

Cora's Day Care

Day care Operational Policy

I am a Professional Child Care Provider, not a babysitter. My goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school. I meet with safety, health and nutritional standards. Taking care of children is my choice of professions. I enjoy caring for kids and watching them grow and become attached to the other children in my care.

I depend on this income as you depend on your and would prefer to have children that are here on a consistent basis. This also helps me to provide a substitute on occasions when it is necessary for me to be gone for short periods of time, or if I become sick. Please understand that you will need to have a back-up sitter in case of emergency and I am not able to watch your children. My education and work experience allow you to receive the most professional childcare available. Your child will receive a safe and optimistic environment. In order to do so, I hold a Child Development Associates Degree, and CPR & FIRST AID certification. Other professional training includes:

- Nutrition specialization
- Texas Department of Protective and Regulatory Services Training
- (NAFCC) National Association for Family Child Care for Accreditation
- I have successfully involved in the program Texas Rising Star Quality For the last 15 years until now.

With all this in mind, I have achieved successfully 30 years work experience with childcare development.

I look forward to taking care of your child and working with you for the best experience possible. To accomplish this I must require that you have fully read, understood and abide by the RULES set forth here. If for any reason you are not satisfied with some of the rules, please contact me to discuss any accommodation for the well being of your child, next days and hours.

****Days and Hours:** Monday through Friday, open at 7:00 a.m. and close at 5:30 pm. If something occurs, please notify me if you are not going to be here or if your child will be late.

- Child must arrive clean and dressed in the morning
- Include extra set of clothes, pampers, baby food and baby wipes
- Breakfast is served from 7:30 a.m. - 8:30a.m. if you want your child eat with me, please bring child on time.
- Children will be provided with three meals: breakfast, lunch, and snack
- Please does not bring child if he/she is ill with the following: diarrhea, fever, and vomiting or undiagnosed rash
- Please tell the provider if your child has any special problem, or if he/she is has hurt him/herself at home (fallen down, scrapes, bumps, bruises)
- Children will not be administered medication unless parent has signed and completed a form, which instructs me in dispensing the medication
- Potty training will be reinforced during the day if parents are training at home
- Pick up children on time

My daily schedule is as follows:

7:30-8:30; Welcome-Health check, Breakfast

8:30-9:00; Free time-socializing, music, constructive skills

9:00-9:30; Creative Activities-puppets, coloring, painting, writing on blackboard

9:30-10:00; Circle time- read to children a story

10:00-11:00; Outside play-play house, sand, slid, play with balls, etc.

11:00-12:00; Lunchtime-served family style, washed hands before eating

1200-1:00; Free Time-arts –craft, infants play in center, music

1:30-3:00; Nap Time

3:00-3:30; Snack

3:30-4:00; Constructive Activates-blocks

4:00-4:30; Outside play-free play, guiding children to be independent, respect others, taking turns

4:30-5:00; Dramatic Play, also getting ready to go. Parents picking up children.

I provide breakfast, lunch, and snack at no extra charge to you. I belong to the Child Care Food Program and they reimburse me for meals that are served to your child (ren). They also set time limits as to when I can and cannot feed the children. Breakfast is from 7:30 am to 8:30 am, lunch is from 11:30 – 12:30 pm in the afternoon, snack is from 3:30 – 3:45. If your child will not be here during these please make sure they have had their meals. **DO NOT** let your child bring ANY food unless it is an extra snack on his/her birthday and these is enough for all the children. No gum or hard candy. They will be taken away.

****Safety:** my first concern is for the safety and well being of the children.

I have lock cabinets, safety locks, sockets covers, safety gates, smoke detectors/fire extinguishers, security cameras and hold fire drills with the kids. The yard is fenced- keep the gates locked at all times. This is for the safety of your child(ren) as well as other kids under my care. The kids are not allowed outside the fence or outside my front door unless you are with them. Please do not have your child(ren) go outside the door (not even to your vehicle) without you. For their safety and the safety of other kids, no gum, hard candy, small toys, etc. are allowed in my day care.

It is impossible to assure that no child will ever be injured in child care; however, I do attempt to keep the children as safe as possible. If any accident or emergency does occur, you will be notified.

****Illness:** the State Law states that you provide documentation of your child's immunization with-in time of admission. I am not to take sick or contagious children. I believe the child (ren) contagious or sick the day before they show signs of any illness, concern for all the children dictates a very conservative approach when dealing with health matters. Because of conflicting medical

opinions about the advisability of readmitting children receiving treatment who still appear ill, the Center will err on the side of safety when making such decisions and ask for your tolerance and understanding. Should your children contact a contagious illness, please notify the Center immediately so other parents can be alerted to the possibility of exposure. Guidelines issued by the Texas Department of Health dictate re-admission criteria. Contact the office for details. Parents are encouraged to administer medication outside the Center. I may administer medication, on a “best efforts” basis.

I accept no responsibility or liability for any error or omission regarding administration of medication.

All medication must be furnished in the original prescription container, with an appropriate dispense, marked with the child’s name, date, and directions for use; placed in a labeled plastic (zip-locked) bag, and handed to a staff member with a fully completed MEDICATION AUTHORIZATION FORM.

In the event of an injury or medical emergency, I will immediately administer first aid. If I believe the situation may call for parent involvement or professional medical attention, the Center will attempt to contact a parent or other authorized emergency contact. If the condition is serious, the Center will call 911 for an EMT response or will transport the child to a hospital Emergency Room.

****Supplies:** (that can be left here). Diapers, baby wipes, potty training diapers, change of clothes. Please mark your child’s name on all supplies. Bring child appropriately dressed for that day in play clothes. Brings extra clothes for a change in weather.

****Discipline:** I maintain certain rules in my daycare: i.e..., no running, no jumping on furniture etc. if discipline becomes a problem, I will ask you to remove your child(ren) from my daycare. I have a philosophy of positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their action. It is based on mutual respect and an understanding of children’s needs and development. Positive guidance uses

redirection, verbalization of misunderstandings, consistency, and acceptance of feeling, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than 'act out' their feeling. In certain situation, a brief 'quiet time' may be used to allow a child to calm down and recover self-control before resuming group activities. This time is limited to no more than one minute per year of the child's age.

****Vacations and Time-out:** if you are going to be out for a reason, please let me know ahead of time. If you are going to be out for vacation, let me know at least four weeks advance. Because this is my sole source of income I will charge you for vacation the first year your child is with my daycare. After that, I will not charge you for one week of vacation time. If you take than one week vacation, you will pay whether your child(ren) is here or not.

I am closed most legal holidays: **New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day** – if **Independence, Christmas, Thanksgiving** falls on a Thursday, I will also be closed the following Friday. I will refer you to other providers for my absences.

****Rates:** I have weekly rates, not daily. You are charged even if your child is not here, with the exception of my vacation time. You are also charged for legal holidays that I am closed.

****Extra Charges:** You will pay for all activities. There is a charge of \$5.00 every five minutes you are late picking up your child, to be paid that Monday with normal payment. A \$35.00 fee will be charged on returned checks and only cash will be accepted thereafter, and you will pay all my fees if it causes me to have bounced checks. There will be a yearly review of all charges and a small rate increase every October.

****Payment:** payment is due on Monday for the following week (see Registration From). I require that you pay in advance. If you are not going to be here, please pay on Friday. I also require a two weeks notice prior to removal of your child (three weeks notice if more than one child) from daycare for which payment will be made.

****Parent Conferences**

I am always available to discuss any issues/concern you may have about your child's day. Ultimately a parent conference can be arranged at your request. Your child's progressive, social, emotional, physical, and mental stages, will be documented and shared with you at your convenience. Feel free to visit the facility during business hours to observe the development of your child care. Your suggestions and ideas are always welcome.

****Parents Responsibilities**

- Parents must be presents for the daily health check
- Sign In and Out form day care center daily
- Pick up children in case of an illness
- Sign form for dispensing medication; by Doctors prescription
- Notify Director if child is sick (Doctor's will decide to accept the child, or send him/her home for his/her well being)

****Child Release Authorization List**

Children well only be released to people authorized on the Release Form. There are no exceptions. ID's will be checked.

****Child Abuse**

The Center is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child."

All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

****Child Care Regulations**

The office has posted copies of the Center's License, most recent licensing inspection report, and other required notices. A copy of the Texas "Minimum Standard Rules for Licensed Child Care Centers" is available in the office and on the web at:

www.tdprs.state.tx.us/child-care/child-care-standards=and regulations/pdf/final1746.pdf

Parents should also be aware of the following important contact information:

Local Child Care License Office (915) 834-5739

Texas Child Abuse Hotline 1-800-252-5400

Child Care License Web Site

State Child Care License Web Site

I am looking forward to a good working relationship with all my children and their parents. I hope if you have any questions, please feel free to ask and I will do my best to work with you and make your child's experience here at my daycare a pleasant, safe, and ultimately fun one.

I have read and understand all Cora's Daycare policies and regulations

Parents Signature

Date

Parents Signature

Date

Childcare Provider

Date

Enriqueta Cora
9553 Verbena
El Paso, TX 79924
(915)757-0248