



Learn By Playing Family Day Care

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a family day care.

Registration

Children may be enrolled from three months through two years of age, regardless of race. Please fill out forms provided to you by the provider and or the website. www.LearnByPlaying.com

Definitions of daycare hours

- ✍ **Full time childcare:** Sunday through Thursday anytime between the hours of 8:00am and 4:00pm
- ✍ **Part time childcare:** Limited days of the week, anytime between the hours of 8:00am and 4:00pm
- ✍ **Note:** Any additional morning hours needed for childcare will be at an additional charge per month per child. After 4 pm I will **not** be offering additional time to any parent. If your work ours are not something I can meet, they will be discussed with you to come up with a different solution.
 - ? For full time: Fee for extended hours is 250 shekel an hour per month. If you choose not to use the full time extended hour's program, the only other option is an hourly rate of 25 shekel an hour.
 - ? For part time: 25 shekel per additional hour can be arranged. (extended program not available, only for full time)
 - ? For part time: when you choose to be part time you are paying for set days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday) We will not substitute days or rearrange day around.
 - ? For part time: if you need your child to be watched on a day that is not on your schedule, we have an open door policy if we have space your child is welcome to come for an extra charge of 25 shekel an hour.
 - ? To all families there is an early or late charge of 15 shekel every half an hour per child.

Termination Policy

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, one month written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Daycare Hours

The daycare is open Sunday through Thursday 8:00am to 4:00pm with the following holiday exceptions:

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Holidays

New Year's Eve Day / New Year's Day / Yom Kippur / Succot / Hanukah / Purim / Passover / Memorial Day / Lag B'Omer / Shavuot/ Yom tov

Note: if the holiday falls on a day your child was supposed to attend, there will be NO make up, refunds, or prorate will be given.

Sick/Personal Days

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this we allow ourselves ten sick/personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc) Of course we will give you as much of an advance notice as possible.

Vacations

We allot ourselves one month of vacation a year. This will occur usually in August.

- ✍ **Note:** Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

Deposit

A **nonrefundable** deposit equal to two weeks of childcare costs is due at time of enrollment. However, do not give us the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent hand book. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application. The deposit will be credited towards the last two weeks of your child's enrollment.

- ✍ Monthly payment + ½ of the month (as the deposit)
- ✍ **Note:** Please make checks payable to **Diana Goldenberg** or provide **CASH**.

Payment Policy/Attendance

Option One: Payment is due on the 1st of every month. Payment is to be received no later than pick up time on that day. Anything received after will be considered late and will be charged a late fee of 150 shekel late fee will be charged. If the first falls on a holiday or weekend payment is due before the 1st not after. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance. Learn By Playing Family Daycare will review our fees annually, and parents will receive at least two weeks notice, in writing of any payment adjustments.

Non Sufficient Checks

Due to the inconvenience of NSF checks, all bank fees will be charged for NSF checks and I can decide to only receive CASH from you at that point.

Early/Late Pickup Policy

If your child is dropped off/ picked up before or after schedule time there will be a early / late charge assessed of 15.00 shekel for every half hour late. Please be courteous and arrive on time. After hours is time with our family.

Example: Schedule time 8:00am-4:00pm- and you arrive before or after this time you are early/ late and will be charged. Payments must be made the no later then the following day.



Health Matters

For the health and safety of your child and all of the children in our daycare, **please do not bring your child to daycare sick.** In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

- ✍ **Note:** Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is other wise feeling well enough to participate in our daily schedule.

Guidelines For Children Requiring Exclusion From Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 38 degrees or above, may not attend daycare. Please notify us if your child becomes infected, so a note can be posted.

- ✍ **Note:** However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.
- ✍ **Note:** It will be due to my judgment if the child has diarrhea if he/ she should not participate for the day. If a child has diarrhea please excluded for a minimum of 24 hours.

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for what ever reason, you are still required to pay. We are here and available for your child.

Medication

At Learn by Playing Family Daycare we do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare.



Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Toilet Training

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Toys

We have well organized, separate, age appropriate toys for the toddler and infant. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Miscellaneous

- ✍ Here at Learn By Playing we do not transport any child by car or any moving vehicle, unless a medical emergency requires us to do so.
- ✍ Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

Open Door Policy

Please feel free to come and go at anytime throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family for example your grandparents etc. would like to come and visit and play with the child for an extended period of time we ask for you to take the child after so the child does not feel uncomfortable.



Behavior Management & Discipline

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement**

The child will be encouraged when he or she is demonstrating acceptable behavior.

2. **Redirection**

The child is redirected to another activity and given an opportunity to try again at another time.

3. **Time-Out**

The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting ones self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

4. **Last Resort**

When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or other house hold products etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.



Arrival and Departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Supplies Needed at Daycare

Parents are responsible for supplying the following items: formula, vitamin, cereal/rice cereal, diapers/pull-ups, wipes, diaper creams, tooth brush, weather appropriate clothes and a change of clothes, jacket, shoes that Velcro and/or stay on feet (no flip-flops please), pacifier (if needed), and a swimsuit. We do not supply any sun screen cream for out door play, please provide us with the appropriate sun screen for your child. For the older children sleeping on a matt: a crib sheet, and blanket, is needed. If necessary a comfort object for rest-time, and any thing else your child may need. Your child's crib sheet, blanket, and pillow should be taken home every Friday and washed and returned to daycare the following Sunday.

- ✍ **Note:** Please periodically check your child's locker/cubby to make sure they still have all of their necessary items needed at daycare. Further more, as the weather changes throughout the year, so do your child's items needed at daycare. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.
- ✍ For an extra fee I can provide you with washing of sheets and of clothes worn that day. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Furthermore we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

Meals/Snacks

We provide morning breakfast at approximately 9:00am, lunch at approximately 12:30 pm and afternoon snack at 3:00pm. Water will be offered throughout the day. If arriving after 9:00am, please make sure your child has been fed breakfast (unless prior arrangements have been made). The children are offered the food, but they will not be forced to eat. Children who choose not to eat will not be served additional food until the next meal time. Hands are washed before and after meals. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

Learning by Playing

There isn't better way for an infant and toddler to learn then through play and music. Your child will be playing peek-a-boo, songs that include body, and music time. They will also have access to age appropriate toys and we will learn a specific theme for the week, including ABC's, 1, 2, 3, shapes, colors, and much more. We do not under estimate its importance on a growing child's mind, body and spirit.

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Activities

We know that children also Learn By Playing; because of this, we do not under estimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. Indoor activities include: books and story-time, circle-time, exercises, music and dancing, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, musical instruments, balls, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, play dough, coloring, sing along story books, painting, puppets, Simon-says, and singing. Outdoor activities include: Will be limited. Do to weather and amount of children attending on a day to day.

Nap Time

When it comes down to nap time sleep for infants is on demand. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 24 months. Please provide me with a blanket for the child for nap time.

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Infant- Toddler/Preschooler (3 months and older)	
8:00 - 9:00	Drop-offs, Welcome Children, Free – Play
8:30 - 9:00	Breakfast, Clean-up / Wash-up
9:00 - 9:30	Circle – Time
9:30 - 10:00	Structure Learning
10:00 - 10:30	Free Play
10:30 - 12:30	Music and Free Play
12:30 - 1:00	Lunch Time, Clean – Up
1:00 - 3:00	Rest Time and Quite Time
3:00 - 4:00	Snack and ready for pick up

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Infant/Young Toddler (younger than 24 months)

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; which ever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

Daily Report Sheets

For every child attending Learn By Playing Family daycare, will receive a daily report sheet letting the parent know how there child did that day. It is important to keep a good communication line with the parents to know how there child did that day. You will have information on the hour your child had a bottle your child had and if they ate lunch. You will know if your child had any bowel movement and how your child's attitude was that day.

Referrals

Referrals from a client are one of the biggest compliments we can receive. As a special thanks to you, we offer families a free week of childcare for each referral that has successfully enrolled in our daycare. Your free week will be credited to your tuition costs after the referred child has attended the daycare through the two week trial period with out gross misconduct on part of the parent, or child. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on a waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will be given the amount of money equal to one week's childcare. If at that time your child no longer attends our daycare, the specified amount of money will be mailed to you.

Example: If your child only attends Learn by playing 3 times a week you will only receive those 3 days for free of one week.

Contract Adherence

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe. Every new school year (September 1), I will review the day cares budget and disclose the effective price for that year. If there are any changes with the tuition through out the year I reserve the right to change my rate.

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Note: By signing the Handbook Enrollment Form, it is understood that all of the policies and procedures of **Learn by Playing** Family Daycare are understood and agreed upon. Any updates to the handbook will be available on the website www.learnbyplaying.com.

Acknowledgement:

I (Parent Name) _____, acknowledge and agree to the terms and conditions, I have read and understand the Learn by Playing handbook provided to me.

Parents Signature

Date

Daycare Provider

Date

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RATES & FEES

This agreement contains the financial terms for the following child(ren):

_____ ; and _____ ; which are agreed between

Learn By Playing and **Diana Goldenberg** and their **parent(s)/legal guardian(s)**: _____

_____. The hours and days agreed upon for care are as follows:

DAY	FROM (AM/PM)	TO (AM/PM)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Notification must be made, in writing, if any changes are needed to these hours. One month notice is required for permanent changes in schedule. Parents agree to pay childcare according to schedule.

Parent(s)/Legal Guardian(s) have agreed to pay _____ per _____ , every **1st of the month** for childcare. Payments may be made in cash, check, or bank wire transfer. Please be advised there is a charge for all returned checks. You will also be responsible for fees.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____