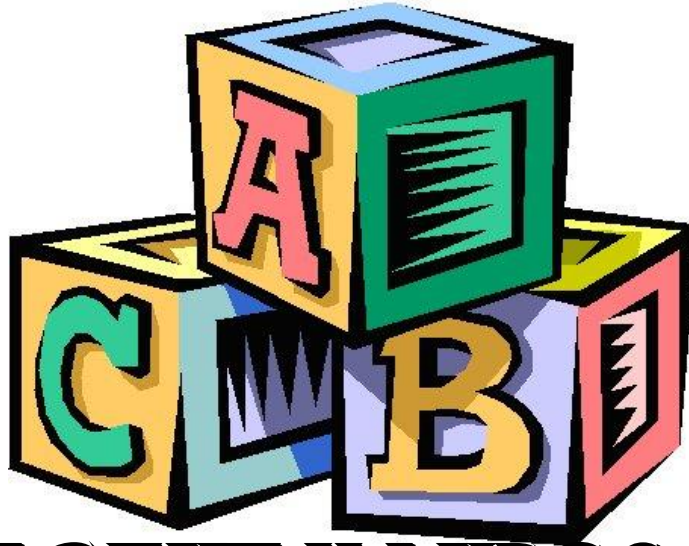


MY WONDERWORLD FAMILY DAYCARE



PARENT HANDBOOK



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I. About the Center

Welcome and thank you for choosing My Wonderworld Family Daycare. This handbook contains procedures and rules put forth to ensure complete transparency between the My Wonderworld daycare and the parents. Please read it thoroughly and feel free to ask any questions or concerns that you may have.

My Wonderworld Family Daycare believes that quality childcare is an important aspect for every family. The staff at My Wonderworld Daycare bases its philosophy on each child's total development. We provide an enriching atmosphere which enables the child to develop socially, emotionally, physically and cognitively. We offer a learning environment which provides developmentally appropriate experiences designed to stimulate these areas of growth. The children are involved in first hand experiences and opportunities for self-exploration and discovery. They are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our curriculum. Daily lesson plans are introduced through structured themes with the children's interests in mind. Through play children learn about themselves, others and the world around them.

Children develop and learn on an individual basis. Working with children in small groups enables them to receive the personalized attention they need to excel. Also, it allows our staff the opportunity to observe and meet the individual needs of each child. Our program offers each child the individual care, attention, nurturing and love, which is necessary for healthy growth. We value the individuality of each child by recognizing these differences and offering personal care and attention in a group setting.

Involving families in our program is a top priority. This helps children, parents, and our staff to make the strong connection between home and center. We are an extension of the family, developing a partnership where sharing support, ideas and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities. At My Wonderworld Family Daycare we have an open door policy; which means you are more than welcome to come and go as you please. You are free to drop off or pick up your child any time during the day. You are also welcome to come visit, eat lunch, and participate in daycare activities with your child's class.

Communication is an essential aspect of our partnership. As we welcome each new family into My Wonderworld Family, it is very important that you know that we welcome your questions, concerns, and feedback. Sensitive issues will be discussed in private.

Thank You,

My Wonderworld Family Daycare

II. Curriculum and Developmentally Appropriate Activities

The curriculum provides for all areas of a child's development including physical, social, emotional and cognitive. Curriculum planning is based on teacher's observations and recordings of each child's special needs, interests and developmental abilities. Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete, real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills. Multicultural and nonsexist experiences, materials, activities, and equipment are provided for children of all ages.

INFANTS AND TODDLERS: 6 weeks - 2 years of age

Infants and toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include sensorimotor, psychomotor, language development, cognitive development, large and small motor skills, and social and emotional development. The children are spoken, sung and read to frequently, have many different objects in their environment to see and touch and have many opportunities to develop their fine and gross motor skills.

TWO YEAR OLDS: 2-3 years of age

Two year olds are beginning to develop social skills, enlarge their vocabulary, and test their independence. To develop these skills, our program for this age group offers a group experience which recognizes the special needs of each child. The children have many opportunities to explore and learn about the environment. The children are spoken to frequently and are encouraged to participate daily in individual and group conversations. Toilet training, dealing with frustration, encouraging self-help skills and providing successful age appropriate experiences to enhance the child's self-concept is part of the two-year-old curriculum.

PRESCHOOL: 3-5 years of age

Our preschool program offers a balance of free play and structured individual and group activities which gives the children a well-balanced preschool education. At this age children are developing more intimate peer relationships, asking questions about the world around them and developing self-discipline and control. To enhance these skills our program offers activities and experiences in the areas of science, math, beginning reading and writing experiences, large and small motor skills, dramatic play, block play, creative and movement activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Different levels of ability, development and learning styles are

considered when developing appropriate activities for this class. Children are allowed to select many of their own activities from among a variety of learning areas prepared by the teachers. This classroom continues to enhance reading and writing skills to prepare each child for kindergarten. Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with each other to solve problems.

SCHOOL AGE: 6 -12 years of age

As children enter elementary school they are beginning to develop close relationships in peer groups, can communicate more effectively with peers and adults and are better able to problem solve and use abstract thinking. To develop these skills we offer a very small and personalized before and after school program to balance with the more structured public setting. Children in this program are provided with a large variety of stimulating hands-on learning experiences to suit their needs.

ACTIVITIES:

We know that children also learn through play, because of this we do not underestimate 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 a time in order to allow the children to concentrate fully on each thing they do. Activities that we and children participate in include but are not limited to the following:

Indoor activities include: books and story-time, Legos, circle-time, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, car/trucks/planes; arts and crafts, puzzles, flash cards, animals, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, various learning toys, blocks, bead string, sing along story books, painting, science, board games, and singing.

Outdoor activities include: climbing, sliding, jumping, running, swinging, jump rope, racing, water balloons, catch, bubbles, squirt bottles, various games, water table and water games, neighborhood walks, exploring nature/weather, soccer, and falling. As you know children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During summer months, we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

NAP TIME:

The infants will be allowed to nap according to their own bodily needs. The infants sleep in provider provided cribs and the toddlers sleep on mats. Our goal is to have two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Although nap time may vary according to our daily activities, usually it is from 1pm – 3pm. Children younger than 18 months may take a morning nap, while children

6 months and younger may need a third nap during the day, which can be incorporated in to their late afternoon schedule. *The state guidelines require that all the children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time.*

For the children sleeping on mats, please send a crib sheet, pillow, and two blankets that can be kept at the daycare for your child. If necessary, crib sheets, pillow covers, and blankets must be taken home on Friday for laundry and returned Monday.

GUIDELINES – WHAT IS ASKED OF CHILDREN:

1. No coloring on anything but provided paper.
2. No playing in the bathroom.
3. No name calling, foul language, or yelling.
4. No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair.
5. No pulling or picking of plants, grass, trees, or flowers.
6. No picking-up, pulling, pushing, poking, or squeezing babies.
7. No playing with wires or other electronic equipment.
8. Take turns and share.
9. Help clean up.
10. Laugh, smile, play, and be happy.

BEHAVIOR MANAGEMENT and 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. We do not believe in corporal punishment, humiliation, or shaming tactics to discipline children. In order to help children we use a variety of techniques aimed at empowering the young individual to control conflicting situations whether internal or external. We will explain the unacceptability of inappropriate behaviors, give them choices, demonstrate appropriate behavior, and have the child demonstrate that he/she understands. 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). The technique is only used when a child repeatedly disobey to our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, 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 parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

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.

III. Program Policies

ADMISSION POLICY/ ENROLLMENT:

My Wonderworld Family Daycare welcomes any child regardless of race, sex, creed, color, religion, or national origin. All forms received must be completed and returned prior to enrollment. The following forms are required by Maryland State Law and need to be completed prior to placement:

- The Emergency Information/Enrollment Card
- Health Inventory and Addendum
- Medical and Immunization records
- Emergency Medical consent form (must be notarized)
- Signed Contract

It is the parent's responsibility to keep the immunization form up to date. According to state regulations this form must be updated and returned to My Wonderworld Family Daycare within 24 hours of receiving shots. You are required to keep us informed of any changes in address, telephone numbers, and other pertinent information listed on any/all of the above forms. Please inform us if your child has ever had fever related seizures, or other serious medical conditions or food allergies.

STATE LICENSING REQUIREMENTS:

My Wonderworld Family Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state, and city health, fire, and licensing officials.

HOURS OF OPERATION:

My Wonderworld Family Daycare is open from 7:30 AM to 6:00 PM, Monday thru Friday with the exception of vacations, sick leaves, and following holidays:

Holidays:

New Year's Eve	New Year's Day
Birthday of Martin Luther King Jr.	Washington's Birthday/President's Day
Memorial Day	July 4 th / Independence Day
Labor Day	Columbus Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Day	

Note: If the holiday falls on a Saturday daycare will be closed the Friday before, if the holiday falls on Sunday, daycare will be closed the Monday after. This is subject to change to our discretion and we might be open. So please check with us.

FINANCIAL AGREEMENTS:

There is an annual, non-refundable \$45.00 registration fee for each family. This fee is payable on the anniversary that the child enters care. There is a \$5.00 fine for each day that registration dues are late. Parents are notified in advance and in writing when registration fees are due.

Fee Schedules: Tuition is due the Monday of the week for which care is provided. A tuition late fee of \$10.00 will be added each day until tuition fee is paid in full (on or before close of business Monday). Wednesday is the latest payment can be given. If payment is not paid by Wednesday the child cannot attend until the tuition as well as late fees are paid in full.

Late Fees: There is a late fee charge of \$10.00 for every 15 minutes or part thereof beyond closing time. The late fees are due at the time of pickup and are payable in cash.

Check Charge: Parents will be charged a fee of \$35.00 if a check is returned for insufficient funds. After 2 returned checks, center will only accept cash as payment.

Terms of Enrollment: To officially hold a child care enrollment slot, we require an initial registration fee of \$45.00 along with a holding fee. This holding fee is equal to one week of child care and will be credited towards your last week's fee (both registration fee and the holding fee are non-refundable if the child does not enroll).

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 allot five sick/personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc) in order to keep our childcare license in good standing. We will provide as much of an advance notice as possible if such situations arise.

VACATIONS:

We allot ourselves two weeks of vacation a year. The dates of our vacation will be notified at least two weeks in advance. ***Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.*** Please keep in mind that we work year round over 10.5 hours/day and that we are limited growth business, with limited income.

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.

INCLIMENT WEATHER:

My Wonderwold Family daycare follows Prince Georges County Public Schools if closed, delayed, or early dismissal, the daycare will be as well. Should the daycare not open, or close early because of severe weather conditions, full tuition is due as per the contract. For early dismissal parents will be notified and will be given two hours to pick up child (ren).

ABSENCES:

When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. No adjustments are made in tuition for missed days, holidays or snow days.

TERMINATION POLICY:

The first two weeks will be regarded as trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, two weeks of 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 then parents will pay all legal and collection fees incurred.

ARRIVAL and DEPARTURE:

Each day, please send your child clean, well dressed, and ready for the day with all of child's necessary supplies needed for that day's care. It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please try to be brief (no more than 5 minutes) during drop-off times; the longer the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is

needed. Please be assured that if your child is having a difficult time settling down and is crying for a prolonged period of time, we will contact you. Please be in control of your child during drop off and pick up times.

RELEASE OF CHILDREN:

Your child/children will not be released to anyone except those indicated on the enrollment and emergency form. Parents must leave the names and telephone numbers of authorized adults who can be contacted in the case of an emergency. No one under age of 16 will be allowed to pick up your child. If there is an exception due to emergencies, you must bring a written release note with that person. Identification will be required. Parents will be contacted. It is your responsibility to update or add/delete the emergency contact list that we have in the office.

SICKNESS POLICY:

Parents agree to keep their child/children at home or seek alternative care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Unusual or unexplained headache or stiff neck
- 3 unexplained diarrhea or loose stool in close increments
- Nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- Severe itching of body and scalp
- Known or suspected communicable diseases.
- Any discharge or drainage from eyes, nose, ears, or open sores.

When a child becomes ill, we will make the child comfortable in a quiet place where he/she can rest and will be closely supervised away from the other children. Parents will be notified immediately and agree to begin making alternate work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the registration form or 911 may be contacted depending on the seriousness of the illness.

MEDICATIONS:

Prescription medications will only be given to a child in care with the following conditions:

- First dose is always administered at home.
- Parent gives written permission to the center, with full instructions as to dosage, and times to administer medication. (forms are available from the office for this purpose)
- All prescribed medications must have the child's name on the prescription bottle.
- Non-prescription medications will be administered as per recommended dosages on medicine bottle.

- We can only give one dosage per illness per day.

SUPPLIES NEEDED AT THE DAYCARE:

Parents are responsible for supplying the following items. Supply items are listed below according to the age of your child. Please make sure you label your child's item clearly.

Infants:

- Labeled Seasonal Blanket (for cots only)
- 1-2 weather appropriate clothes (include shoes & socks) with child name labeled inside them.
- Labeled Diapers/Wipes/Creams
- Several Bibs/Burp Cloths with child name labeled in them
- All food, milk, formula, jar food
- Utensils to serve baby food
- Appropriate Tupperware for heating up food (as needed)
- Family Picture

Toddler/Two's:

- 1-2 weather appropriate clothes (include shoes & socks)
- Labeled Underwear/Diapers/Wipes/Creams
- Labeled Seasonal Blanket
- Labeled crib sheets
- 2 Labeled Bibs
- Labeled Smock/Big Shirt for messy art projects
- 2 Labeled Sippy Cups (for water/milk)
- Family Picture

Preschool:

- 1-2 weather appropriate clothes (include shoes & socks)
- Underwear/Diapers/Wipes/Creams
- Labeled crib Sheet & Seasonal Blanket
- A smock/big shirt for messy art projects
- Family Picture

We supply and apply sunscreen, insect repellent, every day before any child is taken outside to play unless notified by the parent to do otherwise. Your child's crib sheet, blanket, and pillow cover should be taken home every Friday, and washed and returned to daycare the following Monday. There is a good possibility that 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 you write your child's name on tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups. Also, the daycare will not be responsible for any lost or damaged jewelry.

MEALS

Nutritional snacks will be provided to the children at approximately 9:15 am in the morning and at 3:30 pm in the afternoon. Parents are required to provide lunch. Please do not send unopened cans or foods which require the use of stove to the center.

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 contact 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.**

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of My Wonderworld Family Daycare handbook are understood and agreed upon.