



Kristen's Kidz Home Daycare Policy/Handbook

(Effective: August, 2017)

Contents

- Registration Checklist
- Definitions
- State Licensing Requirements
- Termination Policy
- Advance Notice
- Daycare Hours
- Holidays
- Sick/Personal Days
- Vacations
- Prices and Hours
- Deposit
- Payment Policy/Attendance
- Non Sufficient Checks
- Late Pickup Policy
- Sign in/out
- Health Matters
- Guidelines For Children
Requiring Exclusion From
Daycare
- Child's Absences and/or
Vacations
- Medication
- Reporting Child Abuse
- Medical and Dental Emergency
Procedures
- Evacuation Procedures
- Diaper Policy
- Toilet Training
- Toys
- Miscellaneous
- Open Door Policy
- Behavior Management &
Discipline
- Cleanliness
- Arrival and Departure
- Supplies Needed at Daycare
- Meals/Snacks
- Special Diets
- Learning and Fun
- Activities
- Nap Time
- Daily Schedule
- Guidelines - What Is Asked Of
Children
- Communication
- Contract Adherence
- A Final Note

Welcome to Kristen's Kidz Home Daycare

The purpose of this Parent Handbook is to outline the policies and procedures under which I operate as licensed child care provider.

Registration Checklist

The following forms are required by the state of Kansas and need to be read, completed and/or signed prior to enrollment:

1. Parent Policy/Handbook (read/sign/date)
2. Parent-Provider Contract/Enrollment Application (complete/sign/date)
3. Authorization for Medical Treatment (complete/sign/date)
4. Emergency/Health Information (complete/sign/date)
5. Medical Records (complete/sign/date)
6. Immunizations Card must be up to Date at Time of Enrollment (supply)
7. All About Your Child Form (complete)

Definitions

- **Full time child care:** Monday through Friday anytime between the hours of 7:30am and 5:00pm
- **Half day childcare:** (7:30am - 12:30pm) or (12:30pm - 5:00pm) ***You will still be required to pay full time due a spot being taken.**
- **Infant:** 6 weeks to 18 months
- **Toddler/Preschooler:** 18 months to 4 years
- **After School :** 5 years to 11 years old

State Licensing Requirements

Kristen's Kidz Home Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to my home, health, safety procedures, nutrition, and record keeping. I believe that these standards are in the best interest of the children. My home is subject to inspection by state and city health, fire, and licensing officials.

Termination Policy

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first 30 days of enrollment, 2 weeks 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.

Advance Notice

Whenever possible even more notice is better. This helps me tremendously. Reason being, unlike childcare centers I can only take up to 10 children depending on the age. So when I am full, I am forced to say NO to all incoming requests for childcare. If I have advanced notice of discontinuation of needed services then it is possible for me to make future arrangements with new families inquiring about daycare for their child.

Daycare Hours

The daycare is open Monday through Friday **7:30am to 5:00pm** with the following holiday exceptions:

Holidays

- Memorial Day
- 4th of July
- Labor Day
- Halloween (closed at 4:30pm)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve - New Year's Day (Christmas Break)

Sick/Personal Days

I allot myself (6) sick/personal days per year. I also use these days for continuing my education classes (CPR, Pediatric First Aid, etc) in order to keep my child care license in good standing. Of course I will give you as much of an advance notice as possible.

Vacations

I allot myself (2 weeks) of vacation a year. I will give a minimum of a 14 day notice. However, most likely you will have a 30 day notice. **Regular payment rates apply for my vacation, your vacations, weeks with holidays, and provider's sick/personal days.**

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.

Prices and Hours

Full Time Prices

5 Days Per Week (7:30am - 5:00pm)

Infant (6 weeks to 18 months)

- Weekly - \$200

Toddler/Preschooler (18 months to 4 years)

- Weekly - \$160

Half Day (7:30am-12:30pm) or (12:30pm-5:00pm)

Infant (6 weeks to 18 months)

- Weekly - \$200 (Same as full time due to a spot being used.)

Toddler/Preschooler (18 months to 4 years)

- Weekly - \$160 (Same as full time due to a spot being used.)

After School (3:35pm-5:00pm)

School Age (5 to 11 years)

- Weekly - \$65

Note: To figure out the monthly payment you do the following, (weekly amount × 52 weeks ÷ 12 months = monthly amount).

TAXES- I 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. You may request a statement at any time.

Deposit

A nonrefundable deposit equal to two weeks of childcare costs is due at time of enrollment. However, do not give me the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent handbook. Your child's spot is not secured until I 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.

Note: Please make checks payable to **Kristen's Kidz Home Daycare.**

Payment Policy/Attendance

Payment is due on Monday of each week or on the first day of the week attending daycare. If payment is received after Monday of each week, a \$5.00 per day late fee will be charged. **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.

Your daycare tuition will remain the same (AKA grandfathered in) through your child's first day of enrollment to their last except in the following scenarios. **(1)** When graduating from Infant (6 weeks–18 months) to Toddler/Preschool (18 months – 4 years) to School Age (5 years – 11 years). **(2)** Stopping and then restarting paid attendance in our daycare. In all scenarios your new payment will default to the current price of the newly enrolled schedule.

Note: To figure out the monthly payment you do the following, (weekly amount × 52 weeks ÷ 12 months = monthly amount).

Non Sufficient Checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

Late Pickup Policy

If your child is picked up after 5:00pm there will be a late charge assessed of \$1.00 for every one minute (unless prior arrangements have been made). **Please be courteous and arrive on time. After hours is time with my family.**

Signing in/out

I am required to have all parents sign in and out for pick-ups and drop offs each day. A sign in/out sheet, pen, and a clock are located by the children's cubbies for your convenience. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

Health Matters

For the health and safety of your child and all of the children in my daycare, **please do not bring your child to daycare sick.** In which case I in turn may become sick making it difficult to care for the children at the high standards that I have set for myself. I 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, slight cough, and a slight or no fever.** If you are not sure if your child should be brought to daycare, then please call and check with me. 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 for 24 hours.**

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 otherwise feeling well enough to participate in the 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 taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), 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 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify me if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your bodies natural way of trying to protect itself against what ever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. **However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.**

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or other, **please let me know as soon as possible so the day's activities won't be held up waiting for your child to arrive.** Also, I need to know how many children I 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 whatever reason, you are still required to pay.

Medication

At Kristen's Kidz Daycare I 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 daily schedule, then it is quite possible he or she may be too sick to attend daycare. I will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections etc and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if I will administer a certain medication or not, please feel free to ask.

Reporting Child Abuse

I am required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Medical and Dental Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, I will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, I can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform me immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Evacuation Procedures

Kristen's Kidz Home Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. A notice will be posted at the daycare with all information on the alternative sight.

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. Diapers are checked frequently, and

changed every three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing mat is cleaned and disinfected between each diaper change, and hand washing of myself and child is performed after each diaper change.

Toilet Training

I am 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/diapers.** Communication between parents and myself is imperative for a successful transition from diapers to toilet.

Toys

During the initial adjustment period I encourage your child to 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 me 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 I 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 Kristen's Kidz Home Daycare I do not transport any child by car or any moving vehicle, unless a medical emergency requires me to do so.
- Understand that your child may be included in classroom evaluations by State Licensing officials, Head Start Program, CDA Nutrition, and other parents observing their right to my open door policy.
- Understand that your child may be included in pictures connected with my 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 my care. During times like these the other children have a hard time listening and following my directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an **extended period of time**, please take the child in question out of the daycare, to places such as

your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

Behavior Management & Discipline

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try and teach the children in my care manners, kindness and to be respectful to others. One of the ways in which I do this is by the example I set. I 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-Outs:**
 - i. Infant to Preschool age: Children will not be placed in time-out. They will be redirected to another activity or toy.
 - ii. Preschool through School age children: 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 my directions or listen to my 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 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 I 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 me, the rules of my house, and my property by reminding them that the rules still apply when you are around. I will also remind them of the rules and correct them if needed.

Cleanliness

I take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. I am committed to keeping my home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. My home is kept clean and disinfected at all times. I thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing mat is 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. I wash my hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

I wash my hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands:

- Upon arrival
- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- After touching animals

Teeth Brushing

Beginning at 18 months old I have the children start to brush their teeth every day after lunch time. This helps the children develop a lifelong habit of oral hygiene. You will need to provide a toothbrush/toothpaste (remains at the daycare) for your child.

Arrival and Departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), 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, I must have a written note from the custodial parent in my files to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Supplies Needed at Daycare

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, tooth brush/toothpaste, sunscreen, weather appropriate clothes and a change of clothes, jacket, **shoes that lace-up or Velcro and/or stay on feet (no flip-flops please)**, pacifier (if needed), and a swimsuit. For the older children sleeping on a matt: a crib sheet, a blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything 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 Monday.** 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. I am not responsible for replacing stained or soiled clothing. Furthermore I 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.

Note: Please periodically check your child's cubby to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, your child's items also need to be changed accordingly. **I greatly appreciate your adherence to this subject, as it helps mine and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way I can care for your child in the best possible way.**

Meals/Snacks

Each day I provide two nutritious and well balanced meals, plus one snack. I provide morning breakfast at 8:20am, lunch at 12:30pm and afternoon snack at 3:30pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat.

Special Diets

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non religious beliefs, etc, then I must be informed, and when applicable given a doctor's note stating to the fact. At that time it will be determined if your child can participate in the CDA program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the CDA Program. However, if a viable solution can not be reached between parent, provider, and the CDA Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

Learning and Fun

For ages 18 months through four, Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. **For ages 18 months and younger** I work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. I encourage participation, but the child will not be forced to participate. Most importantly, my goal is to make learning for all ages fun, and non-intimidating.

Activities

I know that children also learn through play; because of this, I do not under estimate its importance on a growing child's mind, body and spirit. Therefore, the children under my care receive lots of both free-play and structured-play throughout each day. During structured-play I 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 myself and the children participate in, include, but are not limited to the following. **Indoor activities include:** books and story-time, circle-time, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, musical instruments, various games, blocks, song games, play dough, coloring, sing along story books, science, board games, puppets, and Simon-says. **Outdoor activities include:** climbing, sliding, jumping, running, balls, racing, catch, bubbles, follow the leader, ride-on toys, tunnels, safe water toys, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. I do my best to limit the amount of times this occurs, with constant supervision and watchful eyes. During the summer months (June, July and August) I allow for more outdoor activities and creative art projects. **Weather permitting, we play outdoors every day.**

Nap Time

Infants sleep in provider provided playpens, and the toddlers sleep on mats/cots. My goal is to have the two different age groups (18 months and older, younger than 18 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is during the time between 1:00pm and 3:00pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. Typically children 6 months and younger may need a third nap during the 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 older, toddler age children, sleeping on mats, please provide a pillow, and blanket that can be kept at the daycare for your child.

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.

Toddler/Preschooler

- **7:30 - 8:00** drop-offs, welcome children, free-play and/or structured-play, trains, story-time, etc.
- **8:00 - 9:00** breakfast, clean-up/wash-up
- **9:00 - 9:30** circle-time
- **9:30 - 10:00** arts and crafts, story-time, various learning games
- **10:00 - 10:30** music, song and dance
- **10:30 - 11:30** outside play-time
- **11:30 - 12:00** free-play and/or structured-play
- **12:00 - 1:00** lunch time, clean-up/wash-up, brush teeth, and get on mats
- **1:00 - 3:00** rest-time and/or quiet-time
- **3:00 - 3:30** free-play and/or structured-play, puzzles, books, various learning toys, etc.
- **3:30 - 4:00** afternoon snack, clean-up/wash-up
- **4:00 - 5:00** pick-ups, outside play (depending on season), coloring, play-dough, toys, story-time, etc.

Infants

- **7:30am - 5:00pm** cuddles, love, and affection, eat, poop, and sleep

Guidelines - What Is Asked Of Children

1. All food and drinks must be kept at the table/highchair area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name calling and foul language or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
6. No picking-up, pulling, poking or squeezing of babies.
7. All kitchen and bathroom cupboards are off limits to daycare children.
8. Take turns and share.
9. Help clean up.
10. **Laugh, smile, play, and be happy.**

Communication

So I can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

Contract Adherence

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

A Final Note

It is important that you feel comfortable with my policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of my policies and/or procedures it is important that you express that to me before enrolling your child in my daycare. I am 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, I encourage you to talk to me 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 my attention during business hours. **Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.**

Policy/Handbook Signature Page

By signing below, it is understood that all of the policies and procedures of Kristen's Kidz Home Daycare handbook are understood and agreed upon. Both parents must sign this page of the policy/handbook.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Child Care Provider Signature: _____ Date: _____