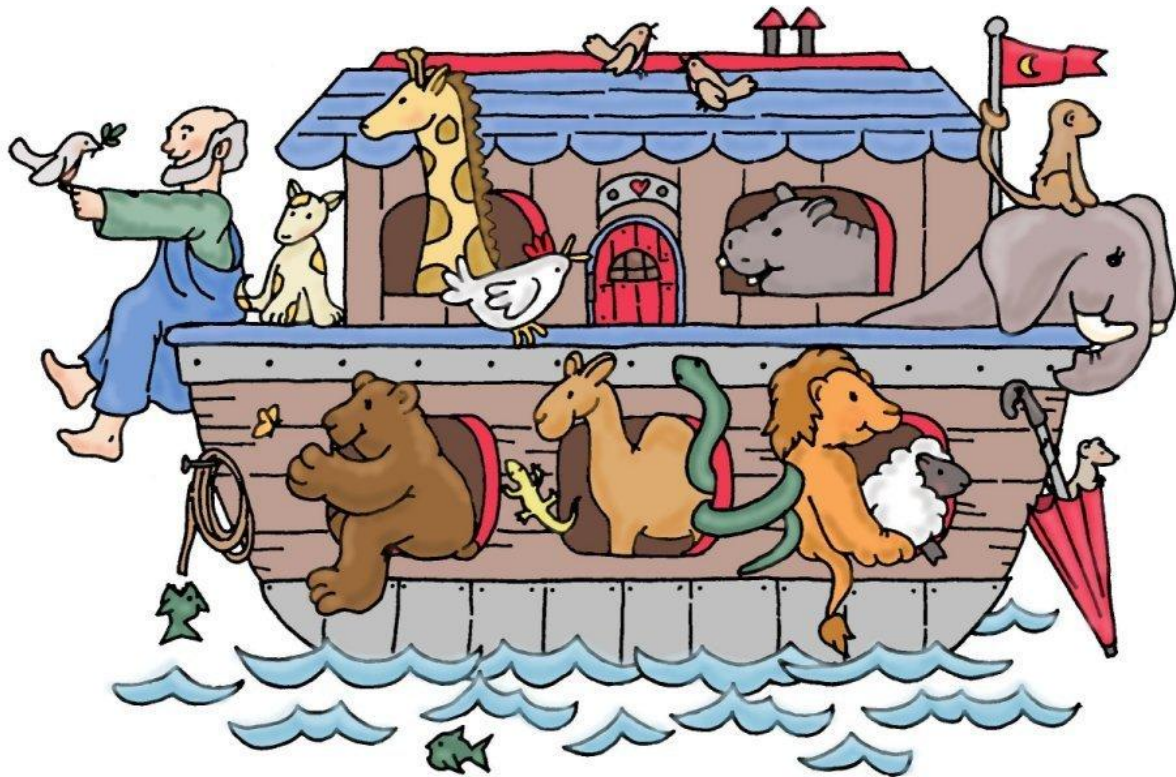


Ark of Love Home Childcare



Registration and Parent Manual Packet

24103 Ardwick Ct.
Tomball, Tx 77375
(281) 389-8235

Owner/Sole Proprietor: Marsha Nowlin

E-mail: ArkofLoveHC@yahoo.com

Website: <http://arkoflovehc.com/>

Table of Contents:

Page:

Required Registration Forms for Enrollment

Since the Ark of Love Home Childcare is a Listed Family Home of the Texas Department of Family and Protective Services, there are specific forms that must be completed by the parent/guardian/representative of each child prior to the child's participation in the program.

These forms include:

◆ 2935 - Admission Information ~ page 1 (completed by parent/guardian)	3
◆ 2935 - Admission Information ~ page 2 (completed by doctor)	4
◆ 2904 - Authorization for Emergency Medical Care	5
◆ 2934 - Medical History Report	6-8
◆ 7293 - Child Assessment Form	9-11
◆ 7242 - Family Home Caregiver- Parent Agreement	12
◆ 7255e - Medication Authorization Form	19
◆ 7238 - Authorization for Dispensing Medication	20 -

Parent Manual consist of:

◆ Child Care Philosophy	13
◆ Content and Emphasis	13
◆ Parent/Staff Communication	13
◆ Signing Your Child In and Out	13
◆ Behavior Management	14
◆ Lunches, Snacks & Food Allergies	15
◆ Nap/Rest Time	15
◆ Valuables	15
◆ Clothing	15
◆ Birthdays	15
◆ Health Issues	16
◆ Emergency and Accident Procedures	17
◆ Fire Safety	17
◆ Child Abuse and Neglect	17
◆ Closings	17
◆ Tuition and Fee Policies	18
◆ Admission Agreement	18

Child Care Philosophy

The Ark of Love Home Childcare is pleased to provide quality child care that meets the needs of your child(ren) and family. I strive to provide a caring and nurturing environment for all of the children entrusted to my care.

I believe child care should provide opportunities and experiences that stimulate your child's physical, social, emotional, and educational growth. I strive to provide the flexibility to meet the unique needs of your child(ren) and to help them develop to their fullest potential. I believe *Honesty, Love, Respect, and Responsibility* are the core foundation to a healthy and happy life.

Content and Emphasis

I strive to meet the developmental needs of the individual child(ren) and age groups here at the Ark of Love. The scheduling, pace, and rhythm of each activity is to ensure that each child develops at his or her own unique rate within the general needs of his or her age group.

My program is designed to provide a wide and well-rounded range of activities. I collect information from other child care/preschool facilities, teacher supply stores, educational books, and the internet. I also create my own activities. I then incorporate them to suit the needs of the children.

Parent/Staff Communication

I believe that parents should fully understand my child care operation. I would like to know if there are ways you would like to participate in activities. I welcome your involvement through birthday parties, field trips and other special events.

I want to keep our lines of communication open, as well. Please feel free to express your concerns, so that I can respond to any issues in a timely manner. On the other hand, if you feel I'm doing a great job, please let me know that too! I not only want to have a great caring and teaching relationship with your child(ren) but, I also hope to have one with you and your family.

Twice annually, I will ask you to complete a Parent Evaluation on the way I operate my Ark of Love Home Childcare. The feedback I receive from the evaluations will help me make any necessary adjustments to my program.

Signing Your Child In and Out

In order to help us ensure the safety of your child, parents must sign the attendance book when bringing children to the Ark of Love Home Childcare and when picking them up. Parents need to write the time in/out and sign where directed. Only those people whose names appear on the Registration Form as authorized to pick up your child will be allowed to sign the child out. This procedure is required by law and is necessary for your child's safety.

Behavior Management

I set clear and understandable behavior standards so that the whole group can function, and so that my program can meet the needs of individual children. The first step I take to manage behavior is to offer praise and reinforce positive, acceptable behavior. I strive to find children “doing things right,” instead of focusing on negative behavior.

I do not endorse or practice spanking or any other form of corporal punishment as a form of discipline in the Ark of Love. I do not deny children opportunities to use the bathroom, drink water or eat scheduled snacks and meals as a form as discipline. In addition, I do not use neglectful or emotionally abusive methods of discipline.

When inappropriate behavior does occur I will follow these steps:

1. Point out the inappropriate behavior, and offer suggestions about what behavior is appropriate.
2. If the behavior continues after three warnings I will remove the child from the activity and place him/her in a “time-out” which is one minute per age of the child.
3. If there continues to be a pattern of inappropriate behavior, and progress is not being made, I will discuss it with the parent and child at the end of the day.
4. After, this three-way meeting and its negotiated agreements, if there is still no appreciable change in behavior, the child will be removed from the program.

The following behaviors are not appropriate or acceptable and are grounds for progressive disciplinary action. If inappropriate behavior persists, suspension/expulsion may result.

- ◆ No running, jumping, or screaming permitted inside classroom.
- ◆ No hitting, pushing, biting, grabbing, kicking, spitting, or pinching.
- ◆ No standing or climbing on chairs, tables, toys, or furniture.
- ◆ No mistreatment of toys – ie standing on, throwing, bashing, hitting with.
- ◆ No name calling, teasing, swearing, bad language such as “shut up.”
- ◆ No gun or violent play allowed.
- ◆ No roughhousing, climbing or sitting on, pulling, or lifting/carrying other children.
- ◆ No going out the door or gates without an adult.
- ◆ Endangering the health and safety of children and/or myself.
- ◆ Damaging or stealing from the Ark of Love Home Childcare, or personal property.
- ◆ Leaving the child care program or site without permission.
- ◆ Continuously disrupting the program.
- ◆ Continuously refusing to follow behavior guidelines, corrective actions and/or class rules.

Any willful destruction of property will be the responsibility of the child’s parent, guardian or representative. In addition, continued inappropriate behavior (including, but not limited to threatening, swearing, teasing, sexual harassment/intimidation) may result in suspension and/or expulsion from the program with no refund.

Lunches, Snacks & Food Allergies

Parents are responsible for providing lunch for their child(ren). I will provide Breakfast and two Snacks. Please be certain to advise me of any food allergies!!! The children will be offered a light mid-morning and mid-afternoon snack of milk, juice, fruit, crackers, etc.

All children will be given a toothbrush during Dental Health week to use after lunch.

Nap/Rest Time

All children must participate in rest time.

Infants and toddlers will need a portable playpen along with a sheet and blanket. A pillow with a pillow case for toddlers is optional.

Preschool children will need a sleeping bag or nap roll plus a pillow in a pillow case.

All bedding will be taken home at the end of each week, laundered then returned the first day of the following week.

Valuables

Each child is assigned a cubbie storage unit and a coat/back pack rack to keep personal items, clothing, and supplies during the program hours. However, I am not responsible for lost or damaged personal belongings.

I provide a wide range of toys and learning materials, so I ask that your child(ren) not bring toys from home unless he/she is willing to share with the entire class.

Clothing

I believe it is important for children to have good hygiene, with clean hair. They need to be dressed in clean comfortable play clothes.

We do wear aprons when we paint; however, there are still times when paint, etc. reaches the clothing. Please keep this in mind when choosing your child's clothes. Your child(ren) will need to keep an extra set of clothes such as a shirt, pants/shorts, socks and undergarments in their cubbies in case of accidents.

On warmer days, your child(ren) will need something to wear for water activities.

On cooler days, please send a coat, sweatshirt, or sweater.

Birthdays

Your child's birthday will be celebrated on or near his or her birthday. This is normally done during the afternoon snack time. Parents are welcome to join us. You may bring a snack of your own to share with the class for your child's special day.

The birthday child will receive a special birthday hat, birthday sticker, and a small gift.

Health Issues

For the well-being of your child and the protection of all the children, each child will have to be in good physical health to participate in attendance at the Ark of Love Home Childcare. I will not knowingly accept children for care when they are ill.

If it is apparent that a child should not remain at the Ark, I will separate the sick child from the other children and call the child's parent or otherwise authorized individual to pick up the child.

A more thorough medical policy is posted for your review.

TDFPS requires child care agencies to have written authorization from parents before administering prescription or non-prescription medication to children. This includes such products as Tylenol, cough medicines, suntan lotion/sunscreen, lip balm, etc. If your child takes medication regularly or for a temporary condition, please let me know. All medication will be kept under my control. Any medication brought to the Ark must be in its original container and clearly labeled with the child's first and last name.

In case of any other health consideration, please let me know. I do not provide health insurance for children in my child care program.

Symptoms Requiring Removal of a Child from Child Care:

- ◆ Communicable Diseases: Not permitted by law in child care. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Diarrhea, Chicken Pox, Measles, Scarlet Fever, Lice, and Strep Throat. Your child will be accepted back into care when no longer contagious. All parents will be notified of the possibility of a communicable disease and what symptoms to watch for.
- ◆ Fever: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to child care; this means that the child is fever free without the aid of any fever reducing substance. Administering Tylenol to reduce your child's fever so that you can bring him/her to care is not permitted.
- ◆ Vomiting: Not permitted. If your child vomits while at daycare, you will be expected to come within the hour to pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.
- ◆ Running Nose: Your child may be brought to care if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable.
- ◆ Rashes: Not permitted, unless you provide a doctor's note stating it is not contagious.
- ◆ Lice: Not permitted back into care until after the second hair treatment.
- ◆ Excessive Crankiness: If your child is irritable, excessively whining or crying, wants to be held constantly, or requires more attention than I am able to provide without jeopardizing the health, safety, or well being of the other children, you must keep your child home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to pick up your child.

**** 24-hour Rule ****

Your child must be free from any of the previous symptoms for a minimum of 24 hours before he/she can return to child care.

**** No exceptions ****

Emergency and Accident Procedures

Parents of all children in my child care program are required to submit a Medical release Form, which gives me permission to seek medical attention for your child in case of an emergency.

Parents must keep me up-to date on any changes in home, work, and medical emergency phone numbers.

In case of an accident or emergency, the following procedures will be used:

1. I will carry out immediate first aid.
2. I will contact the parent to pick up the child if medical care is necessary.
3. In case the parent or designated person cannot be contacted, I will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or transportation to a hospital. I will follow the child in my vehicle to the hospital and stay there until the parent/guardian arrives.
4. I will complete an Incident Report Form, will ask the parent to sign it, and will give the parent a copy within one week.

Fire Safety

I have a written fire evacuation plan and practice fire drills. In addition, I incorporate a fire safety curriculum into the program.

Child Abuse and/or Neglect

Even though I do not ever expect child abuse or neglect to be a problem, I am required by the Texas Department of Family and Protective Services to report immediately to the police and the TDFPS any instance in which there is reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or exploitation as required in Chapter 34 of the Texas Family Code.

If I believe that notifying a parent may place a child in the way of more serious harm, I may not tell parents when the police or TDFPS have been called about possible child abuse, neglect, or exploitation. The extent of my communication with parents will depend on the recommendation of TDFPS after they intervene.

Closings

I follow the Klein ISD Calendar Schedule in other words my Ark of Love Home Childcare will be closed for the following days:

Thanksgiving ~ Thursday, Nov. 26, 2009 & Friday, Nov. 27, 2009

Christmas Eve/Day ~ Thursday, Dec. 24, 2009 & Friday, Dec. 25, 2009

Spring Break ~ Monday, March 15, 2010 thru Friday, March 19, 2010

Partial week's tuition will be broken down accordingly. I will remain open for all other holidays and in-service days.

Tuition and Fees

Program fees are paid a month in advance for the services to be received for the following month. Fees are based on enrollment, and not attendance, so there are no fee adjustments due to non-attendance.

Payments are due on the first day of the month prior to the month of provided care. An additional charge of \$10.00 will be applied for each day the payment is late after the first three days.

Returned checks will be charged a return fee of \$20.00 per check.

When terminating child care, parents should provide the Ark of Love Home Childcare with a two-week written notice. Tuition will be refunded on a prorated basis according to the two-week notice.

Annual Supply Fee: Non-Refundable

◆ \$75.00 per child

Monthly~Daily Rates: Monday – Friday / 7:00 am – 5:00 pm

Please check a payment plan:

- ◆ _____ 6 - 12 months: \$575.00 per month
 - ◆ _____ 12 - 24 months: \$550.00 per month
 - ◆ _____ 2 yrs - 5 yrs: \$525.00 per month
 - ◆ _____ Other: _____
- ◆ _____ 6 - 12 months: \$30.00 per day
 - ◆ _____ 12 - 24 months: \$27.00 per day
 - ◆ _____ 2 yrs - 5 yrs: \$25.00 per day
-

The Ark of Love Home Childcare closes at 5:00 PM.
Late Pick-Up Fees of \$1.00 per minute will be charged on the third day
and there after if your child is not picked up by the specified time,
unless prior arrangements have been made.

Admission Agreement:

Child's Name: _____

Signature of Parent/Guardian: _____

Signature of Home Child Care Provider: _____