



# **Thrive to Care – Child Care**

**Registered Family Child Care Home Handbook**

**2025 - 2026**



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**Dear family,**

Welcome to my registered family home child care, Thrive to Care. My main goal is to provide a healthy, fun, safe, and consistent routine where you can feel comfortable while your little one is under my care. I am here to provide your child with a clean and organized area where they can play and focus on learning without you having to worry about an unsafe environment. I believe in having consistency and clear communication with the family at all times. I'm excited to work with your family and watch your child as they go through this important time of their life. I would love your input on ways I can improve and make this a healthier, safer, and more fun space for your child. Please don't hesitate to reach out if you have questions or concerns!

**Sincerely,**

**Child Care Provider Hidy Hulbert**

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## **ABOUT ME:**

### **Philosophy:**

Here at Thrive to Care, I am a true believer that any child, despite their culture, race, behaviors, home life, basic needs, disabilities, etc., has the right to learn, grow, and have fun. I am honored to provide your child with patience, understanding, and the experience of working with others in all different types of settings and backgrounds.

✦ *In this handbook when I use the term family, I am referring to the parents, legal guardians, sponsors, and others who are responsible for the well-being and best interest of the children under my care.* ✦

### **Mission:**

Thrive to Care's mission is to thrive in caring for ALL children by showing love, respect, guidance, and consistency.

### **Certifications:**

Food Handlers Certificate – expires 02/23/2028

Pediatric CPR & First Aid – expires 08/22/2026

Safe Sleep for Oregon's Infants – completed 02/23/2025

Introduction to Child Care Health & Safety – completed 02/13/2025

Recognizing & Reporting Child Abuse & Neglect – completed 02/15/2025

Foundations for Learning – completed 03/10/2025

### **My Qualifications:**

- 4 years of experience working with youth in a residential setting focused on behavioral health.
  - Multiculturalism – mostly worked with those who were Alaskan Native.
  - Case management – held meetings, made doctor's appointments, was the main person of contact for families, and much more.
  - Supervisor – was the direct supervisor of at least 3 staff members at a time.
  - Behavioral Health Associate – worked directly with the youth.
- 3 years of experience with Lane Educational Services.
  - Disabilities – wheelchair usage, feeding protocols, G-tube feeding, walkers, manual standers, and more.
  - Instructional Assistant – worked in the classroom with the students.
- Currently enrolled in Oregon's Central Background Registry and have all of the requirements met to be a licensed child care provider.

### **Staff/Assistants/Substitute Qualifications:**

All staff, assistants, or substitutes that are employed by me will have appropriate qualifications in the child care industry and follow state requirements. A list of qualified staff, assistants, or substitutes will be provided to you as they are hired.

**Emergency Substitute Provider:**

At this time, there are no substitute providers available at Thrive to Care but in the rare case of an emergency, Matthew Grassauer who is the dwelling owner and is enrolled in Oregon's Central Background Registry may assist me with contacting you or your emergency contacts. Whoever is contacted will be asked to plan on picking up your child and the program will close for the remainder of the day. Should this need arise, you or your emergency contacts shall pick up your child within the hour of receiving the call if the emergency is not a dire situation.

**My Vacation:**

You will be notified well in advance of any planned vacation days. No tuition payments are due during my personal time off. Families are responsible for finding back-up care for their children during these planned days off.

**ADMISSION:****Availability:**

Based on availability and openings, Thrive to Care enrolls children from 6 weeks old to 12 years old (or up to 17 years old for a child with disabilities). To introduce children to my program a scheduled open house with the family can be arranged so you can see the environment and make your decision for child care before making any commitments.

**Adjustment/Trial Period:**

Thrive to Care is a fun and exciting place for children to experience the world around them but it does take time for a child to adjust to a new child care setting. I will try to make the adjustment easier by encouraging your child to discuss feelings and provide them with extra attention and support. I will also reassure them of their family's return. A week adjustment period begins on your child's first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

**Inclusion:**

I believe that all children are entitled to the same opportunities for participation, acceptance, and belonging no matter what stage of life they're in. I will make every reasonable accommodation to encourage full and active participation for all children in my care based on their individual capabilities and needs. If your child has an identified special need, please let me know and we can see if accommodations are available.

**Non-Discrimination:**

Equal educational opportunities are available for all children, regardless of race, color, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, disabilities, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

**Hours of Operation:**

Child care services are regularly provided from 7:00am to 9:00pm all week and including holidays. Please reach out to me for availability.

✦ *Thrive to Care may not have full-time availability during the summer months starting from June 11<sup>th</sup> 2026 until September 2<sup>nd</sup> 2026. Please reach out to me for availability.* ✦

**Enrollment:**

Enrollment forms must be completed and turned in prior to your child's first day of attendance along with the 1<sup>st</sup> tuition payment if care is for 63 hours or more monthly (part-time & full time). Contracts are on a month by month bases and renew automatically unless the family or provider gives cancelation for the following month. There is no annual registration fee at this time.

**Transportation/Activity Availability:**

Transportation by the Provider Hidy Hulbert may be available to your children. This may include:

- Pick up and/or drop off from home or school.
- Pick up and stay at an activity with the child.
- Pick up and/or drop off from Thrive to Care.
- Car seats are available for use for toddlers, preschoolers, and children who need a booster seat.
- Text messages to the family when arriving at all destinations.
- First aid kit and children's emergency information will be in the vehicle at all times.

**PAYMENTS:****Tuition & Fees:**

All tuition and fee payments will be processed and completed by Thrive to Care's provider, Hidy Hulbert. If an issue with payment would arise, I will contact the family directly. If you have any questions or concerns regarding a payment or fee, please contact me.

**Tuition Rates: Accepts private pay and ERDC payments**

These prices are in effect until the end of the 2025-2026 school year. 25% discount for siblings!

Full time (136 hours or more a month): \$900 for any age 6 weeks old to 12 years old.

Part time (63 hours to 135 hours a month): \$600 for any age 6 weeks old to 12 years old.

Drop-ins: \$10 an hour.

Transportation: \$10 a ride plus \$10 per additional hour if care is provided.

- For full time, part time, and care for 1 week, payments are due before care is provided.
- For drop-ins, a \$10 deposit is due at the time of drop off and the remainder amount will be due at the time of pick-up.
- For transportation, \$10 is due before transportation.

**Overtime Rates or Adding Extra Days:**

Overtime Rates mostly apply to part-time families that have a previous agreement with set hours or days of care needed. When your family surpasses 135 hours of child care per month, full times rates will be applied and added to your balance which will be due at the end of the current month.

**Payment Schedule:**

Families who contract for a monthly or weekly schedule are required to make payments every month or week whether or not your child attends; this enables a stable salary for Thrive to Care. No credits are given for sick days, vacation days, holidays, power outages, closure due to inclement weather, or other situations beyond our control. Payment is due by the 1<sup>st</sup> of the month or beginning of each week prior to care.

**Methods of Payment:**

Several methods of payment are available for your convenience. Families can pay by cash, check, money order, digital payments, or debit card. I also accept payments from ERDC.

**Late Payment:**

Unfortunately, Thrive to Care is unable to take late payments. If payments are not made prior to care, it may result in child care services being terminated until payments can be made again.

**Returned Checks/Rejected Transaction Charges:**

All returned checks or denied debit card transactions will be charged a fee of \$20 each time. This charge may be collected electronically. Two or more returned checks or rejected transactions may result in the attempt to recover payments in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

**Late Pick-up Fees:**

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Every additional hour of child care that is unplanned will result in a fee of \$10 per hour and the total additional amount will be due upon your arrival. Repeated late pick up may result in child care services being terminated.

**Credits:**

In the unfortunate event such as your child is hospitalized, absent due to a serious contagious disease, serious illness, or injury, credit may be issued depending on how many hours of care they have already received. A written doctor's note is required to receive a credit. This also applies to me having to close the program for personal serious illness, injury, or hospitalization.

## **ATTENDANCE & WITHDRAWAL / DROP OFF & PICK-UP:**

### **Late or Absent:**

If your child is going to be absent or arrive late by 30 minutes, please let me know. I will be concerned about your child if I don't hear from you.

### **Wait List:**

Children will be enrolled from the wait list in the order from which they were listed. A family with a child already in the program will be given priority.

### **Drop-Off & Pick-Up Times:**

Thrive to Care's doors open at 8:30am. Please do not drop-off your child any earlier than this time. Families are expected to accompany their children and sign them in. Please do not pick-up your child any later than 15 minutes past your scheduled pick up time unless arrangements were made with me ahead of time for later pick-up. Families are expected to enter the home and sign-out their child.

### **Use of Cell Phones:**

Drop-off and pick-up are my primary windows of time to communicate with you about your child. In addition, children need your full attention at this time. Therefore, I respectfully request that you do not use cell phones while dropping off or picking up your child.

### **Authorized & Unauthorized Pick-Up:**

Your child will only be released to you or those persons you have listed as emergency contacts or non-emergency contacts. If you want a person who is not identified on your child's enrollment forms to pick-up your child, you must notify me in advance and in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

If your child has not been picked up after scheduled pick-up time and I have not heard from you, attempts will be made to contact you and your non-emergency contacts. I will stay with your child as long as possible but if after hours I have not been able to reach you or the other contacts on your child's enrollment forms, I will call the local child protective services agency.

### **Right to Refuse Child Release:**

I may refuse to release children if I have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To ensure safety, I may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from my program.

**Withdrawal:**

Please provide a 2 weeks' notice before withdrawing your child from Thrive to Care. Failure to notify me will result in the program keeping the full amount of the last payment made. In the unfortunate event that I request a child to be withdrawn from the program, I will provide a written 2 weeks' notice to the family unless it is due to an immediate safety concern for your child or others.

**COMMUNICATION & FAMILY PARTNERSHIP:****Daily Communication:**

There will be a report sent home daily with how your child's day went. There will be a section specifically for families to provide me with any information or special directions I need for the following day. I will also provide monthly calendars so you are made aware of planned closures or special activities. A log book will be filled out by me with the daily activities and basic information that happens for record to the families if needed. Daily reports will be put into your child's cubby at the end of each day.

**Email:**

I encourage you to provide an email address that you use regularly so that I may send you announcements and general updates.

**Family Involvement:**

Each family is a child's first teacher. I value families as partners in the growth and development of the children who are under my care. You are always welcome at any time to visit your child and provide feedback about Thrive to Care.

**Confidentiality:**

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children at Thrive to Care are confidential.

**PROGRAM:****Curricula & Learning:**

I provide a rich learning environment with curricula developmentally appropriate to the specific ages of the children in my care. I have flexible daily schedules that allow children to advance at their own pace. I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

**Outings & Fieldtrips:**

Weather permitting, I conduct supervised walks around the neighborhood. Children are accounted for at all times. A permission statement for participation in walks are included in the enrollment package.

From time to time, there will be supervised field trips. Permission slips for each trip must be signed by the child's family. Please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate walking shoes and could make it more difficult for your child to be comfortable.

Safety of the children is my main priority during all activities. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to and from the child care home.

#### **Television Time:**

There is limited television time for age appropriate learning, art, and music activities. All videos will be screened prior to showing. On occasion, there may be planned movie days with an age appropriate movie.

#### **Electronic Media:**

There is no electronic media at Thrive to Care. If any pictures or information are posted on social media, confidentiality for the children will be put into place.

#### **Multiculturalism:**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environments we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children to respect our world and diversity of life upon it.

#### **Celebrations:**

My celebrations and holiday policies encourage an enhanced understanding and respect for different cultures and beliefs of children, families, staff, and the community.

#### **Rest Time:**

Infants sleep according to their own schedule and are put to sleep on their backs even if the family chooses to do something different at home.

Usually after lunch, all children are offered to participate in quiet rest time. Children are not required to sleep and will be given quiet activities.

### **NUTRITION:**

#### **Foods Brought from Home:**

At Thrive to Care, USDA approved meals and snacks are provided. I can make accommodations for special diets or food restrictions. If you request to have your child bring food from home, I request you reach out to me prior to care.

**Food Allergies:**

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment.

**Meal Time:**

At meal times the table is set with plates and flatware. Good table manners are modeled and encouraged. Weekly menus will be sent home for viewing by families. I am trained in first-aid for choking and am always present at all meals.

**Infant Feedings:**

Infant feedings follow these procedures:

- Bottle-fed infants are always fed while being held by the provider Hidy Hulbert.
- Infants are fed “on cue” and based off of the feeding schedule provided by the family as much as possible.
- Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with your child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula brought from home must be labeled with your child’s name. Solid foods will only be introduced after a consultation with the child’s family.

✦ *I can provide labels if needed.* ✦

**Toddler Feedings:**

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

**Toilet Training:**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working

with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

### **Personal Belongings & What to Bring:**

- Infants 6 weeks old to 12 months old: enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.
- Toddlers 12 months old to 3 years old: enough clean bottles for a day's use (if applicable), at least 6 diapers per day (if applicable), and at least 2 changes of clothes or more if going through toilet training.
- Preschoolers 3 years to 5 years old: at least 1 change of clothes and have your child wear socks and shoes.

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items. Soiled clothing will be sent home as-needed for laundering.

✦ *I can provide labels if needed.* ✦

### **Cubbies:**

Upon drop-off each child will be assigned a "cubby". Cubbies are labeled with your child's name. please check your child's cubby on a daily basis for items that need to be taken home.

### **Lost & Found:**

You can ask me about lost items and bring me any found items. I will put all lost & found items in a safe and common area.

I request that you do not allow your child to bring toys from home unless discussed with me first.

### **GUIDANCE:**

#### **General Procedure:**

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. I encourage children to be fair, respectful of others, others property, and learn how to understand the results of their actions.

#### **Challenging Behavior:**

Children under my care are encouraged to use self-control to treat others with kindness. When a child becomes physically aggressive, I intervene immediately to protect all children present. My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary it is clear, consistent, and understandable to the child. Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child's safety or that of others by restraining a child by gently holding them only for as long as necessary to calm the situation.

**Notification of Behavioral Issues to Families:**

If a child's behaviors are of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to themselves or others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel. My resources may not be able to accommodate for the child's success in participation in the program.

**Biting:**

Biting is a normal stage of development that is common among infants and toddlers (and sometimes even among preschoolers). It is something that most young children will try at least once. When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten as well as to the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

**Respectful Behavior:**

All children and families will be treated with respect and dignity. In return, I expect the same from all families. I will not tolerate hostile or aggressive behavior. If this occurs, I reserve the right to ask you to control your behavior or to remove your child from my care.

**HEALTH:****Illness:**

I understand that it's difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who appears ill. You and your emergency contacts will be called and asked to pick-up your child if they exhibit any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable but they will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than I can provide.
- Fever (100.4° or above) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.

- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctive with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all lesions have dried and crusted.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (whooping cough) until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious and the involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

### **Allergy Prevention:**

Families are expected to notify me regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide me a letter detailing your child's symptoms, reactions, treatments, and care.

### **Medications:**

All medications should be handed to me with specific instructions for administration. Medications should never be left in your child's cubby or with your child to administer on their own. I will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from your child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

- **Non-prescription medications** require a signed document by the family. Non-prescription medications will not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a signed document by the family specifying frequency and dosage to be administered.

### **Communicable Diseases:**

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

### **Immunizations:**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Annually, I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

### **Physicals:**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received with your enrollment forms. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to me.

## **SAFETY:**

### **Clothing:**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. My yard is used as an extension of my program, and daily activities are conducted outside whenever weather permits. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for program play and may make it difficult for your child to participate in some activities.

### **Extreme Weather and Outdoor Play:**

Outdoor play will not occur if the outside temperature is greater than 100°F or less than 20°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is above 100.

### **Injuries:**

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while I will try to contact you or your emergency contacts.

### **Home Safety:**

I pride myself in having a warm, loving, and safe environment in which your child can explore, learn, and experience many different things. Some features that help ensure your child's safety are:

- Working smoke detectors on each floor, near cooking and sleeping areas.
- Working carbon monoxide detectors near sleeping area.
- Adequate Ventilation throughout the home.
- All guns, firearms, and ammunition on the premises are securely locked up at all times.
- Gates are used on stairways and around pet areas when children are present.
- Fire extinguishers are maintained properly on both levels of the home.
- Toys are age appropriate, in good repair and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils and office supplies are out of reach of children.
- Knives and adult scissors are out of reach of children.

- Cleaners, chemicals, matches and fire starters are out of reach.
- The hot water heater is regulated at 120°F.
- Medications are out of reach of children.
- A well-stocked first aid kit is kept near and expiration dates are observed both in the home and in the vehicle.
- Animals are child-friendly, properly immunized and in good health.
- I am certified in Infant & Child CPR and Pediatric First Aid.
- Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
- There are safe and grassy areas to play with shade.
- Yard is free of splinters and harmful objects.
- Safety approved outside play equipment and toys.
- Outside areas where children play is fenced and the gate is locked.
- Children do not play outside unsupervised.
- Tool sheds and other hazards are fenced or closed off.

### **Smoking:**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the use of tobacco in any form is prohibited on my program's premises (inside, outside, and in vehicles used for the program).

### **Prohibited Substances:**

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

### **Dangerous Weapons:**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner is used or intended to be used, or is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on my premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to both visible and concealed weapons.

### **Child Custody:**

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

**Pets:**

There are pets on the premises. There is one dog named Luna, and 2 cats, one named Meow Meow and the other named Itty Bitty. The pets on my premises are friendly, deemed healthy by a veterinarian, and have their immunizations. Luna will be present in the home but will not be in the same physical space as the children at any given time without close supervision.

**Suspected Child Abuse:**

I am required by law to report all observations of child abuse or neglect to the appropriate state authorities. If I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred, I will report it. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

**EMERGENCIES:****Lost or Missing Child:**

In the unlikely event that a child becomes lost or separated from the group while in the home, or during an outing or field trip, the police and family will be notified immediately.

**Fire Safety:**

My home is fully equipped with working smoke detectors (on each floor and near cooking and sleeping areas), working carbon monoxide detectors (near sleeping area), and easily accessible fire extinguishers (on each floor).

My fire evacuation plan will be reviewed with the children on a bi-weekly basis and fire drills will be completed monthly.

**Emergency Transportation:**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

**Closing Due to Extreme Weather:**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, or loss of water) prevent me from opening on time or at all, notification to the families will be announced as soon as possible. If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to me prior to enrollment.

I may update this handbook from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures I have set up for the safety and welfare of all children under my care. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself with this information and to ask questions if I do not understand any policies or procedures contained in the **Family Handbook**.

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Recipient Signature

Date

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Recipient Signature

Date