

# KOLORFUL WORLDS

429 Dumont Ave  
BK, NY, 11212  
Phone Number: 929-502-8573  
Email: [TBlagrove02@gmail.com](mailto:TBlagrove02@gmail.com)

# Parent Handbook Policies and Procedures

## WELCOME

Welcome to [Kolorfulworlds]. To facilitate greater understanding between us, we have created this handbook. It covers the childcare philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

## MISSION STATEMENT

Kolorfulworlds mission is to provide high quality, developmentally appropriate childcare for children with the focus on the individual child's age and ability to stimulate social, cognitive, physical and emotional growth, through play-based learning curriculum.

## PHILOSOPHY STATEMENT

Kolorfulworlds philosophy  
A child's imagination will lead them to be future stars  
'Kolorfulworlds. We believe in fostering children's natural learning abilities. Meeting them halfway every child has their own learning pathway. With supported educational toys, science, art, dance and music. Bringing the fun back into learning. When a child is happy and feel safe, they learn at their capacity.

## GOALS

Our goals is to keep on providing affordable care for families. We are working hard towards children to become and prepping them until they reach school age. Building and guiding children fostering

## INCLUSION STATEMENT

In compliance with state and federal regulations, applicants are considered without regard to race, color, national origin, creed, religion, gender, disability, or handicap. [Kolorfulworlds] will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner that does not discriminate against any child, parent or family based on race, color, religion, national origin, sex, or handicap. We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program.

### **CONFIDENTIALITY**

[Kolorfulworlds] maintains all personal information in strict confidence. We understand that while caring for your child, you may share confidential and private information with us. We respect the privacy of all the children and families we serve. We take this responsibility seriously. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel strictly on a need-to-know basis.

### **COMMUNICATION**

Communication is very important to us. When we accept a new family into [Kolorfulworlds], we like to be sure that we can share openly any concerns or question that may arise. It is important that there is a similar childcare philosophy between us. Parent communication is important for the development of your child. Please keep us informed of any problems you may be having at home that could affect how your child acts or behaves. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child (ren).

### **INFORMATION FOR PARENTS**

Should we have any information for you, it will be posted on the parent board or given at the point of pickup for the child either verbally or in written form. [type in how you will share information for parents here]

### **VISITATION POLICY**

You are welcome to observe and visit [Kolorfulworlds] while your child is here. Parents, please understand your presence can disrupt the other children and your child(ren) might think it is time to go and get upset when you leave. We want to make sure to prepare them the best we can, so we are asking that you schedule ahead of time for a 30-minute observation time. You are asked to avoid visiting during rest time as much as possible. If you must pick up at naptime, please send a text message so that we can prepare your child to leave. During pandemics or any type of emergency declaration, [Kolorfulworlds] will limit visitations in order to ensure the health and safety of ourselves as well as the children in our care.

### **HOURS OF OPERATION**

Normal hours of operation are Monday- Friday from 7:00 a.m.-5:00 p.m. You are still responsible for paying all fees for your childcare each week regardless of whether you come or not. Your fee is based on the spot, not the hours that [Kolorfulworlds] is open.

### **MAXIMUM NUMBER OF CHILDREN PERMITTED**

[Kolorfulworlds] is permitted to have a maximum number of 16 total kids with no more than 8 under the age of 2 years old. Many of the forms completed at the time of enrollment are required to make sure files are up Enrollment forms are reviewed on a regular basis to ensure your child's file is up to date.

### **DIVORCE RECORDS/ CUSTODY AGREEMENTS**

Divorced parents are required to provide a copy of custody papers to be kept in the child's file. Without custody papers, we have no legal way of preventing the child's non-custodial parent from removing them from the childcare home. If we do have copies of papers, we can call the police if the non-custodial parent shows up and tries to take the child.

### **LIABILITY**

Parent agrees to be responsible for any damages to [Kolorfulworlds] real/personal property or to the property of another child at the childcare caused by his/her child. Parent agrees to repair or replace said property promptly. It is very important for parents to prepare us ahead of time about any behaviors that your child may exhibit.

**CLEANLINESS & HYGIENE**

[Kolorfulworlds] does their best to maintain strict cleanliness and hygiene standards. Children should arrive at childcare dressed, clean, and in a clean dry diaper or pull up if potty training and ready for the day, including wearing shoes. Children should be dressed accordingly to the weather.

**INSURANCE**

[Kolorfulworlds] has insurance

**DAILY SCHEDULE**

A schedule helps the day to flow smoothly; it allows the children to anticipate coming events, and aids in achieving a variety of goals. There will be times when we must adjust the schedule. Infant’s schedule is individualized to their needs. We will provide your child with tender loving care, understanding, patience and guidance.

**ENROLLMENT POLICY**

There are several forms that we must have completed in our possession before we can assume the responsibility of caring for your child. The types of forms that are needed are listed on the following page. This is to ensure that your child will get the very best care possible from [Kolorfulworlds]. Completion of a pre-enrollment information packet is required for each child.

The Forms are as follows:

- Child Enrollment & Health Form
- Signature of Acknowledgement of Policies
- Diapers, Creams/Ointments Form
- Medical Statement Form
- Permission to Administer Medication
- Social Media/Video/Website Permission Form
- Field Trip Permission for Child Care
- Swimming Permission Form
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Parents must have at least one visit to [Kolorfulworlds] to become familiar with us and the services provided. We believe that children, providers, and parents do best when everyone participates in “get-to-know-you” sessions prior to the first day of care. This helps children get used to the provider and allows parents plenty of time to ask questions. It also helps everyone feel more comfortable with the situation. This benefits the child by allowing us to approach the first day of care with ease which helps reduce stress for everyone. We would prefer that the first visit be with your child present. You are required to keep me informed of any change in address, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

**ADDITIONAL ENROLLMENT INFORMATION**

Upon written request of the child's records [Kolorfulworlds] will transfer all documents to another provider or the caretaker will receive their child's records within 14 days, when a child leave [Kolrofulworlds].

### **GUIDELINES FOR ARRIVALS**

It is normal for your child to cry on arrival, especially for the first few weeks. The crying usually stops within seconds of your departure. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present and this situation will be tested at one time or another to see if the rules still apply, if your child misbehaves during transition times, please correct their behavior. We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transition from one activity to another differently. Most do not like to be rushed and most do not like to wait too long once they're ready to depart. **If your child is scheduled to arrive from another program/activity and does not arrive within 30 minutes, we will follow up with a call, text, or email to verify if the child will arrive to daycare for that day, tuition is still required.**

Attendance records shall be maintained by the provider. The records shall indicate the hours of childcare service provided for each child. Information shall be stored in the child's file.

### **GUIDELINES FOR RELEASING CHILDREN**

[Kolorfulworlds] will release child only to those that are listed on the child pick-up authorization form:

- (1) Parents with legal and/or physical custody or to child's legal guardian.
- (2) Or welfare workers with proper authorization.

Anyone picking up the child that [Kolorfulworlds] staff does not recognize will be required to provide their driver's License/ID card and must be listed on the alternate pick-up list. Telephone permission will not do. We must be notified in advance with written instructions if your child is to be released to someone that is not previously authorized. We assume responsibility for your child only while he/she is on our property. \*If the person picking up their child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and the adult.

### **CURRICULUM**

[Kolrofulworlds] uses Kids Think Curriculum which provides developmentally appropriate learning opportunities to encourage your children to be confident, successful, life-long learners. The activities, games, and experiences are all formulated to engage a child's natural curiosity and provide a foundation for lifelong success. **We DO NOT conduct any formal assessments currently. [This would be the area that you put the type of curriculum that you are using for your childcare program]**

### **PARENT/PROVIDER CONFERENCES**

A time may come when we may need to discuss certain situations. This can be done either over the telephone. Appointments will also be made.

### **CHILD NEGLECT AND ABUSE**

As a Childcare provider, we are considered mandated reporters. We have a responsibility by law to recognize and report any evidence of child abuse—abandonment, neglect, and abuse. This is strictly for the benefit of your child. [You state name] State law requires that any person living in the state are required to report immediately to the [your state name] Department of Job and Family Services, a local public children services agency, or local police any suspected child abuse or neglect.

### **SUPPLIES**

At, [Kolrofulworlds], parents are required to supply items that are necessary to care for your little ones. Below is the list of supplies that we would need from you. Also, keep in mind that if you send your child in nice clothes, there is no guarantee they will stay clean. An extra set of clothing should be brought to daycare every day, or you can leave an extra outfit here appropriate for the season, in case of accidents with paint, mud, etc. We will provide cots, playpens, food, and wipes. If your child uses formula, you are required to supply and leave at the childcare.

**Label all of the below items:**

- Diapers/Pull-Ups
- Diaper rash ointment/sunscreen
- Small Blanket
- All prescriptions (label with your child's name on the prescription)
- A complete change of clothes (several during potty learning)
- Proper outerwear for outdoor play (winter and summer)

**PAYMENT PROCEDURES**

Your specific rates will be outlined in your Service and Fee Agreement. The weekly daycare fee is due in advance every [On or before Friday], with no deduction for absence or holidays. [Kolorfulworlds] will accept Zelle, cash, check or, money order as a form of accepted payment. If the weekly fee is not paid, a late payment fee of 10 is due. A child will lose his/her spot and will not be permitted to return to care until payment is made in full. After two late payments, you are subject for termination.

All tuition fees are due in full regardless of absences, closed holidays, or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness.

**OVERTIME FEES**

Overtime fees are paid anytime you are late picking up your child. A 5 charge after a grace period of 10 minutes late will be assessed per child. It is important that parents pick up their children on time. We understand job pressures, traffic, and weather conditions **occasionally** affect your ability to arrive on time. If you are unable to pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) do so for you. After 30 minutes of not hearing from you, we will attempt to reach your emergency contacts on file, and after 1 hour of no contact, we will contact the [New York City] Police Department for a safety check.

**TAX STATEMENT**

[Kolorfulworlds] will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated.

**CHILD CARE SUBSIDIES**

Provider will accept families paying for childcare through subsidies administered by the [New York City] Department of Job and Family Services. Co-payments are due on or before Friday of each week before close. The provider shall notify the ACS delinquent if more than 2 weeks from the date established in the written copayment agreement. For parents paying for childcare with a childcare subsidy, care will only be provided for the hours and days that are approved by the agency providing the subsidy. It is expected that [New York City] Department of Job and Family Service will pay [Kolorfulworlds] for the care provided. However, if the [ACS] program does not pay daycare fees within 30 days after submitting attendance form, parents will be responsible for fees. The caretaker agrees to pay the provider additional fees outlined by the provider which exceed those eligible for payment. Such fees may include special events, late arrival for pick up expenses and absentee days.

**PARENTS VACATIONS**

There is a one-week vacation period allowed per year (January to January) during which no fee payment is required for parents. This vacation time may not be carried over to the next year. Parents must notify [Kolorfulworlds] at least 1 (one) week in advance to vacation dates and must have been in our program

for at least a year. Any childcare fee's due prior to leaving must be paid in full before receiving credit for the vacation week. If payment is not received prior to the vacation a late fee will be assessed and the child is not permitted to return until payment is made in full.

### **PROVIDER VACATIONS**

The Provider reserves the right to two-week unpaid vacation days each year. Dates of vacation will be announced 60 days in advance so that parents can mark them down on their calendar. The Provider has the right to determine which days these will be and payment is not expected from families.

### **PERSONAL CLOSINGS**

Although we will do our very best to be available every business day, it is conceivable that we may be forced to close occasionally due to vacation, illness, or other emergency. We have set aside 5 personal days for this reason. We realize your need for reliable childcare and will attempt to give as much notice as possible whenever we must close for any reason. If for any reason, [Kolorfulworlds must close for personal reasons, parents **do not** have to pay their tuition fee. **Parents are required to have back-up care in case of holidays, child illnesses, or any other circumstances in which back up care is necessary.**

### **CLOSED HOLIDAYS**

Parents, please respect the holiday schedule. Please make sure you mark your calendars for each day we have scheduled. You are NOT responsible for payments for the week of a holiday that we are closed. No credit will be given. Parents are responsible for back up care. [Kolorfulworlds] will be closed all holidays below, and a notice of any other days off will be given well in advance:

- Thanksgiving
- Christmas Eve and Christmas Day
- Memorial Day
- Independence Day
- Labor Day
- New Year's Eve and New Year's Day

### **RESPONSIBILITIES OF THE PARENT**

To help ensure a positive environment for your child, we ask you to:

1. Pay your tuition on time.
2. When leaving, please DO NOT ALLOW children to run out to your car.
3. You are responsible for your child when you pick up.
4. Children must be signed in and out as they arrive and depart.
5. Check your child's diapers, baby wipe supply and refill at the beginning of each month or as needed.
6. Ensure children have the correct clothing according to the season.
7. Ensure medical insurance is up to date.
8. If you are called to pick up your child, plan to pick up within 1 hour if your child is sick or injured.
9. Update your child's file (phone numbers, addresses, back up provider, and paperwork if applicable)
10. If we must go to court due to fees, you are responsible for all legal fees and court costs.

### **IMMUNIZATIONS**

All children who undergo immunizations must have their immunizations completely up to date before entering childcare. Parents are responsible for always keeping these immunizations up to date. If your child is exempt from immunizations for medical or religious reasons, please submit the form for your child's file. Children may not return to care for 24 hours after shots.

### **BIRTHDAYS**

Each child's birthday is his/her "Special Day" and we look forward to celebrating with them. We will have treats and parties on birthday and special occasions. All the children love this, and it makes them feel special. Parents are not expected to provide treats, but if you would like to provide snacks, you are welcomed to. Please check with us for allergies and give us at least one week's notice of your plans. Cupcakes must be store bought and sealed.

### **PHOTOS/VIDEOS OF CHILDREN**

[Kolorfulworlds] may use your child's photograph, video image, or voice for educational, informational, and/or public relations purposes, with us without identification by name. If you do not wish for your child to participate, please provide a written notice. It is assumed that parent/guardians' consent to their child(ren) being audio taped, photographed, or videotaped, unless such written notification is received.

### **EMERGENCY DECLARATIONS, PUBLIC HEALTH, AND NATURAL DISASTERS**

Should a situation occur such as a pandemic, natural disaster, or emergency declaration [Kolorfulworlds] will remain open to families. Tuition is still required each week and is due on or, before Friday before close. If you decide not to bring your child during this time, tuition payments are still required as you are paying for the spot and not attendance. (This is subject to change)

Direction and guidance from the Federal Centers for Disease Control and Prevention (CDC), and local health department, will be followed. Because pandemics and emergencies are out of our control, should a situation occur, that would require closure, payments will NOT be due.

Any actions, operational, or policy changes that need to be made by [Kolorfulworlds] in the case of emergency declarations, public health emergencies, or natural disaster will be communicated by the owner and will be updated as needed. While closed, we will continue to clean and sanitize the childcare for when families are allowed to return.

### **POTTY TRAINING**

We are very happy to help your potty train your child if we both agree to be consistent. The decision of when to assist your child with potty-training is a personal one and should be made based on your child's signs of emotional and physical readiness. Both the parents and the provider need to work together to accomplish your child's success. During toilet training, your child will nap with diapers or pull-ups. Children being potty train must bring at least 2 full sets of clothes and pull-ups. We will provide progress updates.

### **RIGHT TO BREASTFEED**

A comfortable place with a seat will be made available for parents in a private area that enables a mother to breastfeed her child. (Upon request). Also, parents have the right to provide breast milk for their child while in care. **Formula can be kept at the daycare with the child's initials on it.**

### **REST PERIOD/QUIET TIME**

There will be a time in everyday that your child will be required to "rest". While most children will take a nap during this time, others who do not nap will be required to lie down or read silently. Our Rest Period is from 12:30-2:30pm. Infants and young toddlers sleep on demand. Diapers will be checked every two hours. **Infants shall be placed on their backs to sleep unless the child's physician signs the "Sleep Position Waiver".**



- No child is permitted to rest or nap on floor.
- Rest or nap areas will have adequate light to allow the provider to supervise the children.
- Any child who does not fall asleep shall have an opportunity to engage in quiet activities.
- Evacuation routes shall not be blocked, and the provider shall have a clear path to each resting child.

Daily record – The provider will maintain a daily written record for each Infant. This record will be provided to the Infant’s caretaker daily. The report shall include food intake, sleeping patterns, times and results of diaper changes, and information about daily activities. Each infant in attendance will have a separate crib or playpen that meets the following requirements:

1. Cribs and playpens will be thoroughly cleaned with soap and water and sanitized. The sheet will be changed before use by another child.
2. Cribs and playpens will be used according to the manufacturer’s instructions.
3. Cribs and playpens will be used with their mattress supports in their lowest position.
4. The crib or playpen will be placed in storage in the residence if the infant to which it was assigned is no longer using it.

### PARENT INVOLVEMENT

There will be a time and ways that you can get involved in your child’s childcare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Helping to provide treats or other items for our parties
- Graduation party no ceremony (volunteer to provide treats)

### MEALS

Nutritious meals will be served to children one year and older at no extra cost to you. Children are fed nutritionally daily. There will be a breakfast snack for those that stay overnight, breakfast, lunch, dinner, and 3 snacks served during the times below: **No outside foods are allowed.** Foods will be stored and served in a safe and sanitary manner. A menu will be posted in a visible place for caretakers to view.

Meal Schedule	
Breakfast:	8:30 a.m.
AM Snacks:	10:30 a.m.
Lunch:	11:30 p.m.
PM Snack:	2:40 p.m.

Formula and baby food must be provided for children less than one year of age. Please do not send gum, candy or money with our child. If your child has any known food allergies, you must inform me of this in writing the day the child starts. The provider will introduce new foods only after consultation with the caretaker. The caretaker will need to supply written feeding instructions for Infant's that includes type and number of food/ times for feedings. Children with dairy or milk allergies must have a note from their physician stating they are allergic to dairy or milk products. Please notify us of any allergies on application as well as during enrollment. Because this is considered a modified diet, your physician will

need to complete the Diapers, Creams/Ointments Form which will, be given to you by the director and once then returned for your child's file.

If breast milk is provided by the caretaker, it shall be labeled with the infant's name, the date pumped, and the date the bottle was prepared.

**Liquids and Foods hotter than 110 degrees are kept out of the reach of children.**

### **WEAPONS AND FIREARMS**

At no time will we allow any weapons or firearms of any kind at [Kolorfulworlds]. This includes, but is not limited to guns, knives, pocket-knives, swords, stun-guns, pepper spray, mace, nun chucks or other martial arts accessories, lassos or handcuffs, smoke bombs, etc. This policy also includes all toy guns and other toy weapons such as plastic swords.

If your child is found to have a gun, any weapon, or dangerous substance in his or her possession while in care, you will receive an immediate call from us informing you that you need to pick up your child immediately. We will require written assurance from you that your child will not ever bring any guns or other weapons to childcare before we accept your child for care again. If this is not provided, the terms of this contract will be voided immediately, and no refunds will be given.

### **WATER PLAY**

In warm weather, children may play in a wading pool or play in a sprinkler. If a wading pool is used, the wading pool wall will be less than eighteen inches high in wall height. The pool will be emptied and disinfected after each use. The required ration of adults to children will be always met. Parents will provide a bathing suit and towel which will be taken home and laundered after each use. Parents must give written and signed permission for their child to participate in water play. The written permission will include: The child's name and date of birth, a statement indicating whether the child is a swimmer or a non-swimmer, the location of any approved off-site swimming site, and the date or dates that swimming will occur. This permission is updated annually, or at the parent's request.

### **FIELD TRIPS**

[Kolorfulworlds] will take occasional outings away from the premises. Parents will be notified beforehand as to where we will be. Safety rules will be discussed with the children prior to leaving for the outing. A written and signed field trip permission form will be kept in your child's file for field trips or routine field trips. All field trips are supervised; a first aid kit and emergency, a working cell phone, the Child Enrollment and Health Information for, and (if applicable) the Child Medical/Physical Care Plan for each child are taken on all field trips.

Children will be always accounted for: T-Shirts for field trips and Buddy System.

Type of Transportation for Field Trips: Provider will walk the children to field trips that are near and for Field Trips that are further away, provider will transport the children in the provider's van which will have properly installed car seats and proper insurance.

### **TRANSPORTATION**

[Kolorfulworlds] offers transportation to and from field trips. The provider has a valid driver's license and insurance coverage. Parents are required to have a written and signed permission slip form which will be kept in the child's file.

### **OUTSIDE PLAY**

As the weather changes with seasons, the children will be outside as much as possible. Please provide warm clothing, such as ski pants, hats, mittens, etc. for outside play during winter months. During summer months, when the sun is blazing, we will need permission to apply sunscreen to your child. You will need to make sure that the (Diapers, Creams/Ointments Form is completed and in your child's file. Children play outside daily when:

- Temperatures are at a minimum of 25 degrees to 90 degrees F.
- There is a light precipitation (e.g., snow flurries, drizzle).

### **TRIAL PERIOD**

There will be a 21-day trial period of adjustment for you and your child to decide if the child/children are happy at the daycare. During this time, a 2-week notice is not required. After this time, parents must give us a 2-week written notice of a termination for this contract. You will be advised daily on how your child is doing and adjusting to being in our care. If at any time during this period you or [Kolorfulworlds] cannot adjust, the daycare reserves the RIGHT TO VOID this contract agreement without any notice. There will be no refunds for tuition fees. [Kolorfulworlds] reserves the right to cancel this contract at any given time without notice, but we will do our best not to let that happen.

### **TERMINATING SERVICES**

You are required to give 2 weeks' notice when deciding to terminate care. [Kolorfulworlds] reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the staff or other children in attendance. No refunds for deposits or payments will be given.

Provider has the right to terminate without notice for the following reasons:

1. Child's behavior is uncontrollable and is a risk to the other children.
2. Child is not adjusting to the environment, and it is too traumatizing to attend.
3. Fees were not paid and are overdue.
4. Breach of contract.
5. Parent is a risk to the provider or other children in care.
6. Parent arrives at childcare drunk/under the influence of drugs.
7. Provider makes a judgment call and feels immediate termination is needed.
8. Repeat absences without notice or repeat late drop off without notice.
9. Lack of parental cooperation.
10. Repeated failure to pick up your children at the agreed upon time.
11. False information given by parent either verbally or in writing.

### **DISCIPLINE AND GUIDANCE POLICY**

[Kolorfulworlds] helps to guide children through love, consistency, and redirection. Any form of corporal punishment is prohibited. We use developmentally appropriate guidance techniques.

The following methods of discipline will be used:

- Redirecting to an appropriate activity
- Showing positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking
- Quiet Time

Note: When a Quiet Time is used, it will not exceed one minute for each year of age, and it will not be used with infants (children less than 18 months old). Upon the child's return to the group, we will review the reason for the separation from the group and discuss the expected behavior with the child.

Progress reports will be sent home, parents must sign and return. If the behavior continues the child will be dismissed. Infants and young toddlers that do not understand the consequences of their behavior will be reminded of the rules and removed from the situation if necessary.

### **CHILDREN'S INJURY**

If your child sustains a minor injury while in our care (e.g., scraped knee), you will receive an Incident Report outlining the incident and course of action taken by us immediately at pick up. A signed copy will be retained on file for at least six months. (Minor wounds, such as cuts, scrapes, or bites will be washed with liquid soap and cool running water following by rinsing. A dry bandage may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or need medical attention. Incident reports will be filled out and kept with your child's records. Repetitive problems such as biting may result in requesting that you child be removed from daycare. This is for the safety of your child as well as the other children.

### **ILLNESS POLICY**

Prior to child starting a copy of their shot record must be in the child's file. If a child's shot record is not up to date as the state requires, the parents will have two weeks in which to bring their child's up dated shot record in or the child can no longer attend until it is brought. Health records must be kept up to date. It is the responsibility of the parents to report any seasonal or food related allergies or any changes in child's health. It is also the parents' responsibility to keep updated phone and address information for emergency contact. Failure to do so and we are unable to contact you, your child can or will be dismissed.

We will care for children with a common illness such as recovering from a cold, allergies, etc. No child will be admitted who is obviously ill or has a fever. Any child that becomes ill, including my own will be placed in a room away from the other children. Parents will be notified immediately and have one hour after being called to pick-up their child. If a child needs medication it must have the original bottle and physician instructions and a request for administration of medication must be filled out and signed by the parent. In the event of a medical emergency, the parent will be notified as soon as possible. Diaper rash ointment, powder and other topical creams may be applied. (Diaper/Creams/Ointment Form)

In the event your child is sent home due to one of the above conditions, he or she will not be allowed to return to childcare until they have been symptom free for a full 24 hours (and not on fever reducing medications), or until accompanied by a signed note from your child's doctor. Please notify me as soon as possible (the night before or in the morning before the child is supposed to arrive) if the child is going to be absent. The following are things a child should be kept home for and or can be sent home for:

- Diarrhea (more than 2 loose stools)
- Sever coughing, which causes the child to become red and blue in the face and making a whooping sound, Consistent nose drainage.
- Difficult or rapid breathing a stiff neck.
- Yellowish skin or eyes, unusually dark urine and/ or gray, white.
- Conjunctivitis (pink eye)
- A temperature of 100.0 degrees F or higher in combination with other signs of illness.
- Untreated, infected skin patches

- One of more episodes of vomiting
- Untreated communicable disease

### MEDICATIONS

Parents are required to fill out proper forms and to supply all medications in their original containers. The medication must be in a clearly labeled child-proof container. For medication to be given, the permission to administer medication form must be completed by both the parent and the doctor or medical professional and in the child's file.

[Kolorfulworlds] will not deliver medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to our administering a dose or applying the product, to avoid unexpected reactions. All prescription medications must have been prescribed recently and be clearly labeled with the pharmacy information. Please provide any necessary droppers, medicine spoons, or other dosing aids. Inhalers should also be in their original outer package (carton), labeled with your child's name. School age children may care their own emergency medications such as an Epi-Pen or Inhaler or their own topical products/ointments with a completed Administration of Medication form on file.

### MEDICAL EMERGENCIES

If emergency services need to be called in order to provide treatment, care and or transportation for your child to an emergency facility, the parent is responsible for any and all bills occurring from this incident. In case of a medical emergency, we will call 911 and attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 to transport your child to the nearest hospital. WE WILL NOT TRANSPORT.

Actions to be taken by the provider, employee, and staff in the event of a general emergency:  
CALL 911 AND FOLLOW THE EMERGENCY PLAN BELOW:

The provider shall send the child's "Child Enrollment and Health Information" form with the child who is being transported to a source of emergency assistance. A first aid box shall be on the premises and readily available to the provider but shall be kept out of reach of children. If serious incident/injuries occur, the "Serious Incident for Child Care" form will be completed and this incident report will be given to the caretaker the same day.

**THE PROVIDER WILL NOT PROVIDE CARE TO THE CHILDREN WHOM PARENTS REFUSE TO GRANT CONSENT FOR TRANSPORTATION TO THE SOURCE OF EMERGENCY TREATMENT. THE PROVIDER WILL NOT ACCEPT RESPONSIBILITY OF A CHILD.**

### SUPERVISION AND SAFETY POLICY

At [Kolorfulworlds], we want to assure you as parents that your child's safety is taken very seriously. We practice safety here. Every child in our home is very important and safety guidelines will be followed at all times. Below are ways that we are practice safety in our daycare program:

- We have installed outlet covers and all cabinets within a child's reach that could possibly pose a hazard are safety locked.
- Smoke detectors are located on each level of our home, along with a fire extinguisher.
- Monthly fire drills are practiced in the event of a fire. Emergency weather plans posted.
- A list of emergency numbers is posted by the telephone.
- The provider is responsible for the child's safety while child care is being provided. No child shall ever be left unsupervised. When children are inside they shall be within sight or hearing of the provider at all times. When children are outside they shall be within sight and hearing of the provider at all times.

**MODIFICATION/AMENDMENT**

Provider reserves the right to modify and/or amend this agreement upon four weeks written notice of any changes in the basic rates or services provided. Changes in basic rates/services do not require parent's consent, but will be given in writing as an addendum to this parent handbook.

**ENTIRE AGREEMENT**

This agreement, together with those documents specifically incorporated herein by reference, contain the entire agreement and understanding between the parties as to the subject matter hereof.

**INVALID PROVISIONS**

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

**WAIVER**

No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

**GOVERNING LAW**

This agreement shall be governed by and interpreted in accordance with the laws of the State of [New York State].

**REVISIONS TO HANDBOOK AND CONTRACT**

[Kolorfulworlds] reserves the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least a 2 weeks' notice of changes.

\_\_\_\_\_  
SIGNATURE OF PARENTS/GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**SERVICE AND CONTRACT FEE AGREEMENT**

CHILD'S NAME: \_\_\_\_\_ D.O.B \_\_\_\_\_ FIRST DAY OF CARE: \_\_\_\_\_

Write in your drop off and pick up time for each day of service that you use:

Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:
Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:

**PAYMENT PROCEDURES**

Your specific rates will be outlined in your Service and Fee Agreement. The weekly daycare fee is due in advance every [your tuition date], with no deduction for absence or holidays. [Kolorfulworlds] will accept cash or money order as a form of accepted payment. If the weekly fee is not paid, a late payment fee of 20 is due. A child will lose his/her spot and will not be permitted to return to care until payment is made in full. After two late payments, you are subject for termination.

All tuition fees are due in full regardless of absences, closed holidays, or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness.

\_\_\_\_\_ initial here

**OVERTIME FEES**

Overtime fees are paid anytime you are late picking up your child. A \$20 charge after a grace period of 10 minutes late will be assessed per child. It is important that parents pick up their children on time. We understand job pressures, traffic, and weather conditions **occasionally** affect your ability to arrive on time. If you are unable to pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) do so for you. After 30 minutes of not hearing from you, we will attempt to reach your emergency contacts on file, and after 1 hour of no contact, we will contact the [name of your state] Police Department for a safety check.

\_\_\_\_\_ Initial here

**PARENT'S RESPONSIBILITIES**

Parents/Guardians agree to the parent's responsibilities that are listed in the parent handbook.

\_\_\_\_\_ Initial here

Tuition Fee \$ \_\_\_\_\_

Co-Payment Subsidized Fee \$ \_\_\_\_\_

\_\_\_\_\_ Initial here

By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at [Kolorfulworlds] are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Signature #1 \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature #2 \_\_\_\_\_ Print Name: \_\_\_\_\_



By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at [Kolorfulworlds] are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Signature #1 \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature #2 \_\_\_\_\_ Print Name: \_\_\_\_\_