



## Policy Handbook

Racheal Vencill

Providing learning fun with a mother's touch!

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***Thank you for choosing Cheerful Cherubs Childcare!!! ☺ I am so happy to have the opportunity to provide a fun, friendly, learning environment for your child. The policies in this handbook were written in coordination with Childcare regulations and with the best interest of your family in mind. I want to provide a high level of care that will be beneficial for everyone. Please take the time to read this handbook in its entirety, as your signature will be required to acknowledge you have read, understand and agree with all policies.***

### **Philosophy**

Cheerful Cherubs Childcare provides a safe, clean, fun, home like atmosphere where your children can feel comfortable being themselves. The intimate setting allows for plenty individual attention. Your child will be taught age appropriate material in a fun and engaging manner. I encourage creativity and decision making to promote self-esteem, as well as social skills as a foundation to develop relationships. I also promote good health encompassing nutrition, exercise, respect for themselves and each other.

### **Hours of Care**

**Monday thru Friday**

**7:00 a.m. to 5:00 p.m.**

*\*Drop-off and pick-up times outside of regular care hours will be considered upon request.*

**Cheerful Cherubs Childcare holiday hours & closings:** Martin Luther King Jr. Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after, New Year's Eve and New Year's day.

### **A Day in the Life of a Cherub – Daily Schedule:**

7:00a Welcome – Settle in and prepare for our fun day together!  
8:00a Stretching – Let's wake-up our bodies and get our thinking caps on.  
8:30a Breakfast is served! – Practice good manners, socializing, bonding and interacting.  
9:00a Circle Time with Preschool Curriculum  
9:30a Curriculum Reinforcement and Skill Building Activities  
10:00a Outdoor/ Indoor Active Play  
11:00a Music movement  
11:45a Potty Break & Wash Hands  
12:00p Lunch is served!  
12:45p Story Time  
1:00p Nap/Rest Quietly – So we are energized for afternoon learning fun!  
3:00p Afternoon Snack  
3:30p Arts & Crafts  
4:30p Group activities/Outdoor/Indoor Active Play  
5:00p We had fun...See-ya next time! ☺

*NOTE: Please feed your child if they will be arriving after a meal or snack time, as nothing will be served again until the following scheduled meal/snack. Your child will be supplied drink whenever they are thirsty.*

### **Open Door Policy**

While your child is in my care, you can always be assured the door is open to you. Please feel free to drop in to check on your child or call for an update on how they are getting along in their day.

**Tuition** - There is no enrollment fee, however, we do require a **\$50.00 annual supply fee** due at the time of enrollment and annually thereafter. This fee will go toward new learning materials, craft and cleaning supplies, toy replacements, Kleenex for runny noses, etc. Please call to inquire about rates and availability.

- I ask that the weekly tuition be paid at the time of enrollment and every Friday thereafter. For children starting in the middle of the week, tuition will be prorated to \$35 per day at the time of enrollment with a full week of tuition due on the Friday of the same week.
- You will be unable to bring your child for care the following week if tuition has not been paid. An additional fee of \$25.00 will be billed for each business day the tuition is late. If you are paying the tuition late and bringing your child for care the same day, payment will only be accepted in cash, money order or cashier's check. (No personal checks please for late payments.)
- There will be a \$35.00 fee for all payments returned due to non-sufficient funds (NSF). If a check is returned a second time due to NSF, the same \$35.00 fee will be charged, and all further payments will need to be paid in cash, money order or cashier's check.

### **Drop-In Care**

Cheerful Cherubs Childcare will be happy to accept your child for drop in care at a rate of \$50.00 per day. Your child will be incorporated into all daily activities, as well as supplied with all snacks and meals they are present for. Please call ahead to ensure there are openings for the day, this also allows me time to prepare and gather supplies for your child. Full-time and part-time slots will take precedence over drop-in care.

### **Pick up policy**

I ask that your child be walked to the door at drop off in the morning and to the car in the evenings at pickup. Please limit pick up persons to adults listed on contract. I cannot allow your child to go home with anyone other than persons designated by you at time of enrollment. Please inform me as soon as possible if any changes or updates need to be made to that list.

I also ask that your child be picked up at the designated closing time of 5:30p.m on regular days, and 12:30p.m. on scheduled half-days. I understand that occasionally due to circumstances beyond your control, such as traffic, weather, and meetings, you may not be able to make the designated pick-up time. Please contact Cheerful Cherubs Childcare whenever you are running late. There will be a \$5.00 charge for the first 15 minutes a child is late being picked up and an additional \$1.00 per minute thereafter (unless there is a preapproved circumstance).

### **Cheerful Cherubs will provide**

- Healthy meals (Morning snack, Lunch and Afternoon snack)
- Beverages including: 2% milk, 100% fruit juice and water
- Preschool curriculum
- Sunblock SPF 55 (If you have a preferred sunblock please provide)
- Circle time, crafts, art, music and daily play time indoors or outdoors (weather permitting)
- A nap mat for each child

*Note: If you will be packing your child's meals/snacks, please introduce any new foods at home first.*

### **Supplies/Items Needed for your Child**

- Children need to be dressed for weather appropriately and ready to play (Keep in mind you child will be playing outside and participating in a variety of art projects. Appropriate clothing and shoes are necessary to ensure safe, clean fun.)
- A change of clothes and extra underwear for children not wearing diapers or pull-ups (All items can be kept in cubby)
- When applicable: diapers, pull-ups, wipes and diaper cream.

*NOTE: I am happy to assist with potty training! ☺*

### **Getting to know us**

I understand that being away from a parent or guardian can be difficult for children. Cheerful Cherubs Childcare wants to be your child's home away from home. I want to see your child happy and ready to have fun and learn. I will allow a one-week trial for your child in which you can observe how your child is faring. There will be no penalties for withdrawal during your child's first week trial period.

### **Weather**

For your family's safety Cheerful Cherubs Childcare will follow the same schedule as Anne Arundel Community College (AACC) concerning closings/delays, otherwise if you feel you can safely travel to us, we will be here with open arms and a hot chocolate! ☺

In the event of natural disasters such as, earthquakes, hurricanes, floods, tornados or other extreme circumstances please call Cheerful Cherubs Childcare to check our hours for the day.

### **Illness/Family Emergency**

In the case of illness or family emergency, Emily Stump will stand in as an alternate childcare provider. She will fill in on my behalf, providing care in accordance with the policies stated in this handbook. As an alternate she has had a background check and is a trusted partner of Cheerful Cherubs Childcare. **In the event an alternate is not available regular tuition will still be due in full at the end of the week.**

### **Vacation**

I will be taking one week of vacation and two extended weekends per year. There will always be advanced notice of these scheduled vacations, in case you want to make other arrangements for childcare. **I will do my best to have an alternate to cover all absences; however there will be no adjustment to the weekly tuition if no alternate is provided. If you choose to make your own arrangements for childcare when an alternate has been provided, your tuition payment is still due in full.**

### **Pets**

We do have a pet dog in our home. Our dog will be kept up-to-date on shots and he will always be supervised and/or kept away from the children during care hours.

### **Toys**

Cheerful Cherubs Childcare provides a wide range of toys/activities both inside and outside for all areas of development. Your child will be engaging in activities to enhance small and large motor skills, coordination, colors, numbers, basic math, science, language, and problem solving, as well as social and emotional development. Toys will be updated regularly.

*NOTE: I understand that some children just will not leave home without a specific item (toy, blanket, article of clothing etc.). I believe in picking your battles, and if that item gives them a little bit of security, and you allow it, they may bring it with them. However, Cheerful Cherubs Childcare accepts no responsibility for personal items that are lost, stolen or damaged, please bring these items at your own risk.*

### **Health**

Our children are healthy and happy most of the time. In the occasion you suspect he/she is ill please keep your child at home. The Health Department regulations prohibit the admittance of any child into a family childcare home that exhibits any of the following symptoms:

- Fever (100 degrees Fahrenheit or higher) – child needs to be fever free for 24 hours without aid of medication.
- Diarrhea – child must be symptom free for 24 hours without aid of medication.
- Vomiting – child must be symptom free for 24 hours without aid of medication.
- Runny nose with colored discharge – check with your doctor.
- Rash – check with your doctor.
- Discharge from eyes or ears.
- Lice – child needs to be treated and nits removed before return.
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), mononucleosis, strep throat, influenza, etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

If you bring your child exhibiting any of the symptoms above, childcare will be refused for the health and safety of everyone in my care. I ask that you only bring your child if they exude minor cold like symptoms (sneezing, clear discharge, minor cough). In this case I will be happy to care for your child with a box of tissues and some extra TLC ☺. However, if symptoms worsen including lack of energy (not wanting or feeling up to participating/playing) I will call you. If you are unable to respond to within one hour after I contact you, I will then try the emergency contact in an effort to make your child more comfortable and get them the care they need.

### **Medication**

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to childcare until this time period has passed.

Parents will allow provider to administer basic care items. All medication must be in the original labeled container.

### **Medical Emergencies**

Minor bumps and scrapes are inevitable, however, I will make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If I am unable to contact either parent, I will call the emergency contact numbers supplied to me to make the medical decisions for your child. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for fees involved in emergency medical treatment and transport.

### **Cleanliness**

Cheerful Cherubs Childcare is committed to keeping a clean and healthy environment for your child. Toys are sanitized regularly during nap/rest times and floors vacuumed every evening. Bathrooms are sanitized daily. In addition both your child and myself will follow good hand washing hygiene,

including before and after meals, after all potty breaks and when any visible washing is necessary. Nap mats will be washed weekly or more often as needed.

### **Behavior**

Cheerful Cherubs promotes a fun and accepting environment where kids are free to be themselves and learn through hands on activities. I am a big believer of positive reinforcement (ignoring bad behavior and rewarding good behavior) and redirection (shifting a child's focus).

I have found that children act up when...

- They feel their power is being taken away, in which I will provide choices. (For example, "You may not draw on the wall, but you may color in this coloring book or on the dry erase board, which would you prefer?") Making decisions empowers them and gives them a sense of control.
- They are bored or over energized, in which case it may be time for freeze dance or outdoor play for awhile.
- Attention, meaning some one on one time is desired. I will do activities with your child, such as puzzles, books etc. or give them a task to help me with, making them feel responsible and promote self-esteem.

Please let me know what you have found works for your child so that we can work together! ☺

### **Rewards**

A reward is generally stickers or small toys, and not snacks or candy, as we do not associate rewards with food.

### **Communication**

It is important to me that we work as a team to provide the best possible experience for your child. There may be times when issues or obstacles arise, and during those times I would like to keep an open dialogue with you. I welcome your questions and feedback about the care your child is receiving while in my home. I do ask that sensitive issues be handled outside of care hours and between you and myself only. A child's self-esteem is very fragile and I do not want to create an atmosphere that makes them feel uncomfortable. Please feel free to call or submit your concerns in writing and I will schedule a time to address them directly.

### **Child Abuse/Neglect**

It is the law and also my responsibility as a childcare provider to report any and all abuse or neglect performed on a child. Therefore, I will notify Child Protective Services and the Police Department when it appears that a child in my care is being physically, sexually or emotionally abused, neglected or exploited.

### **Parental Termination of Care**

In the event you and your family no longer have the need for childcare, please give one-month notice of your decision. Regular payments are due for the 4 weeks following your notice, in which your child's slot will be held with Cheerful Cherubs Childcare.

### **Provider Termination of Care**

Cheerful Cherubs Childcare has the right to forfeit care in the event of extreme persistent, undesirable and/or negative behavior, such as:

- Foul language directed at provider or peers.
- Physical abuse –hitting or aggressive behavior towards provider or peers.

- Purposeful destruction of property that cannot be prevented or resolved with parent involvement.
- Continuous delinquent payments either late or returned checks.
- Failure to show up for 5 consecutive days with no communication. I will assume you no longer need care for your child and their spot will become open to another family in need of care.

I will provide the parents with two weeks written notice if I am unable to continue care for your child. I will make every effort to work with you before terminating care for any of the reasons listed above.

### **Extras**

- Parents night out
- Visit from Santa
- Extended hours
- Show and Tell
- Book swap
- Community involvement
- New books for reading pleasure
- Bounce House on special occasions
- Cheerful Cherubs Childcare website

*NOTE: Check [www.CheerfulCherubsCC.com](http://www.CheerfulCherubsCC.com) for updates on upcoming events, activities, promotions and more!*

### **Referrals**

If you refer a friend who successfully enrolls their child into Cheerful Cherubs Childcare you will receive a free parent's nice out pass!