



Little VIP
Daycare & Private School, LLC

PARENT HANDBOOK & SCHOOL POLICIES

As a professional childcare provider, my goal is to provide your child with a safe, happy "home-away-from-home", and to provide you with peace-of-mind. To meet this goal, and at the same time run my business efficiently, I have set up the following policies.

Please read them carefully. Everyone with a child in our care is expected to abide by them.

For all parents peace of mind, we are a licensed, operating childcare and preschool, therefore all of our staff at Little VIP must pass FBI fingerprint and all criminal background check, Child Abuse and Neglect Training, Child Health and Safety Training, have a food handler's card, Infant and Child First Aid and CPR certification, as well as a minimum requirement of 15 or more hours of continued education each year.(even if you walk in with an early childhood degree)

If you have any concerns or suggestions, please talk with me(Lai) as soon as possible so we can maintain a comfortable working relationship and best meet the needs of your child.

Admission- All forms must be completely filled out before a child enters care. All forms are subject to yearly renewal and must keep up-to-date if changes occur during the year (such as a change in address, doctor or parental employment etc..)

Authorized Pick-ups- Only persons who have been authorized by the primary parent will be allowed to remove child from care.

If the parent has not notified us that he/she will be late, and we are unable to continue care, we will call one of the authorized people to come for your child.

Clothing and Supplies - Children are to be neatly groomed and dressed in fresh clean (diaper), and comfortable clothes upon arrival.

Parents are requested to label and supply items necessary for the proper care of your child:

1. One or two sets of clothing to be kept in child's cubby.
2. Small blanket
3. Diapers & Wipes
5. Substitute food (for children with food allergies), example milk.
6. Sunscreen

All of your child's personal items should be labeled with a permanent marker.

Visitations- We have an "open door" policy. Parents have free access at all times to all areas used by children. The only limitations to this policy are contained in Oregon State Law, which states:

1. During facility operating hours or while the child is in care, all the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care.

2. We will only allow the parent/guardian of the child in care unsupervised access to their child.

Emergencies- Please update immediately upon change of your contact information so that in the event of an emergency, we can contact you as quickly as possible. We will take immediate steps to ensure your child's safety. For fire, we exit the building, meet in the parking lot area and call 911. In the event of an unauthorized person attempting to enter the building, we will go into a lockdown. We will activate the alarm system and move the children to a safe area. For earthquakes we will move quickly outside to the nearest open area and contact parents.

Emergency Drills: Practice drills will be conducted a minimum of once a month. Evacuation procedures will be posted on the wall next to exits. We will practice fire drills, earthquake drills, and lockdown drills. We are mandated by the state to practice these drills in as realistic a manner as possible.

Medical Emergency: In the event of a medical emergency, we will call 911, and then parents/guardian will be contacted as soon as possible. If the parent/guardian cannot be reached, the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention should be required, we will use Sacred Heart at River bend Medical Center at 3333 River bend Drive in Springfield. (541) 222-7300

If you have a preference other than the one listed, we will try to accommodate you, if possible. All accidents and illnesses are recorded on a monthly health and accident report.

Meals/Snacks- Children are encouraged (but never forced) to eat a variety of foods. On occasion, the children may help me prepare special snacks or meals. Please do not send any sweets with your child (unless otherwise discussed with staff). Water will always be available to children to help themselves. We will remind kids to drink water, and assist younger children. If you wish to bring a spill-proof sippy cup to keep at the daycare please label it.

SAMPLE MENU: Breakfast: Cheerios, peaches, milk. Mid- Morning Snack: Bagels w/cream cheese, milk. Lunch: Baked chicken, rice, broccoli, orange slices, and milk. Mid-Afternoon Snack: oatmeal cookie, banana.

Hand Washing: Hands will be washed before and after meals, bathroom use, nose blowing/wiping, handling of pets, and contact with an ill child (this goes for staff and children alike).

Bathroom Use Policy: Children will not accompany each other to the bathroom. Each child will have his/her own private time. (Unless your child needs help, wiping, clothing, etc...) If your child is not fully potty trained please help our staff by bringing ample changes of clothes and/or pull-ups. If we must use our own diapers/pull-ups we will add a \$2 charge to your bill for each diaper/pull-up used.

Bedding: These items will be laundered on a weekly basis and as needed.

Accidents & Injuries: First aid will be administered to a child needing care. Each accident will be recorded on an Injury Report Form. Parents will be asked to sign this report and given a copy upon request. Serious accidents will be reported to the Department of Social and Health Services.

Prohibited punishment: Corporal punishment or any act of inflicting physical pain or bodily harm to a child is strictly prohibited by any person at any time on the premises. Corporal punishment includes, but is not limited to shaking, jerking, spanking, slapping, hitting, striking, biting, or kicking the child. Violations will be reported.

Limited Physical Restraint: In an emergency situation, we may use limited physical restraint when; (1) protecting a person on the premises from physical injury, (2) obtaining possession of a weapon or other dangerous object, or (3) protecting property from serious damage. Any use of physical restraint shall be documented.

Reporting Child Abuse: Oregon State Law and Licensing requirements states that childcare providers are required to immediately report to Police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

Naps/Rest Time- Most of our children take regular naps at noon. Toddlers/infants nap as needed. Children who do not sleep may lay quietly and look at books while others are resting.

Guidance and Discipline- We try to stress two main patterns of behavior, respect for other people, and respect for property. As a result, we do not allow children to hit, shove other children, or verbally abuse them. We also stress children treat material possessions, theirs or Little VIP's, with respect. There is a difference between playing hard and using a toy destructively.

Example: Books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways. We first remind them of the proper behavior. If the behavior is repeated, a "time out" will be utilized. The amount of time a child sits in "time out" varies according to his/her age.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away for a period of several minutes up to the rest of the day.

Children are never punished for lapses in toilet training or for accidents (e.g. spilled juice). In the case of the latter, we will have the child help me clean up, not for punishment, but to teach responsibility.

* Sometimes we may choose to ignore or redirect, it all depends upon the situation.*

Illness- Sick children are not kept in care. **A sick child is one who is vomiting, has diarrhea, a fever of 100 degrees or above, heavy drainage from the eyes/nose/ears, lice/nits, or any contagious disease.** If your child has any of these symptoms please do not bring him/her to daycare. If your child develops any of these symptoms while in care he/she will be separated from the group, and you will be called to pick him/her up within the hour. Parents need to bring a note from the doctor or health clinic before bringing your child back.

Illness Reports- Each illness will be recorded when necessary. Serious illnesses will be reported to the Lane County Health Department.

Medications- We will not administer any medication (including aspirin, Tylenol, cough drops, decongestant, or other non-prescription drugs as well as prescription drugs) or topical substance (sun block, baby oil, Vaseline, etc.) without signed authorization from a parent. For prescription drugs, the authorization needs to include the parent and child's name, name of the medication, dosage, time(s) it is to be given, and doctor's name. All medications and topical substances must be provided by the parents and supplied in their original containers.

Infants and Toddlers- Parents need to bring their own supplies of diapers, wipes, formula, and diaper rash cream. We do not supply any of these but we do keep extra diapers for emergencies. If your child is out of diapers and we have to use our own, we will charge \$2 for every diaper used.

Toys and Movies- **Please do not send any toys or movies with your child** unless requested by staff (e.g. show and tell days). It is important to think about choking hazards for younger children in attendance. While in care, we will provide children with all the learning and playing materials. (Toys, books, art crafts, etc.).

***Toys & Equipment: These will be sterilized daily or as needed with the recommended bleach solution.**

Philosophy:

We strongly believe that it should be the goal of every early childhood institution to provide the highest quality care for young children. Quality care can be achieved through a combination of education, experience, a learning attitude and a love for children.

We believe that young children must have a high self-esteem in order to reach their potential growth. In order for a child to develop high self-esteem, we focus developing the socialization and self-help skills needed to succeed in other areas of development. Children at Little VIP are given the opportunity to explore experiment and create in a safe and nurturing environment.

Summary:

All children enrolled in Little VIP Daycare & Private School are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide for your child a safe, clean and loving environment in which each child will feel that he/she is loved, valued and wanted.

Holidays and Vacations:

Little VIP will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Day After, Christmas Eve(closed at 2pm) and Christmas Day/Day After.

On the Friday before Easter we combine our sites for a big Easter celebration for egg hunt at our Clearlake location!(parents are welcome to join us for Easter fun)

If the holiday falls on the weekend then we will be closed on either Friday or the following Monday, and I will let you know 2 weeks in advance. (We will post on our Facebook page and at the front door for your reminder).

Fees are charged for all public holidays and for day when Little VIP have to closed due to bad weather or force to closed by health department/staff has to attend conferences for continue education, or when your child is absent, whether the absence is to vacation, illness or scheduling problems.(or when combining sites for holiday events like Easter).

Little VIP Daycare & Private School is a Monday - Friday program.

Program Hours are at: 7:00AM to 6:00 PM.

(I do not mind doing favors. For instance, if you have to go to work earlier than usual, I will open earlier for you and if you do not show because you decided to sleep in, or arriving later than what you're saying you'll be here, I will tack on \$25.00 for staff over time to your monthly childcare bill.

Program Explanation:

The part time (or less) program hours will include free play, art, music, drama, physical education, outdoor play (weather permitting), snack, small group sessions, related games and activities, lunch and TLC. Full day students will also have rest/nap time in the afternoon, quiet time activities, afternoon snack, free play and more TLC. Children attending early hours (prior to 9:00 AM) will also receive breakfast.

Breakfast will be served around 8am and maybe served upon arrival if child is hungry and can't wait for group serving time.

Breakfast ends at 8:40am sharp. If your child arrived late and wants breakfast, child will be served an AM snack after 9:30am when class is over.(no exceptions, unless your child is under 2 years old).

Lunch is served at 11am and ends at approximately 11:30 am.

PM snack starts at 2:30 and ends at 3:30pm. Dinner is from 5-5:30pm (for late pickups).

There may need to be schedule changes from time to time to accommodate the group of children enrolled.

Please keep the lines of communication open. If something traumatic has happened in your child's life, tell us about it, so we can discuss what best way to handle it. If something wonderful has happened in your child's life, let us know about that too, so that we can help he /she share it.

Termination Procedure: I agree to give Little VIP Daycare & Private School a **30 DAY NOTICE (by e-mail or text)** in the event of termination from this program. Payment is due the day notice is given regardless of the choice of attendance during this time.

These policies may need to be changed. Parents will be given at least 2 weeks' notice of any policy changes, unless the policy is an immediate matter of health or safety, or is necessary to comply with federal, state or local laws.

In order to have my child's space(s) reserved for the school year, I understand I need to render a \$100.00 deposit, along with this signed PARENT FEE AGREEMENT. \$50 of each deposit will be credited to each student's fall billing to help out with supplies (Sept.-June). In order to have my child's space(s) reserved for summer session only, I understand I need to render a \$35.00 deposit, along with this signed agreement. In this case, \$35.00 will be added to the first payment due.

NAME _____
Child's full name above birth date

NAME _____
Child's full name above birth date

I would like to enroll my child for the following schedule: (circle all that apply)

Monday Tuesday Wednesday Thursday Friday

Daily Drop in or unscheduled day rates \$50.00 -65.00 Pay upon arrival.

Fees are DUE on the 1st but no later than the 3rd of each month. If the 1st and 3rd falls on weekend then your bill will be due the next business working day.(Even if your child is not contracted for Monday childcare!)

Fees are based on whatever your child is scheduled for...example, a minimum of 5 hours a day is a full time care. And if you are using 9+hrs per day, you will be charged at a higher rate.

- A. There is a \$15 repeated late pick up fee after contracted hours.
Example: If the child's contracted time to be picked up were 4:30, there would be a \$10 late fee charged if the parent left with the child at 4:45.
- B. For pick-ups after 6:05 p.m. There will be a charge of \$12 for late up fee for your first 15 minutes, and \$2 per minute thereafter.
- C. **A late fee will be charge for delinquent tuition payments:**
 - \$25 for 2-3 days
 - \$35 for 3-4 days
 - A week- \$65 and service will be suspended.**Repeated late payments and late pick up may result in termination.**
- D. Returned Checks: A charge of \$65 will be assessed for any returned check, and an additional late fee of \$10 per day until payment is paid in full.
Court Fees: Should it become necessary to go to court over non-payment of fees owed, court & attorney fees will add to your bill.
- E. Tuition fees- Make check payable to, Little VIP or you can set up automatic payment through your ACH bank, pay by credit card or Venmo us.(remember tuition has to reach us by the 3rd of the month)

Please let me know as soon as you find out about any changes in your schedule or if your child will be absent. Please be respectful of my needs. Please pick your child up promptly so that I may attend my other commitments and have time with my family.

Please pay your childcare bill promptly so that I can pay my staff on time too!

My reserved hours will be the choice I make from the schedule listed above. I understand that these chosen reserved hours will be paid for in advance. I understand in the event of termination from this program, when the two-week notice is given the total amount due needs to be rendered with or without the child/ren attending for the two week period.

I have read all the policy statements and understand them to the best of my knowledge. By signing this policies contract parent/guardian agree to abide by the written policies of the provider. The provider may terminated the contract without giving notice if the parent/guardian does not make payment when due. The provider may

amend the policies by giving the parent/guardian a copy of the new or changed policies at least four weeks before they go into effect.

I have read and agree to the term and payment schedule for the **reserved schedule** I have chosen.

Parent/guardian signature

Date

I, Manilay Stender have agreed to the above chosen reserved schedule and have issued a copy of this agreement on the date listed here.

Owner/Operator

Date

General Parent Authorizations

Child's Name

I hereby grant permission for my child to use all of the play equipments and to participate in all of the activities of this child care program.

I hereby grant permission for my child to be included in evaluations and pictures connected with the program.

I hereby grant permission for the provider to take whatever steps may be necessary to obtain emergency medical care for my child if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent through any of the persons listed by the parent on the emergency medical form.

4. In the event that 1–3 are unsuccessful:

- A) Call another physician
- B) Call the paramedics
- C) Have the child taken to the hospital

I understand that any expenses incurred under #4 above will be borne the child's family or legal guardian.

Parent/Legal Guardian Signature

Date
