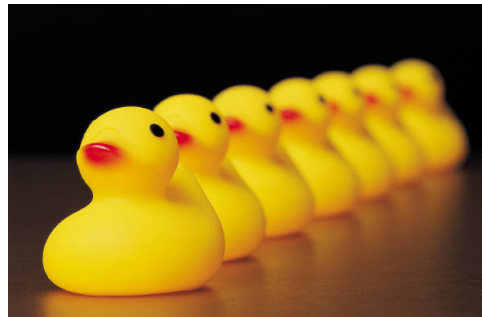




# Nesting Time Policies Parents Manual



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## Provider Information

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Welcome to Nesting Time! There are many rules that I must abide by as a licensed childcare provider and I appreciate you taking the time to thoroughly review the policies outlined in this manual. I want to be sure our expectations and roles are clearly defined and understood. On rare occasions, there may be an exception to a rule. That does not mean that particular rule or policy is no longer in effect. Please let me know as you have questions or concerns! Thank you,  
Shanna

### Mission

Nesting Time will provide a physically and emotionally safe enriching environment where children are encouraged to play and learn while growing up in a small mixed-age group of children.

### About Me

I graduated from St. Cloud State University with a major in Psychology, a minor in Philosophy and a second minor in Religious Studies. I took several classes in infant and child development, as well as family studies courses, as part of my Psychology program and my interest in the Child and Family Studies department. Besides having two children of my own, I worked directly with children as a Red Cross swimming instructor and lifeguard in college, camp counselor in high school, and childcare in church settings over the years. More recently I worked with computers (mainly supporting end user and lab machine hardware, peripherals and software) for about 8 years before becoming licensed. Although I greatly enjoyed my responsibilities, the environment and the people, I was away from my home and family far more often than I wanted. I made an intentional career change to open a home daycare to spend more time with my children and to help other parents by providing loving, high-quality care for their children. I believe in providing family-type developmentally appropriate child care and strive for a balance of different ages so that the children can learn from each other and appreciate the diversity of each age and stage of growth. I am working on implementing Creative Curriculum into my childcare (for more information see [www.teachingstrategies.com/page/FC\\_CCforChildCare.cfm](http://www.teachingstrategies.com/page/FC_CCforChildCare.cfm)). I have achieved the Child Development Associate (CDA [www.cdacouncil.org](http://www.cdacouncil.org)) Family Child Care credential, a mark of high-quality childcare. There are more than 200,000 CDA-credentialed caregivers in childcare centers and home childcares nationwide. NAFCC also offers accreditation for home daycares and I am currently beginning that process. It will take between 9 months and 3 years to complete but it is another sign of high quality care. Only twelve providers in Minnesota are currently NAFCC accredited.

### Contact Information

Shanna Kuehn  
Nesting Time  
7439 Kahler Ct NE  
Otsego, MN 55301  
612-250-6100  
[mamabird@nestingtime.com](mailto:mamabird@nestingtime.com)  
[www.nestingtime.com](http://www.nestingtime.com)

Please feel free to email me at [mamabird@nestingtime.com](mailto:mamabird@nestingtime.com) or call or text me on my daycare cell phone at 612-250-6100. I may not be able to respond immediately during the day since my primary responsibility during the day is caring for the children. Because my availability is limited, if you would like more time to talk, please let me know a time and date that we can schedule a meeting.

## License

I was first licensed to provide childcare in Wright County in July 2006. I currently have a C3 license from the state of Minnesota, which means Nesting Time meets the standards defined in the Minnesota Rules Chapter 9502 (for more information, see <https://www.revisor.mn.gov/rules/?id=9502>). I am licensed by the Minnesota Department of Human Services as a Group Family Daycare Provider. As such, I operate my childcare home in compliance with the provisions of Minnesota Statute 9502.0315 to 9502.0445. I must maintain certain records and provide information to the licensing agency. On occasion you will be asked to provide information necessary to insure my compliance with the law. A complete copy of parts 9502.0315 to 9502.0445 may be seen at the day care residence, the agency, department, or state law library, or purchased from the Print Communications Division, Department of Administration, State of Minnesota, 117 University Avenue, St. Paul, Minnesota 55155. Currently I have mostly children with part time schedules enrolled. I can apply for a variance that would allow me to have some flexibility in my capacity totals. The ages and numbers of children in my care are subject to change. This can be discussed at the time of admission if you have any questions. With a C3 license, Nesting Time may also operate as a C1 or C2 license. A copy of the licensing ratios is provided below from <https://www.revisor.mn.gov/rules/?id=9502.0367>

### 9502.0367 CHILD/ADULT RATIOS; AGE DISTRIBUTION RESTRICTIONS.

#### A. Family Day Care:

Child/Adult Ratio		Age Restrictions	
Licensed Capacity	Adults	Total children under school age	Total infants and toddlers
10	1	6	Of the total children under school age, a combined total of no more than 3 shall be infants and toddlers. Of this total, no more than 2 shall be infants.

#### B. Specialized Infant and Toddler Family Day Care:

(1) 5	1	3	No more than 3 shall be infants.
(2) 6	1	4	No more than 2 shall be infants.

#### C. Group Family Day Care:

(1) 10	1	8	Of the total children under school age, a combined total of no more than 3 shall be infants and toddlers. Of this total, no more than 2 shall be infants.
(2) 12	1	10	Of the total children under school age, a combined total of no more than 2 shall be infants and toddlers. Of this total, no more than 1 shall be an infant.
(3) 14	2	10	Of the total children under school age, a combined total of no more than 4 shall be infants and toddlers. Of this total, no more than 3 shall be infants.

A helper may be used in place of a second adult caregiver when there is no more than 1 infant or toddler present.

#### D. Specialized Infant and Toddler Group Family Day Care:

9	2	7	Of the total children, no more than 4 shall be infants.
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Both caregivers shall be adults.

Statutory Authority: *MS s* [245A.09](#); [252.28](#)

History: *9 SR 2106*; *10 SR 2617*

## Helpers and Substitutes

Currently I have one helper, Sue, and two substitutes, my husband Randy and a nearby retired childcare provider. Other qualified substitutes may be used as well in the rare times I need a substitute. I will try to give advance notice when using a substitute but may not be able to. Late fees may be increased to cover additional costs if you are late when a substitute or helper is here.

## Training

In accordance with the caregiver qualifications required by licensing, my helper Sue and I have current CPR, First Aid, Sudden Infant Death (SIDS), and Shaken Baby Syndrome (SBS) certifications. We also have taken the required car seat training class required to transport children under nine years of age. Sue has completed 13.5 hours of training in 2011. I have completed 33.5 hours of training in 2011. I hold a Bachelor of Arts in Psychology with minors in Philosophy and in Religious Studies. I am a member of the following organizations:

- Wright County Family Child Care Association (WCFCCA at [www.wcfcca.org](http://www.wcfcca.org)) and am the Secretary on the Board
- Minnesota Licensed Family Child Care Association, Inc. (MLFCCA at [www.mlfcca.org](http://www.mlfcca.org)) and have served as the Membership Chair on the Executive Board
- National Association for Family Child Care (NAFCC at [www.nafcc.org](http://www.nafcc.org))
- Minnesota School Age Care Alliance (MNSACA at [www.mnaeyc-mnsaca.org](http://www.mnaeyc-mnsaca.org))
- Minnesota Association for the Education of Young Children (MnAEYC at [www.mnaeyc-mnsaca.org](http://www.mnaeyc-mnsaca.org))
- National Association for the Education of Young Children (NAEYC at [www.naeyc.org](http://www.naeyc.org))

## Children with Special Needs

Being a parent of a child with special needs, I am excited to care for children with special needs. I welcome them and their families into Nesting Time! I have experience in caring for children with the following special needs:

- ADHD/ADD (Attention Deficit Hyperactivity Disorder and Attention Deficit Disorder)
- autism spectrum including PDD-NOS and Asperger's Syndrome
- developmental disabilities
- sensory issues
- learning disabilities
- allergies
- asthma

I am also willing to take special training to learn how to care for a child who has special needs. You must provide me with written instructions if your child requires special therapy, an individualized program of instruction, or behavior guidance. These instructions do not need to be prepared by a physician or therapist. I am happy to provide a separate area for your child to meet with therapists or other professionals who need to work with your child on the basis of special needs upon your written request and the clearance of a background check through Wright County for each therapist or other professional.

## Hours and Holiday Schedule

Nesting Time is open Monday through Friday 7:00 am to 5:30 pm as needed. All childcare hours are arranged in advance and schedules are customized for each family. In addition to the paid holidays listed below, I take up to ten unpaid days of vacation or personal time per year during which time the daycare will be closed. Nesting Time will be closed for the following paid holidays:

- New Year's Day, Monday, January 02, 2012
- President's Day, Monday, February 20, 2012
- Good Friday, Friday, April 06, 2012
- Memorial Day, Monday, May 28, 2012
- Independence Day, Wednesday, July 04, 2012
- Labor Day, Monday, September 03, 2012
- Thanksgiving Day, Thursday, November 22, 2012
- Thanksgiving Friday, Friday, November 23, 2012
- Christmas Holiday, Monday, December 24, 2012
- Christmas Holiday, Tuesday, December 25, 2012

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\_\_\_\_\_  
Client's Initials

Date: \_\_\_\_\_

## Confidentiality

Your privacy is very important to me. I will not share your or your child's information with anyone. Please feel that you can come to me with anything you need to speak about. If you need to speak with me privately, let me know. We can arrange a time when children are not around, schedule a phone chat, or send me a detailed email or note.

Please do not ask me information about other children/parents that use my care, as any information about them is also confidential. I also ask that you do the same regarding any information about my family or me.

I do ask that some parents allow me to use your name and phone number as a reference for potential clients. If you feel comfortable doing this, please check the appropriate box below, and sign your name.

The permission form below also addresses taking pictures and video of your child. These may be used in art projects which will be sent home, as well as in decorating the daycare area, and at the summer potluck in the slideshow. We do use recording video cameras and a security system to monitor the home as well as for training and education purposes to improve the quality of care.

## Picture and Privacy Form

Child(ren)'s name(s): \_\_\_\_\_

I will do all that I can to protect your family's privacy and I will abide by our state's privacy law. In addition, I will keep all records and information about your child(ren) and your family private and confidential, unless I have your written permission to reveal specific information. I do not sell, share, or rent your personal information to anyone without your written permission. I ask that you also respect the privacy of my family by not sharing information you learn about my family with others, without my written permission. I also ask that you respect the privacy of the other families by not sharing information you learn about them. My first priority is to protect your child(ren)'s health and safety. To ensure that I am operating with your full understanding and agreement about your family's privacy, I request your permission for the following activities. **Please check off each item to which you give your consent.**

- Placing photos of your child around my home (like the refrigerator).
- Giving copies of photos of your children to other families in my care (group photos).
- Placing photos of your child in photo albums/scrapbook for viewing by prospective clients and other families in my care.
- Posting artwork and other crafts that include your child's name around my home.
- Occasionally involving neighborhood children in indoor and outdoor activities with the children in my care.
- Using an electronic monitor to listen to your child in non-private areas from another room.
- Using an electronic camera with or without recording in non-private areas.
- Listing the name of your child or other members of your family in my client newsletter and posting this information on my bulletin board.

### Reference Permission for Potential Clients to talk to you:

- You have my permission to share the following contact information (name and phone or email) with families who have interviewed at Nesting Time and wish to speak with current clients.
- You do not have my permission to share my contact information.

\_\_\_\_\_  
Parent or legal guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or legal guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Client's Initials

Date: \_\_\_\_\_

## Nondiscrimination Policies

I will not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, sex or disability. All children are welcome at Nesting Time regardless of race, creed, religion, color, national origin, sex or disability.

## Insurance

I carry childcare liability insurance through Affiliated Insurance Services, LLC, of Plymouth, MN.

## We are Mandated Reporters: Child Abuse or Sexual Abuse

As a provider, my intention is to provide excellent care to your child. In the course of normal events, I will ask you to explain bumps and bruises that the child has, just as I will explain how they receive any at my house. If I feel that the child is being Sexually or Physically abused, my obligation is to call the Police Department and Child Protection Services immediately. I will never abuse this policy, and this is for the welfare of the children.

The reporting of suspected child abuse situations is a personal obligation as well as a professional and legal one. Minnesota State Statute, 245A.145, Subd. 1, requires that any of my employees/helpers or I report any form of physical, sexual or emotional abuse or neglect of any child in my care. When any of my employees/helpers or I know, **have reason to believe** or **suspect** maltreatment has occurred, my employees/helpers or I will *immediately*, meaning as soon as possible but in no event longer than 24 hours, contact and make a report to the following:

1. Wright County Child Protection Intake at (763) 682-7449 or (763) 682-7400 or 1-800-362-3667; or
2. Local Law Enforcement (police or sheriff); and
3. Wright County Child Care Licensing at (763) 682-7400 or 1-800-362-3667

Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a parent or legal guardian; however, I will not hesitate to call the police if I feel the child is in jeopardy. You may receive reports or notes from me about your child having bruises or scrapes without needing to fear that I suspect you of abusing your child(ren). The verbal reports or notes that you may receive from me are just to alert you of any injuries noticed, and also to protect myself from mistaken accusations of abuse.

## Touch Policy

We would like to inform parents of the nature and type of routine physical contact between the children and us that is experienced while in our care. We believe that children need physical contact from their parents and caretakers for nurturing and care and development for their healthy well-being. There is no physical punishment at our daycare at any time. The different kinds of contact are described as follows:

- Nurturing: Hugs and non-intimate kisses, hand holding, gentle tickling, carrying, cuddling, and back rubbing.
- Safety and Guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing children by leading or guiding them, and administering first aid to injuries.
- Hygiene: Face and hand washing, assisting with bathroom duties (as appropriate to the age of the child. Only one child is allowed in the toileting area at a time. We have an "open door policy" in which if an adult is in the bathroom assisting a child, the door is always open), examining rashes or unusual marks, nose blowing and helping with clothes changes if needed.

Also, it is normal and healthy for the children to be affectionate towards each other. This includes hugging, kissing, hand holding, tickling. If any child receiving affection from us or other children expresses disinterest, it is stopped immediately. Some parts of this policy were written in reference to Lori Hameister's "Touch Policy".

## Chemical/Substance Abuse Policy

Anyone who provides care to the children in Nesting Time is expressly prohibited from abusing prescription medication or being in any way under the influence of a chemical or substance that impairs the individual's ability to provide services or care.

### Sample Daily Schedule

7:00 Welcome, morning nap or quiet play, free choice play  
7:30 Breakfast  
8:30 Circle time - story time, numbers, letters, and languages  
9:00 Crafts, coloring or painting, and theme activities  
9:30 Outside play or large muscle activities indoors  
11:00 Lunch time  
12:00 Naps/quiet time  
2:15 Afternoon snack  
2:30 Puzzle activities, books, small motor  
3:00 Story time, puppets  
3:30 Music, listening, rhythmic activities and singing  
4:00 Free choice time  
5:30 Everyone has been picked up

Notes:

- Infants are fed according to their needs not necessarily according to the schedule above.
- Poopy diapers are changed as soon as possible.
- Please note that we have hand washing and potty breaks throughout the daily routine.

# Your Role: Client Responsibilities

---

## Our Partnership Agreement

We are beginning a special partnership, you the parent as the child's first and most important teacher, and myself, the provider, who has been given the opportunity to work with you and to love and teach your child. This teamwork will allow your child grow into a special, unique, individual person.

- We will need to work together to ensure that your child has the opportunity to develop his or her full potential. We will recognize that each child grows and learns differently.
- We agree to communicate regularly about your child's physical, emotional, social, and intellectual growth.
- You will keep me informed about any change in the child's schedule, routine, or home environment. I will do the same for any changes here that affect your child.
- You will notify me about any allergies or other health issues or concerns that your child is experiencing and provide me with any special written instructions for the child as needed such as eating, napping, toilet-training, allergies, etc.
- You will provide any information about the child that will allow me to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- You agree to participate in an annual evaluation of my childcare program.
- Your phone calls are welcome to discuss anything regarding your child. Please keep in mind I am with children and they are my first priority so I may not be able to discuss items at length when you call, I would be happy to arrange a conference time (in person or by phone) where I can give you my full attention and we can discuss matters in detail. If I don't answer the phone, please leave a message and I'll return your call as soon as I can. You may also call to talk with your child any time (except nap time if your child naps).
- I am open to suggestions, advice, ideas and concerns to help me improve the quality of care your child receives.
- You agree to follow the policies of my childcare program.

## Parent Involvement

- A parent is always welcome to come into my program.
- If your child is going through separation anxiety, it may not be wise to stop and then leave again, as this may confuse your child. Please talk to me to see if we can decide on something together that would work best for you the parent, your child, and my program.
- If you would like to volunteer in my childcare program please ask. I love extra hands! I do need a background check done prior to anyone working with the children in my care.
- I do have a variety of parties and activities throughout the year that I may request for volunteers. I will try to give as much notice as possible, so every parent has an opportunity to participate if they choose.
- Ways that you can be involved in your child's care at Nesting Time:
- Read the emails I send out - they contain notifications of vacation or holidays, upcoming themes and events, changes in policies, etc.
- Read the postings on the entryway bulletin board such as the menu (also available online).
- Volunteer an hour or two - read a book, show off a special talent (magic tricks, musical instruments, your collection of butterflies, etc), or just help prepare materials for the week.
- Talk about the ideas of the week: letter, number, color, concept and theme.
- Join us for breakfast or lunch. Even better, come early and help prepare the meal! ☺
- Send treats for special days.
- Let me know any other ideas you have!

## Absences

Please report any absence to me as soon as you are aware that your child will be gone from daycare.

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\_\_\_\_\_  
Client's Initials

Date: \_\_\_\_\_

## Information Change

All enrollment forms need to remain current. These forms are required by state licensing laws and are important in case of an emergency. Please let me know in advance to any of the following changes:

- New Phone Number- home or work
- Changes in who may pick up your child
- Address
- Family Dentist or Doctor
- Changes to Health Care Plan
- Change in back-up person to contact

According to state law, you must provide me with updated immunization records:

- After each shot, please give me a copy of his/her shot records and I will transfer it onto the immunization form
- Every 12 months, regardless of the child's age, I will give you your child's immunization records to verify that they are current and ask for a signature

## Backup Child Care Arrangements

As your family childcare provider, I do not provide alternate care for you when I am closed. Reasons I may be closed include, but are not limited to, the following reasons:

- I take a vacation day.
- I take a sick day.
- I take a personal day.
- Holidays
- There is an emergency in my family (death, serious illness, accident, etc.).
- I must close my business due to bad weather or other emergency.
- Your child is ill.

You will be responsible for finding your own backup childcare when Nesting Time is closed. It is a good idea to arrange a backup plan as soon as you begin bringing your child to my program. I will try to give you adequate notice of any closings, but for some such as an emergency or illness, I may call you the evening before, the morning of, or possibly during the day.

## Grievance Procedure

I believe that communication is essential between home and childcare. Please speak to me if you have any questions or concerns. Feel free to talk to me at pick up or drop off although we may not be able to discuss concerns in detail, we can set up a good time; call me during nap time or in the evening. If you feel that I am not addressing your concerns, you may contact my licensor, Kathy DeMars at 763-682-7487.

## Complaints about the Operation of a Child Care Program

Communication between parents and the provider is essential to ensure your child receives consistent, nurturing care. When I accept a new family into my business, I want to be sure that we can openly share 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 affect a positive outcome for the child. If concerns cannot be satisfactorily resolved between us, you may take your concerns to the following agencies:

1. Wright County Child Protection Intake (for reporting of suspected maltreatment) at (763) 682-7449 or (763) 682-7400 or 1-800-362-3667; or
2. Wright County Child Care Licensing (Family & Group Family Licensed Homes) at (763) 682-7400 or 1-800-362-3667; or
3. Minnesota Department of Human Services, Licensing Division, (Child Care Centers) at (651) 296-3971.

### Bad Weather Closings

I will notify you as soon as possible if my program will be closed because of inclement weather. You will receive this notice by a phone call, text message, and/or email.

### Non-Smoking Areas

Our home and grounds are non-smoking areas during and after daycare hours. My home is a smoke free environment; no one is allowed to smoke in my home, either during or after childcare hours. No one is allowed to smoke anywhere on my property during childcare hours. The use of tobacco, alcohol or drugs on my property during childcare hours will not be tolerated.

### Restraining Orders/Custody Orders

I must have copies of any custody orders or restraining orders; otherwise I cannot deny a parent or guardian access to their child.

# Enrollment / Registration

---

## Three Week Trial Period

All new enrollments are accepted on a three week trial basis. That should be long enough time for most children to adjust to the changes. If things do not work out, services will be terminated immediately at no additional charge and your unused tuition and deposit will be refunded. If your child is miserable, everyone else will be too! If things aren't working out, it's best for everyone to recognize and accept things as they are and move on to a better future.

## Forms

All forms must be completed and returned to me before I can assume the responsibility of caring for your child. Please inform me immediately of any updates that need to be made to these forms.

- Family Daycare Admission and Arrangements
- Permission to Administer Medication
- Immunization Record
- Minnesota Daycare Rule Summary (no need to complete, just for your reference)
- Food Program Form
- About My Infant/Toddler/Child
- Nesting Time Policies Parents Manual (this document)
- Provider-Client Daycare Contract

## Current Rates

Category	Ages	Full Time 5 10-hour days	Daily (as available)	Hourly (as available)
Infant	6 weeks to 12 months	\$165.00	\$41.00	\$5.00
Toddler	12 to 24 months	\$145.00	\$36.00	\$4.50
Preschooler	24 months until May before Kindergarten	\$135.00	\$34.00	\$4.25
Schoolage	Kindergarten and up	\$125.00	\$31.00	\$3.75

## Policies and Procedures

### Drop Off and Pick Up

Children should arrive dressed and clean with a fresh diaper if they are not yet potty trained. Please do not allow your child to walk in without you, even if they are arriving with an older sibling. Please keep drop-off time brief - the longer you delay departure the harder it gets for your child to transition. Please keep pickup times brief too - children will often test the limits at pickup time to see if the rules still apply. We can set up a time to talk more if desired. I expect parents to support the rules, but I will remind your child if you do not. Please do not allow children to leave before you do to help ensure your child's safety. If your pick up or drop-off time will be different than usual, your child should be informed in advance - the children are very aware of who comes when and it can throw them off when things are different. If you arrive late without calling me and verifying we will be here, we may be out on a walk or at the park and you may need to either find us or wait for our return (late fees continue to apply until your child is picked up).

My first responsibility is protecting the health and safety of the children in my care. When you drop off and pick up your child I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use an appropriate car seat creates an unsafe situation. If in my opinion you cannot safely transport a child from my home at pickup time, I will ask you not to take the child and will propose the alternatives listed below.

- I will call one of the people who is authorized to pick up the child and ask that person to transport the child.
- I will call a cab to pick up you and your child. You will be responsible for paying the cab fare.
- If you have failed to bring an appropriate car seat for the child, I will ask you to drive home without the child and return with an appropriate car seat installed in the car if I do not have one available.
- If you refuse to agree to an acceptable alternative and insist on taking the child, I will immediately call the police and report the unsafe situation.

### Authorization to Pick Up Child(ren) Form

These people have my permission to pick up my child(ren), \_\_\_\_\_,

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone/Business Phone/Cell Phone \_\_\_\_\_  
Provide a picture or physical description:

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone/Business Phone/Cell Phone \_\_\_\_\_  
Provide a picture or physical description:

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone/Business Phone/Cell Phone \_\_\_\_\_  
Provide a picture or physical description:

#### **Emergency Contacts** (Within 20 mile radius of daycare, persons other than parent or guardian)

Primary Emergency Contact (other than parents or guardian): \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_

Address / Description: \_\_\_\_\_

Secondary Emergency Contact (other than parents or guardian): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address / Description: \_\_\_\_\_

- The client will update this list annually.
- The client will notify the provider immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from her care.
- Provider reserves the right to remove anyone from the authorized pickup list for any reason.
- The client will notify the provider in advance, verbally or in writing, if an authorized person will be arriving at my program to drop off or pick up a child.
- Any authorized person who arrives here to drop off or pick up a child must bring a picture ID.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, the client must give the provider a copy of that court order.

\_\_\_\_\_  
Parent/Legal Guardian Date

\_\_\_\_\_  
Parent/Legal Guardian Date

### Policies for Transporting the Children

Field Trips: A variety of field trips may be taken throughout the year. I need a signed statement giving permission to me to transport your child. I am required to take car seat training every 5 years.

### Transportation Release Form

**Notice to Clients:** Your child(ren) \_\_\_\_\_ may be transported in the care of the Provider, Shanna Kuehn or Sue Floding. By filling out this form, you give your authorization for your child(ren) to be transported by Provider with the understanding that the Provider will use car seats and/or seat belts as appropriate for all children in the vehicle. Transportation is very rarely done, and except in cases of emergency, parents will be notified in advance of each trip.

**Picking up and dropping off children at school** YES NO

I give my consent for my child(ren) to ride with Provider to pick up and drop off children from school.

**Driving to doctor or grocery store or other local errands:** YES NO

I give my consent for my child(ren) to ride with Provider to the store or to the doctors.

**Driving to "field trips":** YES NO

I give my consent for my child(ren) to ride with Provider on field trips.

\_\_\_\_\_  
Mother/Legal Guardian Date

\_\_\_\_\_  
Father/Legal Guardian Date

## Park and Walks Release Form

I hereby request that my child(ren), \_\_\_\_\_, be permitted to go on walks or to the park or any other activities that would involve taking the children off Nesting Time premises by foot or stroller/wagon/trike/bike.

\_\_\_\_\_  
Mother/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Legal Guardian

\_\_\_\_\_  
Date

## Transporting School Age Children

I am willing to pick up a school-age child from school due to illness if I am able because of ratios and staffing. You may list me as a contact in case of illness or injury to the child during the school day. School-aged children will be walking to and from the bus stop or school by themselves. A signed permission slip stating that it is okay for your child to walk to and from the bus stop or school alone is required.

## Bus Stop / Walking to or from School Form

I hereby request that my child(ren), \_\_\_\_\_, be permitted to:

- walk alone without supervision of Nesting Time to or from the school bus stop,
- walk alone without supervision of Nesting Time to or from Kaleidoscope Charter School.

\_\_\_\_\_  
Mother/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Legal Guardian

\_\_\_\_\_  
Date

## Open Door Policy and Shoes

You are welcome to stop by any time during daycare hours while your child is in care but just be aware that your child(ren) may expect to leave with you even if you only meant to stop in for a quick visit, and some children may be frightened by you while other children may start showing off and competing for your attention. The security system will "chirp" when the door is opened. Please shut the door quickly behind you while arriving or leaving - the unnecessary heating/cooling loss makes a small impact on the fees I must charge, and while the kids are entertained by finding flies and other bugs for me to swat I don't enjoy squishing living things!

After you enroll, you will be given a code to our front door. Do not share the code with anyone other than the other parent/guardian, never to other adults or children, not even someone who may be picking up your child - I will need to verify the identity of the person and I do not want to be startled by a stranger entering my home. During the day while we are in the house the door will be locked.

Shoes are taken off and put in the boot tray for wet days or lined up on the rug in the entryway (off to the side so no one will trip over them please). If you wish for your child to wear shoes while inside our home, you will need to provide soft-soled shoes (for the safety of the other children) that have only been worn indoors, unless your child needs special shoes and you provide a doctor's written explanation.

## Conferences

Parents are invited to attend regular conferences on their child's progress. Parents are welcome to initiate a conference whenever they have questions or concerns.

## Childcare Events

Nesting Time hosts a summer potluck for the families to bring a dish to share, meet other families enrolled here, and enjoy the good company! I also compile a slideshow of pictures from the previous twelve months showing a variety of activities, children, and the silliness that we do here.

We may also have a variety of other events such as a photographer take pictures of siblings or the whole family in the comfort and of our familiar environment and Santa at Christmas.

## Expectations for Behavior

Because young children aren't able to express themselves very easily, I expect that there will be some frustrations and some conflicts. Everyone (including me) is expected to be respectful of other people, animals, and belongings, whether or not parents are here. Bad language, violent behavior, and screaming or yelling in anger is not allowed. Everyone is expected to cooperate with rules and directions. I focus on rewarding positive behavior, such as good manners, sharing, and taking turns, rather than only giving individual attention when a child misbehaves. I will use a calming down or "time-out" when needed and appropriate to regroup and decide how to deal with misbehavior, using a guideline of one minute per year of age. I use natural and logical consequences for misbehavior. If a child persists in problem behavior and I am unable to redirect the child (hitting, biting, breaking toys, etc.), I will ask you to come and pick up the child from my program. Those who do not behave or participate appropriately may be temporarily or permanently excluded from my home. If behavioral issues become a problem without successful resolution then I reserve the right to terminate. I do not spank or belittle a child, nor am I allowed to so please do not ask me to use that type of discipline for your child. There will be no physical, mental, or verbal abuse allowed from anyone. We discipline through guidance, talking, and/or age appropriate time-outs. Courtesy and respect for others or someone else's properties are values I encourage the children to have. I will let you know if behavior is a problem here or may cause issues for you but because children are learning how to interact and test boundaries, please know that we expect some misbehaviors.

## Special Toys

Children are allowed to bring one special toy or blanket for quiet time only. If you forget it here, I will not bring the toy or special blanket to you - you need to call and make arrangements to pick it up if desired. Toys that are brought from home are the child's responsibility. Toys from home will not be replaced if they are broken, and will be shared with all other children in attendance. If the toy becomes an issue then it will be put away for the day. We will not be searching for toys at pickup time.

## Receipts

Receipts with my EIN are available on a weekly, monthly or annual basis, and are also available for you to print out any time by logging into [www.childcarepay.com](http://www.childcarepay.com). All money received for childcare is reported to the IRS and I encourage you to claim any childcare tax credit you are entitled to each year.

## Daily Reports

For children still in diapers, I send home a one page report that describes each child's day, detailing what the child did, had for meals and snacks, nap or rest times (if applicable), and diapers with times and contents.

## Secured Guns

We have guns in our home. They are secured and are in an area where children are not allowed. Ammunition is also secured and is secured separately from the guns. Children do not have access to the area where the ammunition is either. I am very confident that children will never ever be able to access the guns and ammunition.

## Nap/Quiet Time

Babies and toddlers will nap throughout the day according to their biological rhythm/schedule. Every afternoon all children will have quiet time for at least 30 minutes whether or not they sleep. If they do not nap, the children will be provided quiet activities to do until nap time is over. This would include puzzles, books, lacing activities, etc.

If the babies are napping at the same time, then this is the time to clean up, prepare meals or snacks, return any phone calls I may have missed, catch up on paperwork such as daily reports or attendance or food program tracking, attend to personal needs such as restroom breaks, etc. Unlike people employed outside the home, I usually do not get a break at all since I cannot leave the children unattended. You probably get to use the bathroom without someone trying to come in to talk with you or calling for you. :) Soft relaxing music will be played to encourage resting. Soft bedding such as a sleeping bag will need to be brought from home, and will be sent home at the end of each week for washing. Children can bring one item from home for comfort, such as a teddy bear or favorite blanket. If you choose to bring these security items on a daily basis it's important that you remember to bring them, and to take them home. You may also choose to have security items that are left at daycare and are strictly used for daycare. Please label all items with your child's name.

Infants will be laid down to sleep on their backs, to reduce the chance of Sudden Infant Death Syndrome (SIDS). Please avoid picking up or dropping off your child during naptime as it disturbs the other children. If you need to pick up or drop off your child during the day, please come before nap about 12:00 or after naptime about 2:15.

Providers are often asked to shorten or eliminate a child's nap because of sleep problems at home. A nap is very important to young children.

## Activities/Curriculum and Assessments

I am aligning the operation and setup of Nesting Time in accordance with the direction of Creative Curriculum. Assessments will also be done in the format provided by Creative Curriculum with a focus on each child's current stage of development, progress overall, and the next steps. Results will be discussed at conferences and at any time parents or guardians wish to do so. I will conduct the following activities with the children:

- literacy and language development activities
- expressive or sensory art activities
- health, safety, or nutrition projects
- puzzles, games, or manipulatives
- outdoor play and large-muscle activities
- free play
- occasional field trips
- construction and blocks
- computer time for the older children
- music
- selected videos or television shows
- individual quiet activities
- dramatic play

My program provides age-appropriate activities for infants, toddlers, preschoolers, and school-age children. I will conduct activities that are within the abilities of each child and activities that challenge each child's creative talent and imagination. I will conduct activities that include teachable moments. The activities in my program are provided in an informal format. I offer a curriculum based on themed units but am flexible to incorporate the child's interests. Kindergarten-readiness is emphasized.

## Birthday and Holiday Celebrations

My program follows these guidelines for celebrating birthdays and holidays:

- Children's birthdays are celebrated on the birthday or a day close to it, unless the parent requests that their child's birthday not be celebrated.

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\_\_\_\_\_  
Client's Initials

Date: \_\_\_\_\_

- You are more than welcome to bring something special to celebrate your child's birthday. Any food item brought to share must be purchased from a store and in its original packaging. Please make sure you bring enough for everyone.
- On these occasions, your child is not allowed to bring a gift for the birthday child.
- You may pass out home birthday party invitations at my program if all children are invited. You may ask me to discretely give invitations to parents if only some children are invited.
- I will celebrate the following holidays with the children: New Year, Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas, Hanukkah and Kwanzaa.
- I will acknowledge the changing of the seasons with the children.
- The children will not exchange gifts at Christmas, Hanukkah, or Kwanzaa.
- The children will exchange valentine cards on Valentine's Day, if desired by parents.
- If you have any questions or concerns about this please let me know.

### Meals and Snacks

Children will receive meals and scheduled snacks at no additional charge. Meals and snacks are designed to be child-friendly and well balanced and are served at scheduled times. If a child chooses not to eat at a scheduled meal, they will be reminded of when the next scheduled meal/snack will be. Menus are posted on my website. I have joined Provider's Choice food program ([www.providerschoice.com](http://www.providerschoice.com)) to help ensure that the children will receive a variety of nutritious food that's appealing to eat. This program is available to all children. Children are encouraged but not required to try all the foods offered. Children expressing an interest in a second helping will need to take at least one bite of all the foods on their plate before they will receive seconds. Children choose how much food they want to eat; however, there is no eating or drinking between scheduled meals and snacks except for water or special occasions such as a birthday celebration. I will not make different foods without a doctor's note specifying foods the child cannot have and why. Children who arrive late to a meal or snack will not be able to be served - it's not fair to the other children to have to wait while I start another round of food and the little ones often expect to be fed again and they tend to hover around the child eating. If you will be late, please feed your child before arriving and dispose of any trash properly before arriving. Please do not bring cups or bottles for your child to carry around (cups or bottles cannot be carried around because of the mess and other children "sharing" them). Meals and snacks will not be packed to go if a child is picked up in the middle of eating. Infants are fed on demand/as needed (I provide Parent's Choice brand formula) and are moved toward the same schedule as the other children as they approach their first birthday when they transition to the same menu and feeding schedule as the other children in accordance with Food Program requirements. Please notify me immediately of any allergies for the health and safety of your child.

### Fire and Storm Drills

Each month we practice the procedures in case of a fire or a storm. For a fire, we will meet by the tree in our front lawn. For a storm, we'll go into the reinforced area under the stairs. I have a battery-powered radio and multiple yellow or ducky flashlights for the children and me. I have plans in place for emergencies, fires and storms. All substitute providers are familiar with these plans. I practice fire and storm procedures with the children in my care every month.

### Accidents

Minor accidents will be noted on the child's daily report or reported to the parents during the day or at pickup. Accidents not requiring emergency medical intervention but requiring more advanced first aid (more than a band aid or the "Boo Boo Bug" ice pack) will be described in the Accident/Incident Report.

### Emergencies

Emergency phone numbers are posted near my phone. I will do my best to contact the parent(s) or guardians in case of emergency, and I require a signed form to provide care if you cannot be reached. I

need you to keep your contact information up to date! I am required to report any childcare accident that requires treatment by a physician my county licenser at Wright County. If your child is involved in a serious or life-threatening emergency, I will call 911 and then call you ASAP. If your child is involved in an emergency that is not serious or life threatening, I will call you ASAP. If there is an emergency that requires children to be picked up from childcare, I expect you to do so promptly. You must keep me informed of how you can be contacted, if you will not be able to be reached at your regular contact phone numbers it will be your responsibility to notify me of how you can be reached.

## Immunizations

Parent will keep current with child's immunizations and will advise me when shots are scheduled, or have been given, so I can update my records and keep an extra watch for any reactions. If parents object to any immunizations, I must have a signed, dated and notarized form on file for each child.

## Medication Administration

**Prescription:** If your child is on medication and it must be administered here, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, and dosage and dosing schedule. You should ask the pharmacist to split each prescription into two containers, one for me and one for you, each with a full label and instructions. Additionally, you will need to complete and sign a form giving me permission to give the medicine to your child. I will document all medication that I dispense to the children in my files. I will care for a child who is still taking prescribed medication with a doctor's written confirmation that the child is no longer contagious.

**Non-Prescription:** I require written authorization to administer any non-prescription medications to your child (this includes diapering products, sunscreen lotions, insect repellents, Tylenol, etc.) Please provide all medications that you want me to administer to your child while they are in my care and label them with the child's name and proper dosage.

## Illness Policy

If your child is sick, your child will want to be home with you. The Illness Policy protects the other children and protects me (if I get sick I may not be able to care for your child). Basically, if you wouldn't want another parent bringing in their child in the condition your child is in, your child will need to stay home. 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, my family, and me. If you repeatedly try to bring an obviously ill child to my program, it may be grounds for ending our contract. Whenever a child enters a new childcare program there is an increased risk of colds or other minor illnesses until the child's immune system adjusts to the new environment.

- Call or text 612-250-6100 as soon as you know your child(ren) will not be attending daycare, regardless of the hour - it will go to voicemail if I can't answer the phone.
- You must notify me within 24 hours if your child is diagnosed with a contagious illness or parasitic infestation, even on a holiday or weekend. If I become aware that your child has been exposed to a contagious disease or parasitic infection, I will notify you within 24 hours.
- You must advise me if any member of your family has contracted a contagious illness.
- If your child becomes ill during the day I will call you and will expect pick up within 90 minutes unless otherwise agreed between parent/guardian(s) and me. While awaiting pick up, it is understood that the child(ren) may need to be quarantined in order to limit the illness.
- I may also ask you to take a child home if the child isn't sick but is experiencing much discomfort, such as during the last stage of an upper respiratory infection or after the first dose of an antibiotic.
- If your child becomes ill and I am unable to reach you, I will then try to contact your emergency backup contacts.
- I will only care for a sick child who has a mild, non-contagious illness, such as the common cold or a low-grade fever associated with teething.

- I will not care for a sick school-age child who would not be allowed to attend class under the school health guidelines.
- Sick 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 prescribed medical treatment has begun.

You must notify me and make other child care arrangements for children who:

- have a fever of 101 degrees or higher
- are vomiting
- have diarrhea
- are obviously ill
- have conjunctivitis (pinkeye) until after they have been on medication for 24 hours
- have strep throat until after they have been on medication for 24 hours
- have an ear infection until after they have been on medication for 24 hours
- have a skin rash other than diaper rash or prickly heat. (To return the child to care, you must provide a written statement from a doctor saying that the child does not have a communicable disease.)
- have any parasitic infestation (lice, scabies, etc.). In the case of lice, the child must be treated and free of nits before returning to my care. If a case of head lice is found in my childcare, I will notify all parents and everyone in my care will be checked. I will clean my home and expect that you will do the same to prevent re-infestation.
- have discharge from the eyes or ears
- have a runny nose with colored discharge
- have chicken pox (The child may return when all the blisters have dried and formed scabs, usually about 6 days after the onset of the rash.)
- have any other communicable disease (tuberculosis, etc.).

I will notify you if your child develops an under arm temperature of 100 degrees F or above, vomits, has diarrhea, any other flu like symptoms, pink eye, a skin rash (other than diaper rash) or any communicable or serious contagious illness while in my care, you will be expected to get your child picked up as soon as possible and they will not be allowed to return until the symptoms have not been present for a period of at least 24 hours without fever reducing medication or other medications that cover the symptoms. If your child is ill and needs to be picked up from childcare, I expect you to do so promptly. You must keep me informed of how you can be contacted, if you will not be able to be reached at your regular contact phone numbers it will be your responsibility to notify me of how you can be reached. If your child experiences any of these symptoms while at home, please keep them home until the symptoms have cleared and have not been present for a period of at least 24 hours.

You must notify me within 24 hours if your child has been diagnosed with any serious contagious illness or parasitic infection listed below. I will notify all parents within 24 hours if their children have been exposed to any of these illnesses, as well as the Minnesota Department of Health.

Amebic Dysentary	Pertussis (whooping cough)	Hepatitis, Viral (A, B, NonA, NonB)
Brucellosis	Psittacosis	Lead Poisoning
Encephalitis (all types)	Reye's Syndrome	Leprosy
Foodborne Illness	Rocky Mountain Spotted	Leptospirosis
Rubella	FeverThyphus	Malaria
Salmonellosis	Venereal Disease	Meningitis(all infectious types)
Shingellosis	Yellow Fever	Meningococemia
Trichinosis	Anthrax	Mumps
Tuberculosis	Rabies	Occupationally Related Diseases
Tularemia	Plaque	Ophthalmia Neonatorum
Botulism	Cholera	Diphtheria
Smallpox	Tetanus	Measles (Rubeola)
Poliomyelitis		

## Health History and Medical Release Form

Child: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Current health problems: \_\_\_\_\_

Chronic health problems: \_\_\_\_\_

Medications or restrictions: \_\_\_\_\_

Immunizations up to date: Yes No Object to vaccines (specific or all): \_\_\_\_\_

Has your child ever contracted/had:

Chicken Pox	Measles	Mumps
Whooping Cough	German Measles	Rubella
Scarlet Fever	Rheumatic Fever	Other: _____

Does your child suffer from:

Ear Infections	Headaches	UTI
Sore Throats	Stomach Problems	Brittle Bones
Colds	Runny Nose	Other: _____
Heart Disease	Diabetes	

Is your child speech delayed? Yes No

Does your child have hearing problems? Yes No

Has your child's hearing been tested? Yes No

Does your child have vision problems? Yes No

Has your child's vision been tested? Yes No

Has your child ever had surgery or been hospitalized? Yes No

If so, please describe: \_\_\_\_\_

Has your child been tested for TB? Yes No

I understand that I will not bring my child to your home when the child is ill, and I have read the Illness Policy in the Manual and agree to it. I will keep you apprised of any health issues, including when a new immunization is received, related to my child so that we can work together to keep him or her healthy and on track.

I, \_\_\_\_\_ (Parent/Guardian's Name) hereby give permission for any and all medical attention to be administered to my child(ren) \_\_\_\_\_ (Child's Name) in the event of accident, injury, sickness, etc., under the direction of the person(s) listed below, until such time as I may be contacted. I also assume the responsibility for the payment of any such treatment, including but not limited to ambulance services. This release is effective while my child is under the care of Nesting Time.

HEALTH INSURANCE COMP: \_\_\_\_\_

POLICY AND GROUP NUMBERS: \_\_\_\_\_

In case I cannot be reached immediately, any of the following persons is designated to act on my behalf:

Provider: Shanna Kuehn of Nesting Time

Other representatives acting in my child's best interest: \_\_\_\_\_

PRIMARY PHYSICIAN/CLINIC: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Health conditions: \_\_\_\_\_

Current medications: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

Blood Type: \_\_\_\_\_

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Client's Initials

Date: \_\_\_\_\_

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Mother/Legal Guardian

Date

---

Father/Legal Guardian

Date

### Animals

**Guinea Pig** - Mocha is good with children and helps the children learn about eating healthy veggies and being gentle. He has been to the vet and is in good health.

**Cat** - For anyone who has a severe cat allergy - we have one cat that is kept separate from the children during daycare. The cat is never in the area where children have access during daycare but his fur or dander may be present throughout the house in very low levels. Several people with cat allergies have spent many hours in our home (including overnight) without issues, but someone who has severe reactions may not be a good fit here. He is a sweet cat that is very unlikely to harm anyone but I am choosing to keep him out of the reach of enthusiastic and loving children for his well-being and peace of mind. He is altered and his shots are up to date. The cat, as well as his food, water, and litter, are inaccessible to children.

### Supplies for All Children

- Children and infants need to be dressed in clothes that they can get dirty. Please dress your child in weather appropriate clothing. Bring extra warm clothing in the winter. Your child should always have a change of weather appropriate clothing available. We will be outside most days (weather permitting) and will be doing arts and crafts. Although the art supplies I furnish are washable and I provide plastic art smocks with sleeves, I am not responsible for soiled clothing or children. Children should leave an extra outfit here in case of spills or soiling. Please be certain to bring a shirt, pants/shorts, underwear, and socks. If the spare clothing is utilized I will expect you to replace with a full, clean set on the next date of attendance. School-age children can bring a spare outfit to change into after school.
- For infants on formula, I participate in the Providers Choice food program and offer one brand of formula - Parents Choice Infant Formula with Iron. If you do not want your infant to drink the formula that I offer, you will need to supply the formula or breast milk and complete a form indicating your decision not to accept the formula I offer.
- Those in diapers or training pants need to leave a supply of them here. I will let you know when more need to be brought in.
- Label personal items such as toothbrush, toothpaste, hairbrush or comb, Tylenol, etc. I'll let you know when supplies are low.
- If desired, please supply a labeled pillow and pillowcase to keep here for rest time.
- A sleeping bag or blankets or other security item for naps, labeled with the child's name.
- During the winter, bring labeled clothes for outdoor play, including a jacket, hat, scarf, mittens or gloves, a snowsuit or pants, and boots. Leave an extra set here if they are not brought every day.
- During the summer, your child(ren) may bring a labeled swimming suit and swimming towel to play in the water sprinkler if desired.
- Unless your child is on a special diet or has severe allergies, you do not need to bring separate meals or snacks. In fact, doing so often creates jealousy among the other children. For birthdays or special occasions you may send in cupcakes or other snacks (please check with me about food allergies, etc. before bringing in a snack) although I am happy to provide a special snack for birthdays.
- I supply wet wipes, diaper rash ointment as needed, DEET-free insect repellent as needed, and sunscreen as needed.

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\_\_\_\_\_  
Client's Initials

Date: \_\_\_\_\_

## Homework

School age children need time to release the energy they've pent up during the school day. Space will be provided for children to do homework after school and children will be encouraged but not forced to do their homework here. I am not responsible for finding out whether children have homework to do nor will I do a child's homework myself.

## Philosophy on Toilet-Training

Toilet training should be a combined effort initiated by signs of readiness from the child, and coordinated between parent(s)/guardian(s) and me so we're using the same words, methods and rewards. Toilet training needs to begin at home. I will only assist your child in potty training if you have successfully begun training at home for at least a week prior and it is not against your child's wishes. Your child must be at least two years old and show signs of readiness as listed below. Because we are busy and children are more distracted here than at home, your child will need to be able to tell me when toileting is needed and able to hold it for a couple minutes until on the toilet. When a child is ready, toilet training goes quickly. Each family is unique in the words and procedures that they use during potty training. I will accommodate each family to the best of my abilities. We will discuss this and mutually decide on a plan of action when your child reaches the time to potty train.

**Proper Attire:** Your child will remain in pull-ups or plastic training pants with absorbent liners until your child consistently uses the toilet. During this time do not bring your child in underwear. Children must be dressed in clothing that they can easily take off by themselves, with elastic waistbands, no tight clothing, no snaps (onesies), no overalls/bibs, and no one-piece outfits. Children are not allowed to wear underwear until they have successfully used pull-ups for two weeks without accidents.

**Supplies:** During potty training, please supply two complete extra outfits, including socks. You will need to supply plastic training pants to go over underpants and/or pullup-type undergarments to increase your child's confidence in the process and to help me to keep the child care area clean. Soiled clothing will be sent home in a plastic bag.

**Training Schedule:** For the first week, your child will be scheduled to use the toilet whether or not your child indicates the need.

**Verbal Signs of Readiness:** Child is able to speak 3-4 word sentences.

Stage 1: Child tells you when she or he has a wet diaper, recognizes when diaper is wet.

Stage 2: Child tells you when she or he is wetting, recognizes the feeling of being wet.

Stage 3: Child tells you that she or he will wet and can hold it until on the toilet.

**Physical Signs of Readiness:**

Stays dry for long periods of time.

Can recognize wet or dirty diaper.

Has regular bowel movements or can control when he or she poops.

Can dress and undress self.

Expresses interest in using the toilet and wearing underwear.

Wants to be independent.

Is cooperative.

Can follow directions with several steps (necessary to physically empty the bladder/bowels, wipe, flush, and wash hands).

## Philosophy on Safety

Because safety is so important to me, I have gone well beyond the requirements of the state, such as:

- installing cordless window blinds
- installing extra gates

NESTING TIME HANDBOOK

[WWW.NESTINGTIME.COM](http://WWW.NESTINGTIME.COM)

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\_\_\_\_\_  
Client's Initials

Date: \_\_\_\_\_

- anchoring furniture to studs in the walls for extra stability
- putting finger pinch guards on the doors
- changing the door stoppers to one-piece soft plastic.

If you ever notice a safety concern around Nesting Time, please let me know right away. Kids are very creative so I am sure safety improvements will be an ongoing feature around here!

### Philosophy on Guidance

I believe guidance/discipline is simply a form of training. Discipline should not be humiliating. Depending on the child's level of understanding, I first stop the undesired activity by stating their name then a simple word such as "Owie!" or "No!". For younger children usually distraction or redirection works best, older children can better understand a simple explanation of why the behavior was undesired, such as how the other child felt, or what could have happened if they had continued the behavior. Depending on the level of the child's understanding/ability/age, they may be encouraged to help clean up or make amends. Repeated minor issues will result in loss of appropriate privileges. For example, if a child keeps dumping the water table over, the child may be limited to playing with the water table only if I am right next to the child, or the water table will be removed from play for a while. I will also focus even more on the positive things the child does to make sure s/he is rewarded and recognized for good behavior. Children need to be loved for who they are, and need to be appreciated for their unique strengths and abilities. If there are major problems, I will have a discussion with parent(s) to come up with a mutually agreeable action plan, possibly up to including finding other care arrangements for the child. I will let parents know when there was an issue involving their children just so parents know what happened.

I encourage good manners such as waiting in line, taking turns, being aware of tone and volume when speaking, respect for people and property, saying thank you, please, sorry, excuse me, may I be excused please, and please pass the \_\_\_\_\_. I model these manners myself to help teach children that manners are expected of everyone. Everyone makes mistakes but we focus on modeling and teaching how to stay calm about it, do our best to fix it, talk about what happened, and what could have been done instead so that it wouldn't have been an issue. I point out when I spill something to show the children that accidents happen. I clean it up calmly and briefly state that I am cleaning it up right away so things stay clean and safe. Children are watching us adults very closely and they are learning how to respond to frustrations or setbacks, as well as how to deal with conflicts, by observing how we handle them.

### Philosophy on Teaching

Kids love to learn. They constantly seek to understand and try new things. I provide an environment of security and encouragement so kids are safe to explore and learn. I also provide variety of toys in different sizes, textures, and types. There are many books for all ages, and I often read to the children and talk about what we see. There are different styles of learning and I encourage children in their strengths and also gently encourage them to grow in other areas. I find it easiest to teach children while providing love, humor, boundaries and guidance, gentleness, being a good example, and letting the children pick some of the topics of interest or tying in their interests (like saying "Let's count the dinosaurs!" if a child loves dinosaurs yet really isn't interested in numbers).

### Philosophy on Television and Videos

I show occasional videos (Spanish, French, sign language, children's music) to the children. I don't watch much TV myself so it is rarely on. If a child brings a movie from home to share, I will only show it if it is free of violence, bad language and has an age-appropriate level of conflict or scariness, or if all parents of children in care approve the movie. Basically, that means everything is "G" rated and a lot of Disney movies do not qualify because of scary confrontations, fighting, killing, dying, and disrespectful scenes without appropriate repercussions. Children are allowed to play child-appropriate games on the Wii.

## Delinquent Accounts

If a childcare account remains unpaid for any reason, that account will be reported to ProviderWatch immediately. ProviderWatch is a childcare credit reporting agency. Delinquent accounts being reported to ProviderWatch will likely make it more difficult to find childcare providers until any such accounts have been paid in full. You may contact ProviderWatch if any childcare provider informs you that their decision not to accept your child into care is based in whole or in part on information received from them. ProviderWatch will disclose any delinquent account information on record so that you may resolve these accounts. New clients will be checked against ProviderWatch's records. We can discuss payment arrangements if needed, but likely childcare would need to be suspended during repayment to avoid getting too deeply behind in payments.

## Parent's Night Out

I offer the option of a "Parent's Night Out" once a month. I will care for children in my home. This provides peace of mind for the parents/guardians and child(ren) because they know me well and this is a familiar and safe environment. The cost is \$2.00/hour/child for up to 4 hours of care between 4:00 PM and 8:00 PM. Supper is at 6:00 PM. I will help children brush their teeth (if you provide a brush and paste) but will not bathe them. Let me know at least one week in advance of your intention to come to Parent's Night and the hours you anticipate needing, so I can confirm to you that your child(ren) may attend so I won't exceed my licensing capacity. Payment is due with your regular payment for that week of care. There is a cancellation fee of \$3.00 per child if you make a reservation then cancel it; the cancellation fee is due with your regular payment for that week of care. If you be late picking up the children, call as soon as you can. If you are in an accident or have an emergency, I understand. I am willing to offer Parents Night because I believe in the necessity of time together for couples and time alone for single parents. I am offering this as a perk and encourage you to participate! I must see and talk with the driver of the vehicle when picking up children. If the driver is intoxicated, I cannot by law withhold the child(ren) but I will not provide a parent's night out for them again and I will have to call the police to report it. No second chance - children are far too valuable to take such risks!

## Signatures

### Understanding and Agreement

By signing this page and initialing every page in this Manual, I indicate that I:

1. Understand the information presented in this Manual,
2. Have asked any questions or voiced any concerns I have regarding the information in this Manual,
3. Agree to follow the policies and procedures described here,
4. And have accurately filled out the information requested.

\_\_\_\_\_  
Parent or legal guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or legal guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's signature

\_\_\_\_\_  
Date