

Orange Blossom Childcare

Stephanie Thurston
10110 Orange Blossom Trail, Fishers, IN. 46038
Phone number: (317) 770 – 9734
orangeblossomchildcare@yahoo.com

Welcome to my home childcare! It is so important to find a suitable safe place for your child while you have to be apart. I believe that a child's individual interests are very important and I treat them as they should be respected for their unique ideas and beliefs. Children need praise and encouragement, and they want to feel needed and helpful. At Care Bear Family Childcare I try to make them feel comfortable and welcome while they are here.

REGISTRATION

Children will only be accepted into my childcare program after an initial interview between the child/ren, parent(s), and myself. This allows the parent(s) to become familiar with my home, family and myself as the provider. This also makes the transition more comfortable for your children. After the interview I will decide if your child's a good fit in my program and I'll email you back to let you know. And if you decide you'd like to move forward we will decide on a start date and I'll have you print the handbook, contract and registration forms and fill them out and return them to me with your child's first weeks payment.

Registration is not complete, and care will not commence until all the paperwork and payment is completed! Prior to the start date of care the following must be completed for each child:

- Registration and Emergency Contact Forms
- Immunization Record
- First Weeks Payment
- Orange Blossom Childcare Contract
- Bag with your child's items. (See last page of the contract)

HOURS OF OPERATION

Monday through Friday- 7:30 a.m. to 5:30 p.m. (10 hours a day available)

Rates are based on an individual child each week.

Earlier or later hours may be available for a fee.

TUITION FEES

Please contact me to inquire about Full-time, Part-time, Drop in, earlier or later hours.

HOLIDAYS:

I will be closed on these days, **but will receive pay.**

These days include-

*New Year's Day

*Memorial Day

*Independence Day (July 4th)

*Labor Day

*Thanksgiving Day & the day after (Thursday and Friday)

*Christmas Eve

*Christmas Day

* New Year's Eve

***If a holiday occurs on a weekend, I will take off the same days as government offices. If it falls on a Saturday I will take the Friday before and if it falls on a Sunday, I will take off that following Monday.**

PAYMENT POLICY

You are paying for your child's spot in my program and is not based on attendance. Parents agree that each weekly payment (full time and part time) will be paid on Monday for the current week. When a holiday falls on a Monday, payment will still be expected on or before that day. If your payment is late, a charge of \$5.00 a day will be added on to your payment. Failure to prepay for that week's contracted attendance WILL result in immediate suspension or termination of care; unless reasonable arrangements are made and accepted by me as your Childcare Provider. Full time and part time payments are based on contracted days, not attendance.

Therefore parents are responsible whether their child/ren attends or not.

A fee of \$30.00 will be charged for all Non-Sufficient Funds checks, along with any fees charged by my bank due to the NSF check. Upon a second occurrence of an NSF check, all subsequent payments will be made in cash only.

ATTENDANCE, DROP OFF AND PICK UP POLICIES

Events, parties and activities are planned in advance. Due to this parents must notify me at least 1 day prior to their child's attendance date if your child will be coming earlier or later than your prearranged contracted time or if your child will not be attending on their contracted date(s). If you show up before daycare is open a charge of \$1.00 per minute will be charged until the daycare opening time and will be due at pick up. With drop off, Children WILL NOT be released to anyone other than the child's parents without prior arrangements. If someone other than yourself due to emergency has to pick up your child, verification by phone with the child's parents, or by e-mail, MUST be made before your child will be released to that person. The person pick them up will need to show identification. If you arrive later than 5:30 p.m. to pick up your child without prior arrangements, a late fee of \$1.00 per minute will be charged after 5:30 p.m. Late charges are to be paid BEFORE the child's next attendance or they WILL NOT be attending for that day. In the event that a parent is late and cannot be reached, the emergency contact will be notified should the child remain in care after 5:45 p.m. If for some reason you know you are going to be late please call to let me know so that the emergency contact won't be called.

CHANGE IN ATTENDANCE/ TERMINATING THE CONTRACT

2 weeks written notice given on a Monday is required before a contract will be modified from a full-time to part-time agreement. You will need to check to see what part time spots I have available. If a parent terminates this contract, **written notice** by the parents is required on the **Monday** that is **4 weeks** in advance from the child's last week of contracted attendance. Whether the child continues to attend or not during the last 4 weeks, 4 weeks contracted payment will still be owed to paid as normal on each week's Monday. As I am the Provider, I may terminate this contract with just cause. (See Contract Termination Policy)

CONTRACT TERMINATION POLICY

I, as the Childcare Provider, do not need to give a notice to terminate this contract, but will do my best not to let that happen.

Reasons your contracted care may be suspended or this contract may be terminated without notice include but are not limited to:

- Failure to pay for childcare services on the Monday of each week.
- Making weekly payments late or not paying late fees before next contracted day.
- Disregarding the policies of this contract.
- Failure to pick up your child/ren at the contracted time.
- Absences without notice, or repeated early or late drop off without advanced notice.
- Not notifying of illness or injury.
- Your child not adjusting or disrupting normal childcare operations.
- Your child damaging property or harming other children or adults in any way.
- Serious damage to items or property without parents making restitution to repair or replace items.

VACATION / SICK DAYS

I will notify parents 1 month in advance of any vacation. I will be taking a **one week paid vacation**. In addition to vacation, I will have **5 paid personal days** to use at my discretion throughout the year. **These personal days are paid** and I will give you at least a 2 week notice before the week of the personal day needed. In the event of an emergency or illness concerning me as the Childcare Provider, parents should be prepared with their own backup. Parents need to notify me 2 weeks before the start of their vacation and will still be required to pay to hold your child's spot.

CLOTHING

Your children must be fully dressed (including socks) for the day when they arrive. Remember to bring your children in clothes that you don't mind getting dirty or damaged as well as an additional COMPLETE change of clothing. They will be participating in arts and crafts, going outside to play, going on field trips. Also, make sure to update the extra clothes as the weather changes. If your child is not fully bathroom trained, they must wear training underwear such as "Pull Ups".

BIRTHDAYS AND SPECIAL OCCASIONS

On special occasions we might have treats and / or parties for birthdays and holidays for the children. All the children love this and it makes them feel special. Presents are not expected. Feel free to provide a treat to share, (cupcakes etc...) with the children on your child's birthday. Please inform me ahead of time about birthdays and any treats or decorations you wish to bring. We love to celebrate the holidays! I will provide a holiday treat/snack sign-up sheet for parents who'd like to bring something to share.

MEALS, SNACKS AND FOOD

Breakfast is available to children arriving at 7:30 a.m. **Children arriving after 7:30 will be expected to have eaten prior to coming.** This is so I can focus my attention on the children instead of being in the kitchen. **Please don't have your child walking in eating as this makes messes and causes jealousy among the other children. Please have them finish in your car.** As some children have dietary or religious restrictions, please notify me ahead of time about items they can or cannot eat. **No outside food or drink are allowed unless bringing enough for everyone.** In addition, please make me aware if your child has any food allergies. This is to ensure a more enjoyable meal time for all.

TOYS, GAMES AND TECHNOLOGY ITEMS

Toys, games and technology items from home are **NOT ALLOWED** to be brought with your child at any time nor for any reason. This causes fights as it is hard for young children to share and they might lose it.

Technology items are such as, but not limited to:

- Cameras (Digital and film)
- Tablet computers (iPad), laptops and netbooks and eReader (Nook, Kindle) tablets.
- Handheld games (Vsmile, Nintindo DS, Sony PSP).
- Cell phones.
- iTouch or iPods, CD players, CDs and MP3 players.
- Portable DVD players, DVD or Blue Ray Discs, small televisions and radios.
- All storage media (hard drives, flash drives, SD cards, video games and media discs of any kind)

Personal toys, games and technology items from home might cause problems or become lost or damaged. The only exception is for school when E-learning is required. A wide assortment of toys and activities are provided to entertain. A special pillow, blanket, or stuffed animal can be brought for nap times. The nap time items will be kept secure or in your child's bag until nap time.

***Orange Blossom Childcare is not responsible for any of the above items if they are damaged, lost or stolen.**

MEDICAL NEEDS POLICY

If your child has any of the following illnesses:

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is.
If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.
- **Thick White, Green or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Hand foot and mouth disease:** A common illness of infants and children characterized by fever, sores in the mouth, and a rash with blisters on the hands, feet, mouth and diaper area.

- **Diarrhea:** Children will be sent home if they have 2 or more loose bowel movements in one day and must stay home the next day for observation. Before returning to daycare (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. I will make an evaluation and determine if the child can be readmitted.
- **It's up to my discretion as the owner of Orange Blossom childcare to allow a child to return even with a Dr's note if I believe your child is still contagious.** Especially but not limited to in the case of Hand foot mouth disease.

Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis.

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

They will not be accepted for care until the symptom(s) is gone for 24 hours from when the last symptom(s) appeared and be back to a normal temp of (

98.6. **This is a state law.** If a child becomes ill or injured during the day, you will be notified immediately and together we will decide the best course of action concerning care. This may include your child leaving for the remainder of the current day. Sick children will have to be picked up within 1 hour of the phone call if not sooner. Bringing your child to daycare by masking a high temperature with fever reducing medications such as Tylenol, or Motrin is strictly prohibited. Meaning your child has a temperature in the morning and you give them a fever reducing medication and the temperature comes back after the medicine wears off. **A fever means your child may be contagious and puts the other children and adults at risk. You would not appreciate other parents putting your child at risk so please keep them at home.** Parents are responsible for all medications for their child and / or any medical items needed for their child's care. Remember to label, with your child's name, all medicines, bandages, etc. Any special medical instructions for the care of injuries should be given as soon as possible before childcare is provided. Written permission must be given before I administer any medication, including Tylenol. I will only administer a fever or pain reducer one time per verbal instruction by the parent without a doctor's prescription.

TAX INFORMATION

I keep records of your childcare payments for not only our tax preparations but for yours as well. The provider at Orange Blossom Childcare will provide at the end of the year, payment information and EIN # to be used on your tax returns. Please make sure you are keeping track as well. This childcare facility does not answer whether your childcare expenses may be deductible, we suggest you check with your tax accountant on the deductibility of these expenses.

Orange Blossom Childcare Contract

Your children/s first and last name

Child #1 _____

Child #2 _____

First weeks payment was made in the amount of \$_____.00 on ____ / ____ / ____

Your child/ren will start attending Orange Blossom Childcare on ____ / ____ / ____

Contracted arrival time will be at ____ a.m. / p.m. and pickup time will be at ____ a.m. / p.m.

You understand and agree that your child will be considered __ full-time __ part-time

All payments thereafter will be due on Monday for that current week in the amount of \$_____.00

Days your child/ren will be attending. (Please check all that apply)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

You understand and agree to change this contract you must give 2 weeks notice before changing from full-time to a part-time contract for childcare, and from a 3 days contract to a 2 days contract. Also, you must give 4 week notice before terminating this contract and you understand that you remain responsible for the last 4 weeks contracted payments whether your child/ren attends or not.

_____ (Initials)

Furthermore, you understand and agree that you will abide by the terms, conditions, requests by Orange Blossom Childcare and you understand that this contract may be terminated without advance notice for causes outlined within the handbook that has been provided to you.

_____ (Initials)

You also understand and agree that failure to make complete childcare payments as scheduled, and / or not paying late pickup fees will result in immediate suspension of childcare and may be resolved in civil court. You will then be responsible for all past due payments and court costs.

_____ (Initials)

I / We _____ / _____ have **READ** and **AGREE** with the above statements of this contract. (please print)

Parent/guardian signature

Date

Parent/guardian signature

Date

Provider (please print)

Date

Providers signature

Date

Supply List

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

****2 complete changes of clothing (more if we are toilet training) to be left here. This includes shirts, pants, socks, and underwear. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.**

****Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, I will always ask your permission before administering any medication (or a form will need to be filled out).**

****Proper outerwear for outside play**

****2 Blankets OR 1 Sheet & 1 Blanket AND Pillow**

****Pack and play with 2 sheets**

****Car seat/booster seat that meets state's requirements to be left here (for field trips only)**

****Swimsuit, towel, and sunscreen to be left here during summer months**

****FOR BABIES AND CHILDREN NOT YET POTTY TRAINED:**

~Breast milk or formula with bottles. Cereal, food and snacks, spoons, bibs and pacifiers.

~Diapers or pull-ups - 1 full package. I will notify you when the supply is low.

~1 box of baby wipes - at least 80 to 100 count

~2 changes of clothing (t-shirt, sleeper, outfit, and socks). Careful attention must be made to maintain current sizes left here.

~Any cream, powder, gas drops, etc. that you wish me to use

~Even though (medical) supplies will be kept in my home, I will NOT give them to your child unless written permission is given. You may have the option of filling out a medication permission slip upon enrollment. That way I can go ahead and give them some medication, should the need arise. Notice will be sent home when more supplies are needed.

****If your child has any food allergies or a religious practice that restricts them from eating certain foods you will be responsible for providing their snacks or main course for that day.
(I will provide the sides and drink)**

Thank you for your cooperation!

Stephanie Thurston/CBFC