



# **LOVING HEARTS**

# **FAMILY CHILDCARE**

Parent/Provider Policies

Provider: Jill Thompson

## **PURPOSE**

**Loving Hearts is dedicated to providing quality care in a safe, loving and learning environment where children will be happy and parents feel confident leaving them. I am a State Licensed Childcare Provider licensed by the State of WI, Dept. of Health & Family Services. *I am not a babysitter.* I am licensed to care for no more than 8 children at any one time. I am inspected regularly to ensure that I meet licensing standards. My state license will be posted above the sign in/out sheet for your review. I will accept children without discrimination on the basis of race, religion, or handicap. My goal is to help each child discover his/her emotional, social, and physical growth and development.**

## **DAYS OF OPERATION**

Monday through Friday 50 weeks per year: The childcare will be closed holidays, (\*charges still apply)

\*New Year's Day

Day after New Years – not charged

MLK Day – not charged

Good Friday - Fri. before Easter

\*Day after Easter

\*Memorial Day

\*4th of July

\*Labor Day

\*Thanksgiving

\*Black Friday – the day after Thanksgiving

\*Christmas Eve

\*Christmas Day

Day after Christmas – not charged

\*New Year's Eve

\*\*\*If a holiday falls on a Saturday, I will be closed the previous Friday. If a holiday falls on a Sunday, I will be closed the Monday following.

All regular fees will be charged for these holidays when they fall during a regularly scheduled day of care. I will be closed when KUSD#1 and/or Kenosha Private schools are closed due to inclement weather conditions or when Virtual days are used by the schools (abundant snowfall/freezing temps, ect) I will also be closed the day Katie is scheduled for surgery.

(In Feb. of 2011, my daughter Katie was diagnosed with a very rare disease - RRP which is the growth of tumors on her vocal cords and in her respiratory tract, which require frequent surgeries to keep her airway open. As of 4 -2015 Katie has begun remission and is seen yearly for in office scopes!!)

I am also entitled to three personal/sick paid days per year.

\*\*I will be closed one week in the summer and one week in the winter that you will be given plenty of time to find alternate care.

The week in the Summer that I am closed is: No Charge to you.

The week in the Winter that I am closed: Charges Still Apply.

\*\*Your Vacation/Sick days may NOT be used during my Paid Vacation week\*\*

With the majority of my families being teachers during the summer I will be open for care three days per week (Tues/Wed/Thurs). This will keep communication open and a continuous bond with the children in care. It also makes the transition much easier when the child returns full time during the school year. You will be required to keep your child enrolled at least two days per week. Days closed are Mon. & Fri.

## HOURS

7:00 A.M. – 4:30 P.M. \*\* School Year Hours

7:30 AM – 3:30 PM Summer Hours (Tuesdays/Wednesdays/Thursdays)

## AGES

6 weeks through 5 years (before kindergarten)

## RATES

AGE	Full time 26 to 45 hours	Part time Up to 25 hours
Little Hearts (6 wks – 12 months)	N/A	\$175. per week
(1 yr. - 3 yrs.)	\$195. per week	\$165. per week
Big Hearts (3 – 5yrs)	\$185. per week	\$155. per week

\*\* As of January 1, 2021 I will no longer be taking infants (6 weeks – 12 months) Full time

\*\*Parents will pay an additional fee of \$10.00 if the child(ren) are dropped off earlier or picked up later than the time stipulated in your contract. This will be strictly enforced for all parents\*\* Provider will use the clock on her iPhone or the TV to determine if any early drop off/late pick up fees apply.

\*\*With my approval, if your child needs to come early/stay later than your contracted time a charge of \$ 7.00 per hour will occur.

I understand that from time to time situations arise. I ask that if you are running late please inform me asap. I have things to do and places to be after childcare hours.

## **PAYMENT PROCEDURES**

**\*Payments will be due 1 week in advance. All payments are Due on Friday each week for the following week of care, or on the child's last scheduled day of care.**

If payment is not made at this time a charge of \$10.00 per day up to 2 days will be charged. If payment is not made at one of these times, your child will not be accepted to the childcare and termination with no notice will occur. Collection with the court system will be filed. You are paying for a specific slot, not per hour or per day, so no discounts are given if your child does not come to care.

\*Full payment will be charged for weeks that contain a \*holiday as noted in this policy along with my \*paid personal/sick days and my \*paid week of vacation in the winter.

In the event of a nationwide pandemic/emergency (ex:coronavirus) that childcare providers/centers are requested to stay open I will make a decision if I will continue operating with fulltime or parttime care. Payments will still be due each week no later than Friday.

In the case that I am open, and you decide to keep your child away during the national emergency payment will still be required in order to hold your child/rens spot. Should I be forced to close temporarily because of the national emergency payment will cease until operations resume.

\*If paying by check, in case a check comes back for insufficient funds there will be a \$35 charge for the returned check plus any additional fees that I am charged by my bank. There will be a cash policy after the first time.\*Please make checks payable to: Jill Thompson. I also accept Zelle payments if you use that mobile banking app. I will give out my Tax Id # and amount paid over \$600 annually for tax purposes.

## **GOVERNMENT SUBSIDIZED CARE/W-2**

If you receive subsidized payments with the WI Shares child care program, I must receive authorization prior to enrollment. You will be required to pay any copays and fees not covered by the program. These payments will be due each Fri. one week prior to care, just as payments are due. If payment is not made you be charged a late

fee and your child/ren will not be allowed to attend until payment is made in full or termination will occur.

## **ENROLLMENT FEES**

There is a one time, non-refundable \$30 enrollment fee per child at the time of your enrollment. Forms required before child care begins are:

1. Parent/Provider Agreement
2. Child Care Enrollment Form
3. Health history & Emergency Care Plan
4. Child Intake and Information Form (2 yr & under)
5. Medication Permission
6. Immunization Record (has to be completed with one month of enrollment and updated as required.)
7. Health Report (has to be completed within three months of enrollment and updated as required.)
8. Food program Enrollment Form(s) – Complete Online
9. Photo Release Form

[All information is kept confidential.](#)

## **IT IS THE PARENTS RESPONSIBILITY TO KEEP THESE FORMS**

**CURRENT AT ALL TIMES.** Please inform me of doctor checkups, so I can give you the forms needed. Parents will also receive a pamphlet, which is a summary of family childcare licensing regulations, Your Guide to Licensed Child Care, as part of the enrollment packet.

## **TERMINATION OR ENROLLMENT**

Before a child is enrolled in my childcare, I will meet with the parents and discuss my policies and program. There will be a 14 day trial period which either the parent or I may discontinue the arrangement. After the trial period, a 2 full weeks written or verbal & paid notice is required from the parents before withdrawing a child from the center. In the case where families of 2 or more children are in care it is required to give a minimum of 4 full weeks of written or verbal & paid notice.\*\* As noted vacation/sick days are NOT allowed to be used during your termination notice.

The first weeks tuition & enrollment fee must be paid in order for your child to be considered enrolled & their child care slot reserved, along with all the completed forms required by the state.

A child may be discharged from my childcare for the following:

- \*Failure to pay fees in a timely manner - immediate termination
- \*Failure to complete and return required forms
- \*Lack of cooperation on the part of the parents
- \*Repeated failure to pick up the child in a timely manner
- \*Extent of problematic behavior or endangerment to other children
- \*Parents knowingly bring their ill child to care
- \*The child is unable to adjust to child care after reasonable attempts between provider & parents have been made to problem solve and access support.
- \*Provider is placed in the middle of separated or divorced parent disputes

I will also give a 2 week notice if I am no longer able to provide care.

**\*\*Please Note:** You will also be given a yearly contract with your hours, rates, etc. by signing you abide by all policies, failure to comply will also result in termination.

**\*\*** Any fees not paid will result in small claims court.

## **VACATION/SICK DAYS/ABSENCES**

You will be given 6 "No Charge" days that can be used for vacation/sick/personal per calendar year for full time & 3 "No Charge" days for part time - per child. After you have used all of your no charge days you will be charged the regular rate. These days cannot accumulate from year to year and must be used January to December, any unused days will be voided.

No charge days are per child, If you have multiple children in care they can not roll over to another child if they have not used theirs within the year.

**Please notify Ms. Jill if using your days for vacation no less than 2 weeks in advanced and sick day/personal no later than 6:30 a.m.** I will NOT accept notification of your "No Charge" day at the last minute, you will still be obligated to pay the full amount if this occurs. *It is the parents responsibility to inform the provider when using these days.*

**\*\*No Charge" days may NOT be used as your 2 week's notice.**

If I am not notified of your child's absence after 20 minutes of your scheduled start time, I will call/text the parent/guardian on your whereabouts.

## **Summer leaves will be handled as follows:**

If you plan on taking the child out of care in the summer more than two weeks you will be required to pay a 2 week deposit in order to hold your slot. For parents that

work in education/school and have the summer off, your child must remain in care a minimum of two days per week. I will be open Tuesdays, Wednesdays & Thursdays. This is to make the transition easier for the child and provider upon returning back to care in the fall. You will be charged a daily rate during the summer.

## **Maternity leaves will be handled as follows:**

\*As of 1/01/21 I will no longer take infants (6 weeks -12 months) Full time.

In order to hold your child's spot, you have the following options: the current child continues care on a full time basis. Or the child continues care on a part time basis (1 – 3 day/s per week) up to 4 weeks, at your daily rate. At 4 weeks you will be charged for 3 days of care regardless if your child attends all three days. At 8 weeks you will be charged your full time rate regardless if your child attends care.

If your child is in care part time, you have the option of continuing care for 1 – 2 days a week. You will be charged for 2 days regardless if you only choose 1 day a week. This is valid for up to 4 weeks. After 4 weeks you will be charged your part time rate.

A one week deposit will be required in order to hold a spot for the new baby. The deposit will be applied to the first week of care or forfeited should you not come as agreed upon. This deposit must be paid 2 weeks prior to your due date.

Once both children are in care, you will receive \$10.00 off the older child's rate.

## **MEALS**

Loving Hearts participates in the childcare food program that is part of the USDA program. I serve nutritionally balanced, attractive, high quality food at no additional cost. If you choose to bring your child's own meals/snacks you must follow the USDA guidelines as well. Children are not forced to eat, but only offered food. Meals will be served at:

Breakfast 7:15a.m.

Snack 9:30a.m.

Lunch: 11:30a.m.

Snack 2:15 p.m.

Children under 2 yrs will be fed on their own feeding schedule. Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I supply Wal-Mart or Targets Brand of Iron Fortified Milk or Soy formula. If you choose any other brand you are responsible for supplying it. All bottles must be labeled with your child's name.

\*\*If your child is not here when a meal is served I do not re-serve that meal, you must feed them at home if you plan to be late. Monthly menus are posted each month of what is being served. If your child has food allergies or any intolerance to any foods that requires a special

diet please let me know in writing. I am a mother of a child with severe food allergies so I know how important this issue is.

## HEALTH POLICY



As required by Family Day Care Licensing Rules, the parents must furnish a physical examination report and immunization history. Forms that need to be completed will be furnished by the center.

State regulation also states that child care can NOT be provided for a child who has had:

- \*A Temperature of at least 100\* Degrees during the past 24 HRS
- \*Diarrhea during the past 24 HRS
- \*Vomiting during the past 24 HR
- \*Has a constant, thick, colored nasal discharge
- \*A contagious disease that is still contagious /undiagnosed skin rash/head lice/Covid
- \*A suspect strep throat until diagnosed
- \*\*For all contagious diseases the health department will be notified if the child has been exposed.

**Children may return to childcare when they are SYMPTOM FREE for a FULL 24 HOURS sometimes longer from last episode (vomit/diaherrea/fever) ect. and Without Medication/have been appropriately treated, or have been given medical approval to return to child care.** I follow procedures on personal cleanliness and communicable diseases with licensing rules and the exclusion of children from child care as adapted from the division of Health. **Please DO NOT Bring your child back to care if still ill, I will have you pick your child back up if still showing any symptoms!**

### I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 degrees F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

### I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

\*\*Colds and runny noses are common and unavoidable. However a runny nose accompanied by cough or fever is an indication your child should stay home.



Please consider the other children, my family, and myself when your child is ill. An ill child needs the comforting and love of his/her parents. I ask you to use your best judgement in deciding to bring a child who may be ill. If you repeatedly try to bring an obviously ill child to care, it will be grounds for ending our contract.

*In the event that I or one of my children become ill, I will notify the parents no later than 6:30 am that the childcare will be closed.*

Parents need to find back-up care in the case of an illness. I am not responsible for finding alternate care for your child. I can refer you to the local childcare resource & referral agency or other providers/centers that may have availability. Although I cannot take responsibility for any problems that arise if you use any of the suggestions I provide. You may choose to make arrangements with other families currently in care. Again this will be at your own discretion, provider will not be held accountable.

If a child becomes ill while in care he/she will be isolated from the other children until the child is picked up. I will call the parents immediately in the event of an illness/injury.

If your child becomes ill you will have 45 minutes to pick up your child after that, there is a \$5 charge per 10 minutes that your child is not picked up.

If parents cannot be reached I will call the emergency contact person listed on the child's enrollment form.

It is impossible to assure that no child will ever be injured in childcare; however, I do attempt to keep the children safe as possible. In the case of a serious injury United Hospital/Kenosha Medical Center is the closest Emergency Room and your child will be brought to this hospital by car or ambulance. Whichever is the safest route. Should an ambulance be needed, parents will be responsible for any costs.

I have received training in 1st Aid. I will follow standard emergency medical procedures for treating injuries. A head injury(any bump, blow or jolt) will be treated as a serious injury, and the parent will be notified immediately. As well as seizures, consumption of food/drinks including breast milk that may contain an allergen, consumption or contact with poisonous materials or administration of incorrect medication. Superficial wounds will be treated with soap & water, and bandage, or with ice. Parents will be told about the minor injury when they pick up their child.

All injuries and the administration of medications will be noted in the medical logbook.

Before Medications are given, parents need to complete the Authorization to Administer Medication form. Prescribed medication must be in the original container and properly labeled with the name, dosage, and time to be given.

Parents will also need to sign a form for all non-prescription medications including: ointments and creams. Parents must also authorize in writing the application of sun screen and insect repellent. This authorization shall include the brand and strength.

## **Emergency Back up Care/Substitute**

In the case of an emergency where I may be absent emergency back-up care will be given. I will call Randi my sister or Brianna my daughter. She will stay with the children during my absence. I will provide my emergency back-up person with a brief orientation that will include the names and ages of the children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children's files including emergency contact info., any special health care needs and the procedures on SIDS. She will also be given the procedures on CCDBG (lock downs/evacuations/allergic reactions, ect.) My emergency backup has also been trained in SBS.

In the event that I am scheduled to be gone and have a replacement, Randi will act as my substitute. Before my sub or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide her with an orientation and document its completion. The orientation will cover all of the items specified in my policy book and the licensing rules for family childcare providers including a complete background check. Randi & Brianna have also been trained in CPR, SBS and SIDS. She will be given names and ages of each child in care and the current arrival and departure times, including authorized adults to pick up the child. An overview of our daily schedule including meals, snacks & nap schedules for all children will be given. We will go over if any child is currently taking medication and how to administer. A review of how to deal with an emergency and the procedures for reporting abuse & neglect if suspected. She will also have knowledge of contacting a parent if the child is absent without prior notification. The procedures of handling & storage of hazardous material and disposal of biocontaminants and the prevention and control of infectious diseases including immunizations will be gone over will be documented.

## **CLEANING:**

Toys are cleaned daily with Clorox wipes and a disinfecting spray daily at nap time and during non-business hours. The children will help clean up toys before meals and at the end of the day. Bedding from naps will be washed weekly. My house is not always going to spotless as my main concern is the care of the children.

## **POTTY TRAINING**

I will assist in potty training with the understanding it will only work if we work together. Clothing should be Easy to manage to encourage self-help skills. Buckles, belts, overalls, and suspenders when potty training are NOT recommended and create more of a problem.

**\*\*SMOKING IS PROHIBITED ON THE PREMISES\*\***

## **CHILD ABUSE & NEGLECT**

Family child care providers are required by law to report if they suspect any child abuse or neglect to the Kenosha County Social Services in compliance with state abuse and neglect reporting laws.

## **DISCIPLINE**

The method of discipline used by in my childcare will be focused on positive guidance, redirection, and setting reasonable limits. Discipline will be age appropriate, confident and suited to each child. A child may be removed from the playgroup for hurting someone, abusing a toy or for inappropriate talk and put in isolation not to exceed a 3 minute period. We will discuss appropriate behavior and the child will return to the group. No child under the age of 3 will be given a time-out. In accordance with state licensing and punishment that is humiliating or frightening to a child such as: hitting, spanking, verbal or sexual abuse, withholding or forcing food or punishment in lapses with toilet training, and other forms of physical punishment are prohibited. These forms will never be used, even at a parent's request.

## **DAMAGES**

It is expected that your child be respectful to my personal property and furnishings. A certain amount of wear & tear is normal, but if your child damages my property through destructive behavior or roughness, you will be liable for 100% of the replacement or repairing costs.

## **REST TIME**

Children under the age of 5 yrs in my care for more than 4 hours shall have a nap/rest time. Each child will have a covered cot or mat with a blanket provided by the center. Children under 2 yrs will sleep in a pack-n-play on their backs on a firm safety-approved mattress. Soft bedding, pillows, stuffed animals, etc. will not be allowed as required by state policy due to SIDS, unless there is a written note from a physician. When a blanket is used, it shall be tucked under the mattress at the bottom of the pack-n-play so the child's mouth and nose is not covered.

## **PROGRAM**

Loving hearts participates in traditional Christen holidays during the year. Activities will be age appropriate for each child. Activities will include skills that encourage and develop language, large and small muscle skills, creativity, cultural awareness and imaginative play and to develop a positive self-image. We will have indoor and outdoor play.

\*\*Weather permitting grounds for indoor play are (heavy rain, temp above 90\*, wind chills 20\* or below)

\*All children are required to have outdoor playtime, even in the winter months required by state law, unless it is not advisable for health reasons.

With active and quiet activities along with group and individual time.

*PLAY is the major component to my program.*

Infants= will be on their own schedule for napping/eating. The needs of the infant are met on the demand of the infant. Infants will be provided with a variety of stimulating toys, talked to, held, cuddled and changed position frequently. When an infant becomes very fussy, I will try to soothe the child by, rocking them, changing their current position, going for a walk, or playing soothing music, etc.

Toddlers= will have activities that include blocks, push/pull toys, puzzles, books, stacking toys, imaginative play as well as simple art projects.

Pre-schoolers= will have activities that include numbers, letters, colors, shapes, cut and paste, painting, play-doh, songs, story time, imaginative play etc

I also incorporate sign language along with verbal words. Non-verbal children will often sign as a means to communicate which reduces tantrums and frustration. And it makes learning words much easier for them.

Many activities we do such as play-doh, building with blocks, water painting on the cement, ect. will not produce papers to take home. You will not always be able to see a tangible object of the child's labor, but the children do acquire new understandings of the world along with new skills. The focus is on the process, not the product of many activities. The tv will be used during arrival, lunch prep, after nap and prior to leaving for the day. We also use it for sign language, music and movie days. Children are never required to sit and watch television.

\*\*Dress your child in play clothes, some activities can be messy!!!

**Please do not bring toys from home; It creates a lot of tension with the other kids in care, and I will not be liable for lost or broken toys brought to care. If toys are brought they will be put away until pick up time.** Security blanket or 1 stuffed animal is allowed for comfort.

## **INSURANCE**

Loving Hearts Family Child Care does have liability insurance for the business & home.

## **PETS**

Due to my daughter's allergies there are no animals with animal dander/fur on the premises. She does have a lizard/ bearded dragon that is kept in his vivarium in her bedroom.

# EVACUATION POLICY

In the case of a fire, or an emergency that requires an evacuation children will be evacuated through the nearest safe exit. The attendance sheet and emergency contact sheet listing all phone numbers of parents and emergency contacts will also be taken with to ensure all children are accounted for. We will meet at the end of the fence and proceed/relocate to the next door neighbor's house to the north/south depending on the situation, 911 will be called and parents will be notified ASAP.

In the event of a tornado/severe weather children will be escorted to my daughter's room in the basement until the all clear sounds. Blankets, a portable radio, flashlight with extra batteries will be kept down there. Snacks and water are also stored in the basement as well. Fire and tornado drills will be practiced monthly in a calm manner, as required by the state licensing rules.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and or/emergency contact and the police will be notified immediately.

For any reason should I lose power, heat, or water before I open, I will notify you ASAP and will be closed for the day. If this shall happen while children are in care parents will be notified and will be informed to pick up their child.

In the event of severe heat warnings or freezing cold conditions I will follow the same procedure as schools and in most cases I will be closed for the day. If I'm open we will stay indoors.

In the event that I receive a threat to my home or occupants (bomb threat, bodily injury threat), law enforcement and parents will be contacted immediately to be aware of the threat. I will have a lock down, all doors will remain locked and we will proceed to the basement like a tornado drill. I will follow procedure that is given by law enforcement and inform DCF as well. Parents/ emergency contacts will be notified and attendance will be brought along.

Children under age 2 or those with disabilities will be brought to the basement in a calm manner and be placed in a bouncer/activity gym/jumper that is kept in the basement as well.

If there is ever an emergency that relocation has to occur and neither neighbor is available, we will proceed to either McKinley Elementary or KTEC school and parents will be notified. Attendance/emergency numbers will be taken along, parents will be notified.

Should any child have an allergic reaction I will contact the parent if it is mild (hives/vomit/stomach cramps,ect) If the reaction is severe (anaphactic reaction) 911 will be called and parents will be notified.

Should there be some kind of food emergency, non-perishable food is kept on hand to ensure everyone is fed.

My procedure in ensuring that the number, names, and whereabouts of children in care are known at all times include close supervision of each child and bringing the attendance sheet along on walks we may take.

Parents will always be notified via phone call or text in any emergency type situation.

## CONSIDERATION

\*The house is our home first and a childcare second, Please have respect\*

Please be considerate of my family and our home. In my home Please remember:

\*I ask that you remove your shoes upon entering. ***No shoes on the area rug.***

\*Show respect for my property, others, and yourself.

\*There will be NO throwing, jumping on furniture or running in the house.

\*There will be no name calling or teasing.

\*Have good manners.

\*Older children will be refrained from picking up babies & toddlers.

Your child is expected to follow the same rules in my house, regardless of whether or not your here. If your child is doing something wrong, please correct him/her. If you don't, I will. Many times children will test their limits during transition times. Like drop-off and pick-up. This is normal, but they do need to learn that the same rules apply regardless who is here.

Many children adjust from one activity to another differently. But most do not like to be too rushed and most do not like to wait too long once they are ready to depart.

As with most aspects of raising a child, consistency is very important. It's also normal for your child to cry upon arrival, especially for the first few weeks. Please make your goodbye brief and ensure your child that you will be returning. The crying usually stops within seconds of your departure.

## TRAINING/EXPERIENCE

I have chosen to change my career from working as a dental assistant for 5 years to a family childcare provider because I enjoy caring for children. I love my own and feel what a better way to be at home with them and care for others, to teach, guide and help them use their own creativity and imaginations. I also changed careers because of my older daughter's health; she has many allergies - including life threatening food allergies along with being diagnosed with severe asthma and eczema. With this I have additional experience in asthma, allergies/ food allergies, and eczema. And most recently RRP - Recurrent Respiratory Papillomasis with my youngest daughter.

My family childcare training included 40hrs of Fundamentals of Childcare, 15 hrs of Infant & Toddler Care, SIDS training, SBS (shaken baby syndrome) training and Family Childcare Licensing Rules. I am CPR & 1st Aid certified. I also attend many hours of continuing

education classes each year to be in compliance with the state and also to give me new ideas.

I take the role of being a child care provider very seriously, realizing that I am involved in shaping the early years of the child and their development.

## DEPENDABILITY

I am in good health and very dependable. If I should ever become ill and cannot care for your child I will notify you ASAP. In this case you will need to find back up care. *\*As noted in this policy I am entitled to 3 paid personal/sick days per year\**

(Again, it is not my responsibility to find alternate care for your child) If my daughter has an asthma attack or severe allergy during childcare hours I will have my emergency backup replace me in this type of event. I take her asthma/allergies very seriously as it could be a life threatening issue in her case.

## PARENT/PROVIDER COMMUNICATION

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone either at nap time or in the evening so we can give the issue the attention it deserves. To foster communication on a regular basis, Loving Hearts provides occasional newsletters, photo slide shows and daily sheets - (up to 2 years old).

I love taking pictures of the kids to share with parents of our daily activities, and to display in the playroom/photo albums. **IF you do not want your child's picture taken and included in the slide shows that are addressed only to families currently enrolled in my childcare or displayed in the playroom/photo albums, please let me know.**

\*All Parents are welcome to visit their child during hours of operation and have equal rights to the child unless prohibited by a court order. If so, I will need a copy of the order.

Parents that are separated or divorced I will not be placed in the middle of any disagreements. Care will be terminated should this occur. My job is to provide childcare for your child(ren). I am not a mediator.



Children will be released to persons listed on the enrollment form. If anyone other than the child's parent or person listed on the enrollment form is to pick up a child(ren), I need to be notified in writing/text or by telephone call in advance. The person picking the child(ren) up may need to show a picture ID or driver's license.

If the parent or authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person.

While I cannot legally withhold a child from the legal guardian I will not hesitate to call the local authorities if I feel the child is in danger.

If you happen to call during the day and we are in the middle of an activity please leave a message and your call will be returned soon as possible.

I also ask that you avoid visiting during nap time (12 - 2pm) as much as possible. I keep the door locked most of the time for safety reasons, but will have it unlocked when it is near drop off/pick up times.

\*Talk to your child about what they did during the day and notify me of any problems or concerns

\*Please sign in and out on the time sheet (required by the state)

\*Please dress your child appropriately for the weather

\*Please be prompt in your payment

\*Please notify me if you will be late for pickup/drop off

\*Please be aware that I do not transport children

\*Please be aware of a yearly fee increase with consideration given to the cost of living increase.

\*Please be responsible for finding alternate care in the event of my absence

\*please note Ms. Jill is not responsible for any damages to clothes, toys, or any other item brought to daycare\*\* Please don't bring toys to care

\*Please remember your child is to exit my house with you

\*Please be in control of your child during drop off and pick up times. AGAIN, This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. I will have the children ready for you at the end of the day, if you will be coming sooner than expected please call/text me and we will clean up in advance of you coming.

## **SUPPLIES NEEDED**

\*Change of clothing (2) Outfits including socks and underwear - required by the state

### INFANTS/TODDLERS =

\*Change of clothing (2) outfits

\*Diaper supply

\*Wipes (due 1st of each month ~ until fully potty trained)

\*Pacifier if used

*I look forward to a good working relationship with all my children and their parents. As a parent myself it is important to treat your child with love, respect, and take interest in their new skills, interests, fears, and joys!!! Please feel free to ask and I will do my best to work with you and make your child's experience in my childcare a happy one.*

For any questions or concerns feel free to contact me.

Jill Thompson = 262-652-5817

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Website: [www.lovingheartsfamilychildcare.com](http://www.lovingheartsfamilychildcare.com)

References available upon request

# LOVING HEARTS

# FAMILY CHILDCARE



***“Where Love & Quality Care Come Together”***

