per day for each of siblings

After School Care 1pm to CLOSE: \$40 per day

Part time care-

4 days or less

Preschool ages 2-5: \$50 per day, \$48 per day for each of siblings

After School 1pm to CLOSE: \$42 per day

Infants-

We only have limited infants' spots and we cannot offer part time infant care. Flat fee is for an entire one month, 5 days a week Monday thru Friday, and holds your

spot. No vacation days allowed for these spots. No refunds or credits will be given for any missed days for any reason.

Fees-

There is no enrollment fee. All tuition payments are due on the Friday before your week of care, or on your last day of care for that week. For example, if your last day of care that week is Thursday tuition is due Thursday evening at pick up for the next weeks care. If payment is not received by Monday morning at drop off a late charge of \$25 will be applied to your account each day until paid in full. A child with outstanding tuition after Wednesday may not attend childcare until all tuition and late fees are paid in full. Other payment arrangements may be made if discussed prior to 1st day of care and are put in writing. For example: you would like to pay bi-weekly. Insufficient funds for returned checks submitted as payment for tuition will be charged \$40 return fee and applied to your account.

What to bring-

If your child is not yet potty trained please supply enough diapers & wipes for one week of care. Children will be changed every hour and 30 minutes except during rest time. Studies have shown that the outdoors offer many opportunities for child development, so we will be playing outside every day except in extreme weather. We will be offering a wide range of activities, it is recommended that you send your child in play clothes your child may get dirty and we don't want to see a favorite dress, or a new pair of shoes be ruined. Please ensure your child has appropriate clothing for outdoor play. Your child will also need 2 complete changes of clothes to be brought daily or kept in his cubby at child care. You are

encouraged to send a pair of rain boots and a jacket or sweater as well. If you child is still taking a bottle please send 2 labeled bottles to keep at the child care. Please label all personal items, it is very difficult to keep track of little socks and jackets if they are not labeled properly. Your child will need a blanket for rest time, at rest times children are more comfortable with their personal blankets and a sleeping buddy like a favorite teddy bear. Blankets will be washed weekly on Fridays or as needed. We brush twice a day; a toothbrush will be needed for after breakfast and lunch. Please keep all toys, candy, and other personal items at home. Toys and personal items could be lost or broken which can be very upsetting to your child. We will not be held responsible for any personal items that are lost or broken during child care.

Evacuation Plan at:

13784 SW Hillshire Dr
Tigard, Oregon 97223

When the decision is made to evacuate the childcare due to an emergency, I Paula Doyle will make an announcement that all persons will exit through the front door. If the front door is blocked or not usable all persons will exit through the back door then through the gate on the right. Our attendance records and emergency forms are in an easy to find location and will be brought with us during emergencies. They are located on the side of the cubby shelf in the folder holder. My staff and/or I will bring each child's pre-made emergency kit located in the blue bucket near the door. If we have children with special needs or chronic medical conditions, my staff and or I will ensure that their individual needs are met. Once outside and everyone has been accounted for, a call to 911 or the appropriate

emergency contact for the situation will be made. If phones are not working, here is a local number and an out of area number you can call, 503-310-0937, [909-967-9607](tel:909-967-9607). If we must shelter in place or lock down our facility, we will take all the children to our designated lock down room in our toy storage area. This is located in the back of the childcare by our infant area. After the emergency has been handled each child's parents will be contacted and notified of the situation and given any special instructions needed. Parents will be advised to pick up the children at: Alberta Rider Elementary School 14850 SW 132nd Terrace Tigard, OR 97224.

Evaluation plan at:

12490 SW North Dakota

Tigard, Or 97223

When the decision is made to evacuate the children due to an emergency, a staff or I Paula Doyle will make an announcement that all persons will exit through the front door. If the front door is blocked or not usable all persons will exit through the back door then through the gate to the left. Our attendance records and emergency forms are in an easy to find location in the kitchen drawer under the microwave. Almost Home Too staff will bring each child's premade emergency kit located in the large blue bin in the front closet near the door. If we have children with special needs or chronic medical conditions, our staff will ensure that their needs are met to the best of our ability. Once outside and everyone is accounted for, a call to 911 or the appropriate emergency contact for the situation will be made. If phones are not working for the area here is a out of area number you can call [909-967-9607](tel:909-967-9607). If we must shelter in place or lock down our facility, we will

take all the children to our designated lockdown area in our infant room. This is located inside the house directly to the left past the laundry room. After the emergency has been handled each child's parents will be contacted and notified of the situation and given any special instructions needed. Parents will be advised to pick up children at Mary Woodward Elementary school in the parking lot.

Address: 12325 SW Katherine St, Tigard, OR 97223

Emergency Contacts:

Ambulance- 911

Fire- 911

Police- 911

Poison Control **800-222-1222**

Health Department **503-846-8851**

TV Fire & Rescue **503-629-0111**

Birthdays, Holidays, & Special Occasions-

We acknowledge every child's birthday as well as all major holidays during the year. Parents are welcome to participate. If you wish to share food or treats, please only bring store bought pre-packaged items. Washington County Health Department will not allow us to accept homemade treats by anyone without a food handler's card. If you intend to send a goody bag of some type for the children, please send enough for all the children in care. Same goes for party invitations, we don't want any child to get their feelings hurt.

Potty Training, Diapers and or Pull-Ups

If, your child is potty training, or in diapers you must provide an adequate amount of Diapers and or pull-ups for each week of care. If your, child runs out of these items on any day of care than, your account will be a charged a \$10 FEE per day of the shortage.

Referral Program-

We are always open to new business and offer a \$100 credit in tuition fees to any client whom, makes a referral for another family to join our group for child care. Any family who refers a new child will be given a one-time \$100 credit in tuition fees for each additional child whom joins and is accepted by Almost Home Childcare and remains in our care for at-least 90 days. Both Parties must remain enrolled for 90 days. Once 90 days has passed the \$100 credit will be applied to your account.

Field trips-

Field trips are an important part of our educational program and a nice opportunity for the children to get out and explore the world. You will be notified in advance of all scheduled field trips. Parents are always welcome to join us on trips.

I _____ (print parents name) legal guardian of
_____(child's name or names) have read and received a
copy of :

Almost Home Childcare's **12 PAGE**, family guide, revised January 1st,
2021, directed by Paula Doyle and agree to it's business terms and policies.

Guardian Signature: _____Date:_____