



Just Like Home Daycare, Inc.

345 SW Brislawn Road

White Salmon, WA 98672

509-493-8646

Email: justlikehomeinc@charter.net

www.justlikehomeinc.com

Dear Parents,

Welcome to Just Like Home and thank -you for your interest. We are excited to offer your child a spot in our childcare program, and we look forward to a wonderful and long-term relationship. I know for all of us as parents, it can be a difficult time choosing a daycare that we are comfortable with and I understand that completely. I would like to take a moment to just let you know that I realize daycare, as with any other business is a choice, and it is extremely important that you and your child feel respected and cared for while in our home and at the same time understands that there are rules, for the safety and wellbeing of all the kids in our childcare home.

I know in the past when my own kids have been in daycare, the one that you choose truly makes all the difference in the world! It makes it much easier on everyone involved if you as a parent can go to work and not worry all day long about your child! I think you'll find on some days; they may not even want to go home!

When you place your child here, you have entered into a partnership with me for the benefit of your child. Our primary goal is to support each child in a safe and loving home that builds self-esteem, encourages home living skills, and actively promotes each child's sense of curiosity and discovery.

I have created this handbook because I believe it is incredibly important that a strong home-school connection is created. Communication is key to making your child's experience happy and healthy. If you ever have any questions now or in the future, or just want to know how your child is doing, please come to me, whether it be in person, by phone, email, or text.

-Kathy Miller

Mission Statement

Just Like Home is a child-centered learning community for children ages 1 and up, reflecting the children and families that we serve. We are an anti-bias program, and opening welcome children and families of every race, religion, and family composition. We operate as a state licensed family child care home.

Our Philosophy

We recognize that each child is an individual with their own pattern of development. Our goal is to support the whole child through their natural development. We believe that children learn through play and hands-on experiences.

Children need a safe place of their own where they feel loved, respected, and cared for. A place to spend their days where they fit in, feel comfortable and feel free to be themselves. A place where they feel that they are Just Like Home.

As research has proven, children do their most important learning from birth to the age of five. At Just Like Home, we believe that as Early Childhood Educators, it is our job to provide children with an age appropriate environment that encourages them to learn, discover, create, play, and explore.

We believe that every child needs warmth, attention, enthusiasm, and encouragement. Most of all, they need the joy and challenge of doing things for themselves.

We further believe that parents are the child's most important significant adults in a child's life. We strive to create mutual respect between parents and teachers. We encourage open communication.

My policies and procedures will be posted in the parent information handbook inside the childcare. You can also find my policies posted on my website, www.justlikehomeinc.com and are required to read / initial each page along with your other enrollment forms.

More About Just Like Home

We offer a full day of play-based play for children. Since I opened in 1999, my passion has been in creating a beautiful, enriching place for children to spend their days. More than anything, I want to give every child a chance to have an unhurried, joyful childhood. Our daily focus is open-ended learning and plentiful outdoor play.

Children blossom when they feel love, acceptance, structure, and are given the space and materials to explore their natural interests. When asked what early childhood development I follow, I will always admit that I take what I love, and leave behind what doesn't mean much to me. I am inspired by several different philosophies. I love the creative expression and community that shines through in a Reggio Emilia environment. I borrow the authentic tools and "work" of Montessori. I believe wholeheartedly, as many proponents of the Waldorf approach do, in the children's environment itself being a calming, natural, homelike place, full of beautiful things. I avoid as many plastic, single-purpose, or battery-operated toys as I can.

Our constructivist approach to early childhood education is based upon our deeply held belief that the most meaningful learning happens through play. Strong relationships and bonds are formed between children and teachers, offering a secure foundation for the early years. We provide a rich environment and authentic experiences. From this place of security and developmentally-appropriate challenge, we strive to scaffold children's natural creativity, curiosity, and competence.

Licensing

I have been licensed by the State of Washington since 1999. My license is always posted for parents to see on our parent information board at the sign in counter. I also hold a degree in Early Childhood Education. All additional postings are posted on the parent bulletin board as well.

Enrollment Information

Before your child can begin childcare, there are six forms that you must fill out completely and return on the first day of care. These forms are:

- 1 Child Care Home Register (Please list your email address on this form)
- 2 Certificate of Immunization
- 3 Permission Forms (3 of them)
- 4 Child Care Agreement
- 5 USDA Food Program Enrollment Form
- 6 Initialed copy of my Policies & Procedures
- 7 Optional: Completed ASQ developmental screening, available at <http://www.parenthelp123.org/child-development/child-development-screening-public> (completed results can be printed or forwarded via email to justlikehomeinc@charter.net .

These forms are a must and there can be no exceptions.

Completed forms and the non-refundable enrollment fee of \$100.00 can be mailed to: Just Like Home Daycare 345 SW Brislaw Road, White Salmon, WA 98672 or dropped off during business hours. Enrollment fees should be made out to Just Like Home.

All children's records are kept confidential in a file cabinet near my desk. Staff will have access to children's files for medical administration or emergencies. Parents may have access to their child's records.

I will keep immunization records up to date by checking them each September, and on your child's birthday. I need parent cooperation for this process; if you take your child to the doctor for any shots, please ask for a copy of their record for me on the day of your appointment.

We do have a 24 hour rule regarding immunizations. We require children be at home for 24 hours after immunizations are given. The reason for this is so parents can watch for any signs of complications that may arise after shots are administered. It might be helpful to schedule Doctor visits for Friday so you don't need to miss work. Children are welcome to return to childcare 24 hours after immunizations are administered.

I have a "get acquainted" visit before your child begins. I would like your child to come and play for a couple of hours. The reason for this is to make the transition period a little easier when they actually begin childcare. There is no charge for this visit, however; it does need to be scheduled ahead of time. Parents have free access to any room in my home that is licensed for childcare.

Business Hours

We are open Monday- Friday from 6:30 a.m. to 5:00 p.m. If you need a flexible schedule and my capacity will allow that, please ask. However, also keep in mind that I have my own family to attend to and our family time is precious, just like yours is.

In consideration of our family time, I may decide to charge a late fee if you are continually late to pick up your children. The exception to this is of course an emergency. The late fee is \$10.00 per $\frac{1}{2}$ hour you are late. If you think you might be running a few minutes late, please call us to make sure we have no other commitment we need to engage in.

Daily Communication

Upon enrollment, we will send you the link to our daycare Facebook page where you will be able to view photos and updates. You'll be able to get a

wonderful sneak peek into what your child's day looks like, it's also a fantastic way for out of state relatives to be connected with your little ones as well by seeing what they're doing and often times is a great conversation piece for phone calls. We often post articles and resources we feel our families would enjoy. Parents are also welcome to communicate through phone calls, emails, or text messages and I encourage open communication.

Drop Off / Pick Up and Attendance

We use a child care management app for attendance called Kinderlime (www.kinderlime.com). The app runs on an iPad and is on the sign in counter. We will add each person authorized for drop- off / pick-up based on the information you list on your child's registration forms.

All children are to be delivered into my home and signed in on the electronic iPad provided for you with the parent's full legal signature and the time. All children are to be picked up inside my home and signed out with the parent's full legal signature. I cannot release any child to any person who is not authorized to pick them up and listed on the enrollment form.

Full signatures are a requirement by me and The State of Washington. I can be fined \$75.00 per signature if it is missing. It's super simple, just make it a daily habit and it will not be a problem for either of us.

Supporting Children Through Transitions

- Talk with your child about how you plan to say goodbye and when you will return. Agree to a goodbye routine which you and your child can both count on each day. Some parents choose to read a book, or give a special handshake and hug. Often waving goodbye at the window can be comforting.
- Make sure that your family's morning routine is predictable. Staying longer when your child is upset can often cause a child to expect you to stay longer the next time. If that won't always be possible, it can be confusing and upsetting, and often causes more upset.
- Do your very best to recognize your own emotions and work through them, so you can be calm and confident about your child's day. I will make every effort to stay in touch over the first few days, and we can often text you a photo and update after drop-off. The Facebook page also helps parents feel connected and in touch with what their child is doing each day.
- Don't distract, sneak off, or discount your child's strong emotions. No matter how upsetting it might be to confront your child's sadness, take the time to say goodbye. I am able to step in to support your child through

the transition. Goodbyes can be sad, and we work very hard to support that reality for children.

- Do not be surprised if the child who was sad at drop-off is highly emotional at pick-up time. You are your child's safe person, and after a long and busy day, they may let it all out in your presence. Another reality is that your child may not always be immediately ready to go home at the end of the day. Try not to take either reaction as a personal affront. Talk with your child about what they are doing, and if time allows, let them have time to finish what they are doing. We will also help with this transition if needed.
- Even after your child has become used to their routine, life changes (developmental steps, a new sibling, illness, etc.) can cause them to have a rough time at transitions again. Do your very best to be calm and supportive through these moments. If they are upset at drop off time, reassure them that you will be back to pick them up, acknowledge their feelings, hug them, and then say goodbye. Lingering only causes further sadness and more often than not, they are off and playing before you even get to the top of the road!

Photography

Digital photography is one method we use to document children's learning. We use these photos many different ways, with parental permission. We will ask you to sign a photography consent form, giving me permission to use photos in the ways you find acceptable.

- We post children's photos around my playroom.
- We have a family photo wall. We also use photos in cubbies.
- Photos are posted on my daycare Facebook page.
- I use photos on my website for the purpose of illustrating my program's approach and philosophy.

Fees, Payments and Business Practices

At Just Like Home, I do not charge by the day or hour. I sell you a "slot" for daycare. This means that you pick the days and times you need childcare and I hold that spot open for you. You will be charged a flat rate for this every two weeks of \$450.00, which is the monthly fee of \$900.00 divided in half. Payments are due on the first of each month in full or on the 15th and last working day of the month. The full rate is due regardless of attendance, vacation closures or holidays. There are no exceptions to this rule.

Considering that we also offer a free preschool program, work between 10-12 hours per day and childcare locally is between \$1000.00-\$1300.00 per month /

per child, I feel that my rates are very reasonable.

My **monthly** rates are as follows:

Enrollment Fee: \$100.00 due prior to the first day of care.

Full Day Under 2 years old: \$1100.00 (We only take infants on a full-time basis.)

Full Day Over 2 years old: \$900.00 per month

School Age: \$460.00 (Before & After School only)

School Age: \$230.00 (Before School Only)

All state pay clients will be charged monthly, with co-pays being due no later than the 10th of each month.

All payments are to be paid on the due date. There will be a late fee of \$10.00 per day that applies if needed. NO EXCEPTIONS!

If I receive a check that bounces, you will be charged an additional \$30.00 and all future payments will be in cash or money order only.

I will review my rates yearly to decide at that time if they will change or stay the same. I will provide you with a W-10 tax form at the end of the year that will show you the total amount you've paid for childcare for your taxes. This will be in your child's sign in folders in January.

Two Week Trial Period

This is to determine if you and your child are happy with my services, as well as to see if your child fits into the surroundings in our daycare home. At the end of that time, you will need to decide if my services fit your needs and I will decide if your child is adjusting alright to the new surroundings. If either party decides at the end of the two week trial period that care is not working, any fees will be due at the time of the notice and must be paid in full.

Back Up Childcare

It is always a good idea to have a back-up childcare arrangement in the event that I should become ill or have an emergency. In this case, I will call you as soon as possible to allow you as much time as possible for you to make other arrangements. Please ask me if you need some names of other Licensed Providers and I will be happy to accommodate you.

Schedule Changes

In the event that your schedule may change, please try to give me as much

notice as possible so that I may try to accommodate any changes. If I am not able to accommodate your scheduling change, I am happy to give you some names of other Licensed Providers who may have availability.

Paid Closed Holidays

We are closed on the following Holidays unless further noted and all holidays are paid:

- 1 New Year's Day
- 2 Martin Luther King Jr Day
- 3 Memorial Day
- 4 July 4th
- 5 Labor Day
- 6 President's Day
- 7 Thanksgiving Day and Wednesday before
- 8 Christmas (December 24th-January 2nd) (tentative)

I am generally closed the last week of August for vacation. Holidays and vacation dates closed are paid and calculated into the monthly tuition fee. You will receive one week of vacation per year that I do not charge for provided I am given at least 30 days notice prior.

Our Constructivist Approach to Early Childhood Education

I often get asked about my curriculum. What are we? What curriculum do I use? I have brought together some of the best and most powerful parts of many different philosophies and approaches to early childhood education, creating my own vision of what I want to give to children.

I value the beautiful, calming spaces of the Waldorf Philosophy. Reggio Emilia brings powerful observation and documentation as a tool of teaching and learning. Maria Montessori's belief in children's competence and sensitive periods of learning guides our decisions about creating a child-friendly environment, supporting children's growing independence.

Overall, our constructivist approach is grounded in Lev Vygotsky's theories about how children learn – through social interaction and hand's -on experiences. You will not find adult – led themes or an academic approach to early learning at Just Like Home. What you will find is ...

- we are following children's interests, scaffolding emergent and ongoing projects chosen by the children.
- conflict resolution as children learn how to be a caring and competent

member of a community, develop self-regulation, and discover their own unique qualities.

- many opportunities for using BIG muscles -- running, jumping, balancing, and digging.
- much practice with fine motor skills -- writing with different tools, using scissors, play dough, sensory materials.
- relevant literacy – such as list making, story telling, sequencing, recognizing print.
- numeracy – found in board games, counting objects, sorting and classifying.
- scientific discovery – scooping, pouring, measuring, investigating.
- creative children expressing themselves through process-oriented art in a variety of media: paints, markers, crayons, pastels, collage, clay.
- sensory experiences with clay, play dough, beans and rice, and a wide variety of “messy” materials.
- children singing songs, playing music, listening to music, dancing, playing group games.
- an exploration of the natural world through being outdoors and caring for our rabbit, chickens and plants.
- Imaginative play as children dress up, pretend, and role play.

Here are a few resources on play-based “best practices” in early childhood education I highly recommend, if you are interested in thinking more deeply about early learning’s foundation in play.

Free to Learn, by Peter Gray

The Importance of Being Little, by Erika Christakis

Our Environment

Located a couple of miles just outside White Salmon, our home- like environment offers indoor and outdoor spaces designed to foster children's natural learning and independence. You'll find a calming, harmonious, and sunlit indoor space, full of beautiful materials, loose parts, building blocks, and readily-available media for open-ended art. Children will discover spaces to build, create, dance, sing, and gather together. We've got a second small playroom inside specifically designated for pretend play like housekeeping and dress up. Outdoors, a huge fully-fenced yard invites with a fairly large sand box full of beach sand, water tables, a play house, a log flume with a water pump, a stage, loose parts for building and imagining, a gigantic trike / strider area with a painted on road, plants to care for, as well as chickens and our pet bunny that the children talk to and tend to. We love spending time outdoors.

Special Needs

We do not discriminate against children with special needs. We welcome all children into our program as long as we can fully meet their individual needs within the group setting. Close communication and collaboration is key to providing high quality care for all children, and this is especially true for children with special needs. We must be able to meet each child's needs within my group setting. We complete a screening tool, the ASQ within 30 days of each child's enrollment in order to give me information I can use to support each child's development. If I identify developmental areas of concern, I will ask you complete and ASQ as well, and we will work together to set goals and seek resources. If I feel that a child needs an evaluation for extra help, I will make that recommendation to you, and offer you any community resources and referrals available.

If your child currently has identified special needs, we will work together prior to enrollment to determine what accommodations we can make to provide the care your child needs, and collaborate with you and any other service providers to support your child's needs and development.

In rare cases, it may become necessary to find alternative care for a child, normally only in situations which threaten child or staff safety. In that case, I will work hard to offer you any assistance we can to help you find new child care arrangements.

Assessment

As children progress in the program, I keep regular records, notes, and photographic documentation throughout our days, so that we are aware of the children's physical, social-emotional, language and cognitive development. I conduct assessments four times per year; September, January, March and May. With regular observation and interaction, we are able to have a clear picture of your child's development. Not only is this important to each child's growth and school readiness, it allows us to plan my curriculum to meet individual needs as well as the group's learning opportunities. I am able to uncover what is working and what needs to be improved or adapted.

Kindergarten Readiness

There are many skills we would like the children to master before they head to kindergarten. Most importantly, we want them to be confident, joyful learners. More than anything else, the social skills that come from being part of a group are what will aid them in being successful learners in kindergarten and beyond. We work hard to communicate both formally and informally with you throughout your child's enrollment on particular skills we are working with your

child to develop, as well as any possible areas of development or behavior that concern us, and we welcome your input about the things you notice at home, as well. If needed, many helpful resources are available through local agencies, and often with just a bit of help early on, a child can work through a skill or area that is challenging to him or her. I also conduct “conferences” at least three times per year to discuss your child’s developmental progress.

Here is a list of the “kindergarten readiness” skills we feel are important goals:

- Listen to stories without interrupting
- recognizes rhyming sounds
- pays attention for short periods of time to adult-directed tasks
- understands actions have causes and effects
- shows understanding of general times of the day
- cuts with scissors
- traces basic shapes
- beginning to share with others
- starting to follow rules / directions
- manages bathroom needs
- buttons shirts, pants, coats, and zips up zippers
- speaks understandably
- talks in complete sentences of five to six words
- looks at pictures and then tells stories
- identifies some alphabet letters
- sorts similar objects by color, size and shape
- recognizes groups of one, two, three, four, and five objects
- counts to ten
- bounces a ball

Adapted from the “Kindergarten Readiness Checklist” by Peggy Gisler, Ed. S. and Marge Eberts, Ed. S.

Guidance / Behavior Management

At Just Like Home, we have super simple rules, and try to always be consistent with children, so they can be sure of the expectations.

1. Be safe with yourself and others.
2. Be kind to others.
3. Be safe with our toys and space.

Our ultimate goal is to make sure our program is a safe place for all. We don't allow hurtful behavior to persist, whether it be physicals: hitting, pushing, biting; or emotional: excluding other children, or name-calling. We are constantly

working to create a safe space for all children.

We adhere to state regulations regarding discipline of the children in my program. We believe that children are just beginning to learn their limits, and our job as parents and teachers is to help them find appropriate boundaries. This doesn't mean that they won't stumble, or that we as adults will always have the perfect solution. But often, there can be some simple solutions to what is happening. Perhaps they are tired, hungry, stressed out, or just need some extra attention.

We always start with undesirable behavior by talking to the children, and if needed, we remove them from the situation. We do not call it "time-out" ... we truly want the child to get their needs met, and "time-out" is often creating the opposite result. We do not want to push away children when they need us the most. Often, "time-in" would be more appropriate explanation for what a child truly needs in the most difficult moments. We will often sit closely and hold a child when they are upset and talk about what they are feeling in that moment. We do offer kids a place to freely go "be by myself" if they chose to have a little down time before they can calmly talk about their feelings and help us problem solve together.

Conflict Resolution

Like any skill or ability we would like young children to master, social skills develop over time and on an individual arc of development. A child cannot master a skill before they are ready. As adults, we are tasked with scaffolding their emerging social skills. Through naturally-occurring opportunities, we can best support children in developing conflict resolution skills.

Luckily, the preschool years are a rich breeding ground for these "naturally occurring opportunities" for conflict resolution. We utilize Bev Bos' approach to conflict resolution.

1. Take the hand of the child who is hurt and go find the other child. Hold the hand of the other child and say, "Emily, tell Julie how you feel." Then, "Julie, tell Emily how you feel." Now, do it again – they always have more to say. Do not interrupt the children and do not put words into their mouths. You want them to develop skills to communicate.
2. Next, say to each child, "Anything else?" Provide ample time for each child to respond. If one child interrupts, very calmly respond, "Emily isn't through."
3. "Give me three solutions? How can we solve this problem? How could this be different?" This sounds very sophisticated for little kids but you would be surprised at how quickly they get the idea when adults are supportive.

Sometimes a child's solution will be punitive like, "Well, I could hit her!" At this point, without raising your voice, you say, "That's not an acceptable solution." Always go for three solutions.

If a certain behavior or issue has become a concern, we will have a group meeting and work with the children to come up with solutions together.

At Just Like Home, I have arranged the playroom with the needs and the safety of the children in mind.

- any form of corporal punishment is against the law.
- i use locks on doors that the children don't belong in or have access to.
- shelves are set up so that the toys and materials are child accessible.
- i explain a clear and simple set of rules and they don't change.
- consistency is the key to clear understanding by the child.
- i prefer to talk to the kids at their eye level and explain to them why they need to follow the rules.
- the goals of positive discipline are to help kids learn to make good choices, to problem solve, and learn basic human values of respect, trust, responsibility, honesty and caring for others.
- i will practice positive re-enforcement to diminish any unacceptable behavior.
- before there is a problem, I may separate children and explain why they are being separated. I will also ask them to help me decide if they can work it out or if they need a little break to think about their behavior.
- i will do my best to interact with them so that hopefully, there are no problems.
- i will explain to them that sometimes we all have hard days, and we just might need a little more understanding on those days.
- i encourage children to use words, not actions in explaining their feelings. I feel that if they can talk about it, they won't feel like they need to act impulsively through anger.
- i know everyone has some tough days and, on those days I will try to show that child some special attention.
- i will try to let the kids work out what ever problem may arise with my supervision and try to get them to find the solution together. I will also remind them that we all need to be treated with respect, caring, and understanding.
- I talk with kids and get on their eye level; I speak to them depending on their age and level of understanding.
- to help kids problem solve, I might give them some suggestions of different solutions.

The kids see me role model behaviors during the day by staying calm, being understanding and fair.

- our schedule for different activities promotes social behavior.
if your child becomes continually disruptive to the point that I cannot provide adequate care for the other children, I may need to give you a two week notice that childcare is being terminated.

When there is a problem, I try to explain to the children what has happened and try to get the group focused on another project. I like it when we can all blend together as a group. I have a wonderful group of kids and they are pretty close. They get concerned if someone is not here or is having a hard day.

Adult-Child Interactions

At Just Like Home we support preschoolers in their cognitive, language, and emotional growth through honest, respectful dialogue and conversation. We view children as competent, authentic individuals with their own developmental strengths, as well as challenges. We work closely with children to support their inquiry and curiosity through naturally-occurring interactions, between adult-child as well as with their peers. We view the largest part of our work as the support and scaffolding of preschoolers' social and emotional development.

Conflict resolution is a natural and integral part of our curriculum, and we acknowledge, support, and empathize with the sometimes stormy seas of early childhood. Sometimes a child simply needs time and individual attention to feel, label, and process their big emotions. Remember too, that the ranges of ages we care for (12 months to 6 years) are experiencing a wide range of development. Everything that is wonderful about a mixed-age group can also be challenging behavior-wise, however, we always do our best to work with each child and their parents to support each child's needs and development.

Biting Policy

Biting can be, unfortunately, a developmentally "normal", yet unsafe behavior up to age three, and sometimes beyond, depending upon individual development. We do our very best to keep all children safe, and this can be a behavior that is extremely upsetting for everyone involved. We work hard to help children through this difficult behavior, and find ways to help them develop the language and coping skills which will work to curtail biting. Parents often ask if we "expel" children for biting. Rarely does biting become that much of an issue, and we always do our best to support children through what is normally a passing phase. Sometimes children bite simply because they may be teething and that's a way to ease their pain. In the case of biting or other physically harmful behavior that cannot be managed or curtailed within our environment, we will work with the family and the child to seek out solutions. We reserve the right to terminate care if all other avenues have been exhausted, and the safety

of the other children is at stake.

Termination Notice

If you feel that my business is not working for you and your family, I will need a two week notice. If your child becomes continually disruptive to the point that I cannot provide adequate care, then I will have to terminate your child's care with a two week notice as well. If termination notice is given by either party, **all childcare charges are due in full at the time of the notice.**

Under certain circumstances listed below, this notice will be waived, and immediate termination of services will result:

- 1. Child's behavior is a risk to themselves or other children.**
- 2. Child's behavior is aggressive to another child.**
- 3. Fees are not paid and are overdue.**
- 4. Parent (or their behavior) is a risk to provider or other children in care.**
- 5. Parent is on premises and visibly under the influence of drugs and/or alcohol.**
- 6. Parent is verbally abusive or threatening to provider.**
- 7. Parent demonstrates any physical, mental, or verbal abuse to any child while at the provider's home.**
- 8. Child does not show up for childcare for three or more days with no contact from parent.**

Daily Schedule

6:00-8:00 - Breakfast

8:00-8:30 - Clean up, free play

8:30-9:30 - Free Play

9:00 – 11:00 – Preschool on Mon, Wed, Fri

9:30-9:45 - AM Snack

10:00-10:30 – Circle Time, Sharing, Preschool Activities (May be outside)

10:30-11:00 - Music, singing, dance-a-long

11:30-12:30 - Clean up, wash, and Lunch time

12:30 – 2:30 – Quiet Time

2:30-3:00 - PM Snack

3:00-4:00 – Arts, crafts, games, group activity (May be outside)

4:30-5:00 - Outdoor fun, clean up, get ready to go home

As children and the weather vary, so does this schedule. This is just an idea of our daily routine. We do like to spend a lot of time outside getting fresh air, exercise and enjoying our Natural Playscape.

Nap / Quiet Time

Everyone lies down at Just Like Home for some rest time. Please don't ask me to exclude your child from quiet time, even if your child is not of napping age; everyone still needs some quiet time. Naps are provided on cots in either our playroom, or living room. We arrange children throughout the daycare according to their sleep habits (longest nappers together, more restless sleepers in the living room). Children who wake up before others are given quiet activities (examples: books, paper & color crayons) to work on at their mats. Each child has their own sleeping slumber bag and pillow that are sanitized weekly.

Preschool Program

We are big believers in learning through play! We offer a preschool program for my daycare children and use a variety of learning activities at Just Like Home. I've created our own preschool program that is Literacy based. We also use things from The Creative Curriculum and Handwriting without Tears. Each month we focus on several different themes, we also work on colors, numbers, letters, and shapes. We do a daily calendar with the day of the month, the weather outside, and we go through our alphabet, shapes, colors, numbers, daily.

We are also learning how to prepare ourselves for kindergarten by focusing on social skills like sharing, taking turns, being good listeners, how to treat our friends, and so on.

Every year we hear from Kindergarten Teachers at Whitson Elementary things like:

"The children are very eager to learn and many of them are already writing their names!"

"The kids are recognizing sight words, writing names, they are prepared socially too and it makes our jobs much easier when kids come to school prepared! We love getting kids from Just Like Home!"

The children absolutely love preschool and I am convinced it is making a difference in their Early Learning routines. The cost for this is FREE to full time daycare clients.

Our Preschool days are Mon, Wed & Fri from 9:00 to 11:00. If your child is signed up for preschool, please make sure they arrive on time to participate. If they are late, they will be missing not only the activities, but also our Circle Time where a lot of learning takes place and it's not an option for us to catch them up on what they've missed if they arrive late.

Child Abuse / Neglect Reporting

Federal Law (and my conscience) requires me to report any suspected injury, child neglect, abandonment, food poisoning, or death to the proper authorities. I take this duty very, very seriously for the sake of the children. If I report any suspected case of abuse or neglect, I will have done so in good honor. I am a mandated reporter by law.

Non-Discrimination Statement

I will not discriminate based on any religion, sex, sexual orientation, creed, color, national origin, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal of any child or family member. All children's families are represented in the things we see, do, read, and hear.

Diversity

We embrace diversity at Just Like Home. We are all different and here, we celebrate our differences. We respect other cultures, languages, foods, and the diversity in our society. We have different books about different cultures, dolls from other cultures, and we also learn about other cultures through our preschool program.

Religion / Holidays

I will not practice any forms of religion with your child. However, If your child chooses to say a prayer before a meal (for example) that is fine with me. That choice is between you and your child and I will respect it.

We do celebrate Birthdays, Holidays and seasons throughout the year.

Toys from Home

All children are welcome to bring a security object from home for nap time. Please keep other toys at home or in the car. More often than not, these become an issue between children, or may become lost or broken. We strive to have a wide variety of toys for the children to play with each day.

We do not generally allow children to carry blankets, bottles, sippy cups, food, pacifiers, or other personal items throughout the play spaces. Cups and pacifiers get "shared", blankets get tripped on, food gets dropped, and children generally don't enjoy sharing their toys with the group.

We will work with a child if they find the group setting a difficult adjustment at first, with the goal of helping children feel comfortable enough to begin storing their security objects in their cubby, where they can be readily available for rest time, and safely stored during play and activity times.

The only exception to this rule is on their Show & Share day. We have a metal lunch box that they can take home with them and their Show & Share item needs to fit inside the box. We schedule this on Mon-Wed-Fri and each child's turn is listed on our monthly calendar that goes home with them.

Please dress your child according to the weather. We need fresh air as a way to release our energy so we do go outside in all kinds of weather for different activities. They need to be warm so they can stay healthy. Let me know if you need coats, hats, etc., I can be on the lookout for extras. Please share with me any special issues you may be dealing with at home; it's important for your child to know that we are a team and on the same page!

What to Bring for your Child

Please bring an extra set of clothes that can stay here labeled with your child's name. Please dress your child according to the weather. We need fresh air as a way to release our energy so we do go outside in all kinds of weather for different activities. They need to be warm so they can stay healthy. Let me know if you need coats, hats, etc., I can be on the lookout for extras. Please share with me any special issues you may be dealing with at home; it's important for your child to know that we are a team and on the same page!

Remember that we offer a play-based program. Play is messy stuff! Your child will be busy running, painting, working with play dough, digging in the sand, pouring water, and so on. Please dress your child in comfortable play clothing.

Please bring one 4x6 photo of your family for our Family Picture Wall.

Please bring 3-5 pictures of important people / pets to your child for their cubby wall.

Special blanket for resting (I have plenty for everyone too!)

Diapers & Wipes if your child uses them.

Parental Communication / Open Door Policy

We have an "open door policy". This means that anytime your child is here, you

are more than welcome to stop in. Please remember that naptime is from 12-2 pm, and be respectful of the group's need for rest. Parents have free access to any child care space that is licensed space. The front door is never locked during business hours and there is never a need to knock. This is everyone's daycare space and everyone is welcome during business hours.

I encourage open communication between the parents and myself. If you feel there is something you wish to discuss with me please, feel free to do so. I am more than willing to discuss anything with parents regarding your children and my business.

I may on occasion send home notes for parents that will be in your sign in folders. You are also welcome to communicate with me through phone calls, emails, texts, and drop-off / pick-up times. I do appreciate that all phone calls happen during business hours, unless there is an emergency. Please add your email address to your registration form. Newsletters are also used as a way of communicating what's happening at Just Like Home. I do them at least quarterly. Open communication with parents and provider is the key in making childcare successful!

I will communicate with you regularly regarding your parenting at home and how it can be supported at daycare. During the initial interview you will be asked questions about your parenting, and at that time we will set a plan of how it can be supported at daycare. As time moves on parenting styles may change, and it is important that you communicate with me when you are trying new things at home that I can also support at daycare. Please feel free to share your concerns, or ask for advice or different resources that are available regarding parenting. Open communication regarding all issues is very important to me.

Written Plan for Children's Specific Needs

I will be using an Individual Learning Plan (ILP) from my Creative Curriculum book to share with you about your child's learning, development, and progress. This is where together we will design specific plans for your child if needed. All staff will be aware of these plans, and a specific paper with only the plan on it will be kept in your child's file and signed by both you and me.

Screen Time

Is limited to 30 minutes per day. We may watch an educational program in the mornings, or late afternoon while we're waiting for parents to pick up. We may on occasion, watch a movie that might be related to a theme the kids are interested in. Children do not use computers, iPad's, or any other form of screen.

Outdoor Play

We are so lucky to have a huge outdoor play area! Knowing how important physical activity is for healthy bodies and minds, we play outside on a daily basis, regardless of weather. Only during extreme temperatures or high winds do we avoid outdoor play. One the rare occasion that we are stuck inside, we supply gross motor activities to ensure children are able to remain physically active: music & movement, big pillow jumping, bowling, etc.

We've worked really hard to create different areas for the kids to play and explore. We've got a playhouse, a great Log Flume for Water Play, a Dry Creek Stream, Sitting Areas, Butterfly Garden, Stage, Volcano / Dinosaur Area, Water Tables, Painting Area, Chalkboards, Basketball Hoop, Chicken Coop, Huge Beach Sand Box, and a gigantic concrete area for ride on toys as well as games.

We are also a "Certified Wildlife Habitat", and see lots of different birds, deer, quale, turkeys, and wild rabbits almost daily.

Sunscreen

We ask that parents apply a first application of sunscreen before arriving in the morning. With your signed consent, we will apply sunscreen before outdoor play (normally once in mid-morning on spring and summer days, and again after nap). We supply *Blue Lizard Australian Baby SPF 30* sunscreen, a product carefully selected for the rating it received from the Environmental Working Group (EWG), a non-profit working to educate consumers on safe cosmetics and skin products.

Medical Emergencies Information / Disaster Information

Injury Prevention

I will check indoor and outdoor areas, all equipment and supplies for safety hazards daily. When a child has an injury that requires only first aid, I will give written or verbal notice to the child's parent or guardian and keep a record in the child's file.

Treatment of Minor Illness

- I will care for ill children waiting to be picked up on the couch in my living room.
- I will notify you to pick up your child if he/she is running a fever or vomiting.

- I will record the child's illness on the family child care home record of injury-illness-medication-accidents form.
- I will do the following in case of a minor medical emergency: I will call the parents and go by the information in the child's records

Injuries Requiring Medical Treatment

I will do the following in case of a major medical emergency:

- Call 911
- Treat the child to the best of my abilities that I am trained for,
- Call the parents,
- Try to go with the child to the hospital if possible
- Call DCYF
- Within 24 hrs., submit a completed injury/incident report form to DCYF.

Medication Management

I will store medications of my families in my bathroom which is in unlicensed space, locked during daycare hours and is not accessible.

Just Like Home has chosen not to give medications to daycare children. If your child is ill and requires medication; they need to be at home. In very rare circumstances that we do give medication, the following will be followed:

Any rescue medications (epi-pen, inhaler, bee sting kit, seizure medication, etc.) will be stored inaccessible but not locked.

No medications may be administered without written permission from the child's parent or guardian. I will record all medications on the DCYF form.

Parents and guardians may give me a 30- day permission slip for any of the following:

- (a) Sun screen
- (b) Hand sanitizers
- (c) Hand wipes with alcohol
- (d) Diaper ointments and talc free powders for the diaper area

Blood Borne Pathogens Plan

What is a BLOODBORNE PATHOGEN?

A BLOODBORNE PATHOGEN is an organism that is present in the human blood

that can cause disease to humans, such as:

- HUMAN IMMUNODEFICIENCY (HIV)
- HEPATITIS B VIRUS (HBV)
- HEPATITIS C VIRUS (HCV)

Any employee that comes in contact with ANY type of bodily fluid, including blood, feces nasal discharge, saliva, urine or vomit MUST do the following to disinfect the area:

- Put on latex gloves
- Clean up the area or spill with disposable towels
- Apply bleach water solution of 1T bleach per 1 qt. of water-made daily
- Dispose of used latex gloves and disposable towels into a double bag tied tightly and put into outside covered garbage.
- Contaminated clothing must be either double bagged in a plastic bag and tied tightly and sent home with the child, or washed separately from other items.

Any employee must wash their hands after each of the following:

- Diapering or going to the bathroom
- Handling bodily fluids of any kind
- Before and after giving First Aid(bloody nose, cuts/scratches)
- Cleaning up spills or objects contaminated with bodily fluids
- Touching animals
- Blowing their nose
- After coming in from outside

Any employee must wear latex gloves during any of the following:

- During any contact with blood or bodily fluids(such as vomit or feces which contain blood that you can see)
- When any individual has a cut, scratch or rash that causes a break in the skin of their hands.

Disinfecting should be done regularly and as needed:

- TOYS: bleach solution= 1T bleach to 1 qt H₂O
- Surfaces/diapering area: bleach solution= 1T bleach to 1 qt H₂O

Blood spills or objects with blood on them need to be disinfected with a stronger bleach solution using ¼ C bleach to 2½ C water. Employees MUST always wear gloves when handling blood.

"Standard Precautions" is a term for Infection Control Measures that childcare providers should follow to protect themselves from infectious disease. Standard

precautions involve cleaning and sanitizing contaminated surfaces and use of appropriate barriers. Appropriate barriers include materials such as disposable diaper table paper, disposable towels and surfaces that can be sanitized.

I will document any exposure situation, whether or not I have received a medical exam and follow-up, and also whether or not a Hepatitis B vaccination was necessary.

Cleaning and Disinfecting Procedures

I will clean and disinfect toys and equipment with bleach water at least 1 time weekly. Our bleach solution is $\frac{3}{4}$ tsp to 1 qt water. Other cleaners may be used so long as they are labeled approved for food contact surfaces and used according to the manufacturer's instructions.

Toys being mouthing by toddlers will be cleaned and sanitized before another child begins to play with it. Toys will be cleaned and sanitized if they become contaminated with bodily fluids or are visibly soiled.

I will clean and disinfect the bathroom daily with bleach water. I will generally clean child care areas daily with bleach water. Any laundry done during childcare hours will be done using warm or hot water, laundry soap and bleach.

Communicable Disease Prevention, Management and Reporting

I will report any communicable disease to the Health Department in Klickitat County at 509-493-1558.

I will not accept children with any of the following:

- **Fever of or over 101 F.**
- **Vomiting on two or more occasions in the past 24 hours.**
- **Diarrhea, three or more watery bowel movements in the past 24 hours.**
- **Draining rash.**
- **Eye discharge or pink eye.**
- **Head Lice or Nits...NO EXCEPTIONS!!!**
- **Fatigue that prevents regular participation in activities.**

Runny noses, colds are to be expected with little ones. But please, if your child is not feeling well...keep them home. That's where they want to be anyway when they are not feeling well.

If the school calls you to pick up your child because they are running a fever or not feeling well...please don't ask me if they can come to daycare. If they are

too sick for school, they are too sick for daycare too.

Coughs: A lot of children have some type of allergy which can cause coughing, if your child is coughing to the point of gagging, or spitting up mucus...you will be called to pick them up. The only way to stop spreading germs and stay healthy is to keep sick kids home until they are over whatever ails them.

I cannot afford to get sick, and I do not want numerous childcare parents angry at me because sick kids come to day care...if they are sick, keep them home, if you bring them sick, you will be called to pick them up!

I will not provide childcare if I have a communicable disease.

Hand Washing

We practice regular hand washing. Much research has shown that regular hand washing is one of the most effective ways to lower the incidence of colds, flus, and other illnesses in child care. We have the expectation that myself and the children wash hands (at bare minimum!)

- upon arrival in childcare
- after bathroom use
- before, after eating and cooking activities
- after playing outside
- after any contact with pets
- before they go home
- after wiping faces, blowing noses, etc.
- after coming into contact with any bodily fluids (stool, urine, blood, drool, vomit, mucus)

I will help younger children wash their hands by wetting hands with warm water, applying soap, washing, rinsing, drying with paper towels, and turning off water with paper towel.

Food Information / Mealtimes

Our goal is to serve a variety of healthy child-friendly foods. We serve many fresh and seasonal organic fruits and vegetables, whole grains, 1% organic milk, and filtered water. I am by Law required to feed each child two meals and one snack during the day if your child is in our home over 7 hours. I do participate in the USDA Food Program. Parents may bring snacks (store bought) if they wish, please just let me know so I can tell you how many children will be present.

Typical Meal:

Spaghetti, corn, peaches, milk

Typical Snack:

Apple slices, cheese & crackers, juice or milk

I will label, date and store foods brought from home in the refrigerator or cupboards. I will keep hot foods hot and cold foods cold.

Food Allergies & Sensitivities / Substitutions

If your child has a food allergy or sensitivity, please note this on the enrollment forms, and notify me so that we can arrange to work around it. If a special food or substitution is required, you will need to supply your child's own lunch / snack. We will need a doctor's note describing allergy, symptoms, treatment plan, and any needed food substitutions. If you are choosing to bring your child's own meals for religious, cultural preference's, or family preference that's fine too, I will just need a written note from you.

Home canned foods are not allowed in childcare due to the risk of botulism poisoning.

Drinking water is available at all times throughout the day. Each child has their own water bottle that is washed daily. We are on city water.

We serve most foods to children individually; however some foods may be served family style which allows each child the opportunity to serve themselves.

I will:

- (a) Stir and test for safe temperature any heated food before serving;
- (b) Closely supervise all children when eating;
- (c) Not force or shame a child to eat or try any food;
- (d) Not punish a child for refusing to try or eat foods;
- (e) Serve meals in a safe and sanitary manner;
- (f) Be respectful of each child's cultural food practices; and
- (g) Sit with children during meals when possible.

All staff and myself have Washington State Food Handler Cards. All cards will be in staff employee files.

Fire Information

Fire drills are done monthly. Earthquake drills, Disaster and Intruder drills are practiced quarterly. Smoke detectors are checked monthly. Fire extinguishers

are serviced annually in October. We have a fire and safety record hanging on the playroom wall. Our evacuation plan is next to it as well. We always do a fire drill when a new child is enrolled to get them acquainted to our drills and explain to them why they are done. Records of disaster drills are on the form hanging near the fire extinguisher in the playroom.

Emergency / Disaster Plan

In the event of a disaster that could pose a health hazard:

1. If it is determined it is safer to evacuate, children will be taken to a place of safety OR a note will be placed on the front door to advise parents where the children have been taken. We will take along our emergency bag (includes first aid supplies, water, snacks, contact numbers, etc.) Our planned evacuation site is The Grace Baptist Church, 1280 West Jewett Blvd in White Salmon (.4 miles south of Just Like Home).
2. Parents will be contacted by cell once children are safe.
3. We will remain with the children until it is either safe to return, or the child's guardian has picked him / her up. If we return to the home, parents will be contacted.

I am also prepared to keep your children (if necessary) for several days. I have enough of the following on hand:

- Several bottled water for each child.
- Enough food for 15 people for at least three days
- Extra pillows, blankets, quilts
- Flashlights, radio, batteries
- First Aid Kit full of supplies
- Extra clothes for several children
- Ready to eat canned fruits, vegetables, soups, crackers, grains, peanut butter, tuna.
- Comfort / Stress Foods, cookies, cereals, crackers, granola bars

In the event of a disaster, if you were unable to contact us by land line telephone, my cell phone number is 541-806-0940.

If we needed to evacuate, I will ensure that all children exit the building first, I will do a headcount and I will be the last person to exit the building. Any child who cannot walk will be carried. Upon evacuation, we would take first aid kits with us, child records, child medication records, child's medications.

Earthquake Information

In the event of ground movement the following procedures will be carried out:

We will “drop, cover and hold” and remain that way until the earth stops moving, – we will stay away from windows, bookcases, and filing cabinets. I will keep talking to children until it is safe to move. If no items are available for cover, we will crouch by a load-bearing wall and cover your head with our arms.

If we are outside, we will still “drop, cover and hold,” keeping away from glass, bricks, and powerlines. If we are outside near a building and there is no safer location, we will take cover in a doorway to protect the children.

When the earthquake stops the following procedures will be carried out:

- Licensee and staff check themselves and children for any injuries.
- Check evacuation routes for damage
- Evacuate children and staff, do a headcount and close doors behind you; take the following items with you:
 - Disaster supplies which are stored in the storage shed outside the back door
 - Children / staff attendance sheets
 - Children's emergency and medical information/supplies
 - Cell phone, if available
 - Staff will render first aid to those who need it.
 - Licensee will take attendance outside to account for all children and adults.
 - Check utilities for disruption/damage (electricity, water,).
 - Have a team of two individuals inspect the exterior of the building following the post
 - Earthquake damage.
 - Determine if it is safe for a rescue team to go into building to locate anyone missing or injured.
 - Listen to KIHR AM for information on the surrounding area.
 - Determine status of emergency supplies and equipment.
 - Call child's out-of-area contact with information on the daycare's status (injuries, evacuation, children remaining in care, children who need to be picked up).
 - Have the same team of two individuals (one person trained in building assessment) assess the interior of the building and determine if it is safe to move children back into the building or whether it is best to evacuate; follow the post-earthquake damage assessment and report findings to the Licensee.
 - If it is decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left.

- Call parents with daycare status information; if not possible, report daycare status information to KIHR radio station for announcement over the air for parent to hear. Call Sheriff's Office at 509-773-4545. If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called if possible. Licensee will report incident to licensor. Licensee will complete a written incident report at the earliest opportunity; and submit to DCYF.

Potty Training and Diapers

Although you may be anxious to be rid of diapers and ready for your child to be potty trained, there are definite signs that will show you when your child is both physically and emotionally ready to start this process. Attempting to potty train before your child is ready will only cause frustration for everyone concerned and may actually delay the process. Look for these signs and when your child is exhibiting most or all of these signs, he or she is ready to start toilet training.

- Staying dry for a 2 hour period while awake.
- Waking up dry after naps.
- Able to pull down pants and underwear and pull them up again when done.
- Telling you just before going to the bathroom in his/her diaper.
- Is comfortable sitting on the toilet and willingly does so for 1-2 minutes.
- Has regular/ comfortable bowel movements.
- Is cooperative when asked to do tasks
- Follows directions willingly.

When your child is ready, I will assist you in helping your child become toilet trained. Children who need this assistance will need extra clothing that can be kept here. I'm not a fan of pull-ups for potty training but, prefer underwear. Potty training will require your help at home as well. It's confusing to the child if they are using the toilet at daycare and wearing diapers at home, it sends a mixed message to them.

Diapers and wipes are your responsibility to bring and I must have a supply on hand at all times. I will change diapers on a vinyl mat on top of my dryer. It will be disinfected with a bleach water solution after each use. There is a hand washing sink right next to the diapering area that is used only for washing hands and never food preparation. Diapers are disposed of in the Diaper Genie located right next to the diaper changing area. Gloves are worn during diaper changes and proper hand washing techniques are followed before and after diaper changes.

Diapers are changed at the first sign of being wet and at least every two hours, needed or not. More often if needed, we have NEVER had a child with diaper rash in my daycare!

Infant Care

I prefer not to take children until they are one year old although I am licensed for infants.

To help prevent the chance of Sudden Infant Death Syndrome all babies in my care and put to sleep on their backs on regular pack and play mattresses. I do not have any cribs or crib bumper pads. I do not put stuffed animals in with them, or tight fitting blankets. All babies are checked on continuously while sleeping. We never prop bottles, we hold babies and cuddle them while feeding.

Babies in my care are also required to be use a pacifier. As recent research has shown, pacifier use **may** reduce the risk of Sudden Infant Death Syndrome.

Babies in my care are encouraged to crawl and explore. That's how they learn! They are not just put into an exersaucer and left alone! Walkers with wheels on them are against the law and are not used, ever, no exceptions!

All babies get regular tummy time as part of their daily routine. When babies are awake, we supervise tummy time at least three times per day. While babies are on the play mat on the floor, they are supervised at all times.

Transportation

No transportation or field trips is provided at this time.

We do go for walks in the neighborhood, we ensure a staff / child ratio that will ensure supervision at all times.

Copies of children's files are also taken on field trips and include:

- (a) Emergency contact information
- (b) Medical records
- (c) Immunization records

Staff

I will provide qualified staff to fulfill the staffing requirements and ratios at all times during operating hours.

In the event of my absence of more than seven days, parents will be notified in writing or verbally prior. In the event of my absence of more than four hours per

day and reoccurring, I will also notify parents verbally or in writing. The majority of the time I am at work.

My staff and I maintain current Adult/Infant/Child CPR, First Aid, Food Worker card, Safe Sleep training and HIV / Blood Borne Pathogen Certification.

All staff must follow the written policies in the staff handbook that they are trained on in the beginning of their employment. Parents are welcome to review our staff handbook if they so choose.

We have been tested for TB. We must according to State Law receive 20 hours of Early Childhood Education training, as well as an additional 10 hours of Early Childhood Education training each year.

Parents may have access to my training records, as well as staff training development records if they would like.

I have obtained my Associates Degree in Early Childhood Education as well as my Child Development Associate Preparation Certificate.

In the event that I have an appointment, a qualified assistant (s) will be present at all times to ensure the safety and quality care for your child.

Liability Insurance

I do not carry other Insurance other than my Homeowners Policy.

No Smoking Policy / Drug & Alcohol Information

Per Washington State Law RCW 70.160 Clean Air Act. No smoking is allowed inside the home, in any outdoor or indoor licensed space, in motor vehicles while transporting children, or within 25 feet from any entrance, exit, and window or ventilation intake of the home during operating hours.

We will not allow anyone on the premises to have any illegal drugs, consume alcohol during operating hours, and be under the influence of alcohol or illegal drugs, misused prescription drugs at any time when working or in the presence of children in care. All alcohol, in either open or closed containers shall be inaccessible to children.

Guns / Weapons

We have no guns or ammunition on our property.

Pets

We have a fish tank in the playroom. The children don't hold them ☺.

In the play yard, we've got Chickens that are in a fenced in area that the children can see and hear, but they're not able to touch them. In March of 2015 we hatched our own chicks which will move into our outdoor coop when they are old enough!

We also have an adorable little Holland Lop Bunny we got in March of 2015. The kids do have access to him through his cage, and when I take him out of his cage, they are allowed to pet him with direct supervision when we are outside, the kids named him Bun-Bun. He is handled daily so he's very child friendly. After contact with any animal, we make sure to wash our hands. His cage has a pull out potty tray that's emptied as needed.

Pesticides

We do not use any pesticides. In the event, we were to use an outdoor bug spray for example; it would be after childcare hours and parents will receive a 48 hour notice prior. We use no lead based paint.

Confidentiality

We respect your right to privacy. We will not share any confidential information among other families without your permission or consent unless mandated by child care licensing regulations, other statutes, or by a court of law (see Mandatory Reporting). We are obligated to protect children's privacy, which includes withholding the names of children who may have been involved in incidents which occur in the program.

Right to Change Policies

We reserve the right to add, delete, modify, or amend the policies set forth in the handbook at anytime and will provide parents a new copy as changes are made. A copy of this handbook is always available on my website, www.justlikehomeinc.com as well as in our Parent & Program Handbook located at the sign in counter in the playroom.

Time Slots / Schedule Needed for Childcare

These are the days and times my child will need childcare, I understand I am paying for a full time slot of Monday-Friday, regardless of my schedule needs:

Monday from _____ to _____

Tuesday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

Total flat rate is \$ _____ per day.

I understand I will be charged this daily rate regardless if my child was in attendance or not.

I have read all of the Policies and Procedures listed in this contract. By signing this agreement, I agree to all that is listed here. Please initial each page of my Policies and Procedures and return to me. I'm happy to provide you with a copy as well.

The days we have discussed for payment are the 15th and the last working day of the month.

I understand that a late fee may apply if I am late with payment and that fee is \$10.00 per day until my account is paid in full.

Kathy Milller, Signature _____ Date _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Thank-you for choosing Just Like Home for your childcare needs.

