

Pleasant Pines DAYCARE

Hours of Operation:

Pleasant Pines Daycare will be operated Monday-Friday 6:30am-6:00pm.
(Your child's attendance may not exceed the 10 hour home daycare rule)

Calendar of Closings: (All calendar closings & vacations are paid)

Good Friday

Memorial Day

4th of July

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

- I will give 2-4 weeks notice prior to time-off /vacations (Family vacation in June/September), 5-10 unpaid personal days per year.

If the holiday falls on a Saturday, the daycare will be closed in observance on Friday. If the holiday falls on a Sunday, will be closed in observance on Monday.

Weather and Evacuation Days:

If it becomes necessary for the daycare to close for extreme conditions of weather, the daycare will notify parents/caregivers via text/email/phone call.

Enrollment:

The following forms are required by DCFS on site and signed by parents/guardians before first day of daycare:

- Enrollment-Application/Record of Child Information form
- Medical (physical/lead/TB)-filled out by a Doctor, Nurse, or Physician
- Immunization Form
- Copy of Birth Certificate
- Picture Release Form
- Consents to Daycare Providers form: Emergency medical care, Administer Prescription Medicine, Administer OTC medicine, Child Pickup
- Licensing Standards-parents keep booklet, sign slip give to daycare

*****Daycare Rates/Fees/Sick Days and vacation days see attached sheet*****

Contact Information: It is the parents responsibility to inform the daycare of changes in home, work, or cell phone numbers and home addresses. This way the daycare is able to contact a parent or guardian at any time their child is at the center.

Absent/Late Arrivals: Please let me know if your child will be late or absent

Sign-in/Sign-out Policy: Children are to be signed in and out at their time of arrival and departure. The person responsible for dropping off/picking up their child will be responsible for ensuring they sign-in/out each day. This is a document that is required by the daycare.

Picking up your child: Let me know if someone other than yourself/spouse/contacts listed on pick-up form will be picking up your child

Daily Sheet: Your child will receive a daily sheet. This will provide information about your child's day such as meals, play time, and bathrooms/diaper changes.

Potty Training : Please inform Pleasant Pines when your child starts potty training at home so I can ensure consistency between home and daycare whenever possible.

Accident/Incident Reports: I will inform you about any accidents or incidents that happen during the day via written report and/or phone call/text.

Classroom Management: I use positive discipline and redirection. I model the right behavior and help assist.

Nap time: All children are required to nap or rest at least one hour. I provide pack N plays, cots with sheets and blankets and soothing music. If your child needs their blanket, they may bring it to daycare--labeled with their name. If their blanket must go home with them, it must be washed before the next day. At the end of the week, I will be sending it home to be washed. Also, no stuffed animals are allowed at this time.

Snack/Lunch: I will provide a morning snack at 9:00am, lunch at 12:00, and an afternoon snack at 3:00pm. If your child is here past 5:00, then an additional snack will be served. If your child is here early between 6:30-7:45am, they are allowed to bring in their own breakfast in labeled containers. Toddlers are served whole milk. Infants are served whole milk after age 1 per DCFS/Doctor Guidelines. Two's-PreK is served 2 % milk. Water is given throughout the day. 100% juice is served occasionally.

Pleasant Pines Daycare is a Nut free daycare: please discuss your child's allergies with me; a written note from your child's doctor is needed.

I do ask that your child is served breakfast at home before their arrival time, unless their arrival time is early. ***Birthday Treats: Treats must be purchased from a store/bakery : they may not be homemade***

Illness (All information is from DCFS)

Colds, flu and other contagious diseases seem to occur frequently and spread easily. To help protect your child's health and minimize the possibility of contagion at daycare, please keep your child home for at least 24 hours if you

observe any of the following symptoms: fever of 100.4 or higher, diarrhea, vomiting, strep, and especially COVID-19 symptoms: fever, shortness of breath, loss of smell, fatigue, deep cough, diarrhea.

In order for your child to return to daycare, they must be fever free for 24 hours after eating a normal meal & without medication. I will screen for daily health checks for obvious signs of illness. Children will not be excluded for a minor illness unless any of the following exists:

- Rash combined with oral temperature of 101 degrees F or higher.
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness.
- Diarrhea: 24 hours diarrhea free
- Vomiting: 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in any danger of dehydration.
- Mouth sores which affect the child's ability to control his/her saliva or until the doctor states the illness is no longer communicable.
- Rash with fever or behavior change
- Pink-eye: After 24 hours of treatment
- Impetigo: After 24 hours of treatment
- Strep Throat: After 24 hours after the fever breaks and at least 24 hours after medication is started
- Head Lice: After treatments are started and nit free
- Scabies: Until the morning after the first treatment is started
- Chicken Pox: Until at least 6 days after the onset of the rash, all spots must scab over
- Whooping Cough: Until 5 days of antibiotics
- Mumps: Until 9 days after the onset of gland swelling
- Measles: Until 4 days after the disappearance of the rash

Daycare & COVID-19 Procedures

Date: _____ Name of child(ren): _____

Parent Signature(s): _____

1. We understand we must hand in all the required paperwork before daycare can begin. _____
2. We understand at drop-off/pick-up, we will need to wash hands/use hand sanitizer and wear a face covering into the daycare home. _____
3. We understand we need to report our child's temperature before arrival to the daycare home. _____
4. We understand that only one parent/caregiver is allowed into the daycare home b/c of COVID at this time. _____
5. We understand that the daycare home is committed to providing a safe and healthy environment by implementing hand washing procedures, sanitizing and cleaning of toys and surfaces. _____
6. We understand our work day may not exceed the 10 hour home daycare rule. _____
7. We understand at this time stuffed animals and toys from home are not allowed. _____
8. We understand that it is our responsibility to report to Pleasant Pines Daycare any illness, such as but not limited to: strep, flu, fever of 100.4 or higher, and any of the COVID symptoms/exposure not only to your child, but any exposure to any and all family/household members. _____
9. We understand the policies regarding provider's paid vacations (2 per year), paid calendar closings; providers unpaid personal days; clients one unpaid vacation (# of days enrolled) _____

Pleasant Pines Daycare Photo Permission Release

We give permission for Pleasant Pines Daycare to take class/group photos for activities during Halloween, Christmas, Easter, 4th of July, special activities for themed weeks, art projects, playtime.

Initial and date: _____ /for use on website/Facebook page/print and place within daycare

*If you do not want your child to be photographed please initial and date:

Pleasant Pines Sunscreen Form

Name of child: _____

Age of child: _____

Date: _____

My child can use any type of sunscreen provided by Pleasant Pines _____

My child will use their own sunscreen _____

Name of sunscreen: _____

Pleasant Pines Medication Policy

I am allowed to dispense medication to your child. I am required by DCFS to follow the guidelines below:

Prescription medication must be in the original container with the doctor's instructions and name labeled of the patient. I will keep a daily log of medication given. OTC medication must be in the original container with a parent signature on a medication administration form provided by the daycare home.

If the instructions require a doctor's consent (usually required for all medication for children under the age of 2 years old) then I will need a Doctor's note specifically for that medicine.

Medication may not be used beyond its expiration date.

Any topical ointment, sunscreen, or lotion shall be approved by the parent in writing prior to use on the child.

Please ask for a medication sheet to fill out at drop-off.

Pleasant Pines Daycare Late Pick-up Policy

Any child that is picked up past the daycare's closing hours (closing time is 6:00p.m.) will be charged a late fee of \$5.00 every 15 minutes starting after 6:10p.m. After an additional 15 minutes, attempts will be made to contact parents. If the parents cannot be reached, emergency contacts will be then notified. If still no contact has been made by 6:30 p.m., outside authorities such as police or DCFS will be contacted. I will not discuss the situation with your child or hold your child responsible for the situation. The situation will be discussed privately with the parents/authorities involved.

Child's Name: _____

Parents Name: _____ Date: _____

Parents Name: _____ Date: _____

Person Authorized to Pick up Child

At the time of enrollment, parents must provide all the names of persons authorized to pick up their child. It is the parents or guardians responsibility to inform the daycare when and if a change in the names of persons authorized picks up changes. The daycare will request a photo ID or other official identification before the child is released. The daycare must be notified in writing if someone other than who is listed is to pick up the child. Children will only be released to authorized adults. Intoxicated parents or drivers will be discouraged from taking their child from the daycare. If the daycare suspects the parent/driver is intoxicated, police will be notified.

Parents Name: _____ Date: _____

Parents Name: _____ Date: _____