Mrs. Williams Childcare

**POLICIES**

Updated 12/1/22

**AUTHORIZED PERSONS TO PICK-UP/DROP-OFF YOUR CHILD**

If there is a court order that limits the rights of one of the child’s biological parents, I must have a copy of that court order. If I do not have a copy, I cannot legally prohibit a biological parent from picking up their child. I will need a photo of anyone we do not know who will be picking up your child. Please let them know to have photo ID ready when they arrive.

**MEALS**

Parents are responsible for packing their child’s meals and snacks. The State of Texas encourages everyone to abide by USDA guidelines. Please provide: 1 protein, 1 grain, 1 fruit, 1 vegetable, and milk for lunch. Please try to avoid foods of minimal nutritional value (e.g. Jell-O, popcorn, sweets, chips). No beverages other than water, milk, or 100% fruit juice are allowed. Try to provide fresh fruit and vegetables daily. We encourage children to eat, but we do not require them to eat specified foods or amounts. We provide information about good nutrition and eating habits by talking about nutrition, reading books, and getting resources from *ChooseMyPlate.gov*.

**EMERGENCIES**

We have smoke detectors in each room used by children. We also have fire extinguishers on site. We practice monthly fire drills. We also have a carbon monoxide detector. For **life-threatening emergencies,** we will call 911 to get immediate medical care and then call parents as soon as possible. For **non-life threatening emergencies**, we will call you to meet us at an Urgent Care. If we are unable to get a hold of parents, we will then call the people you have listed as your emergency contacts. If the childcare **provider becomes acutely ill**, we will have our emergency back-up provider come to watch the children, then text the parents as soon as we can to let them know what is happening. If we **lose power** we will assess the situation by contacting our electric company. If they predict a long-term outage, we will contact the parents to determine the best course of action. For **natural disasters**, we will text the parents about our situation, find out about their situation, and determine the best course of action. If we need to **evacuate**, we will go to our daughter Anastasia’s house and text the parents as to our whereabouts. In the event that the local **telephone/cell lines are not working**, we will contact our daughter Alexandra in Los Angeles to let her know of our situation. Parents may contact her at (503) 784-4951. If we have to **shelter in place or lockdown**, we will take all the children to a secure room in our house and notify parents via text as soon as possible.

**SCHOOL AGE CHILDREN**

I am willing to be listed as a contact person in case of emergency to your child during the school day. A pick-up fee will be charged for each trip.

**CONFIDENTIALITY**

We are careful to maintain confidentiality. We do not share information with other families without approval We do not share information with agencies unless required by the State of Texas.

**CURRICULUM**

We use *Creative Curriculum* and encourage families to let us know their child’s current interest and what events are happening in their lives so we can implement that into our lesson planning.

**SICK CHILD**

Should your child become ill you will be notified and we will determine the best course of action concerning appropriate care. The State of Texas does not allow a child to attend if the illness prevents the child from comfortably participating in play/activities; he/she is vomiting; has a fever over 100; has uncontrolled diarrhea; rash with fever; mouth sores with drooling; behavior changes or other signs of severe illness. Please notify me as soon as possible if your child is diagnosed with a contagious illness or parasitic infestation. Parents will be notified in writing if an outbreak occurs. (An outbreak is when more than one child develops a contagious disorder.)

**MEDICATION**

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written and signed authorization is needed for us to administer ANY medication, prescription or over-the counter meds. NOTE: All medicines must be in their original container with pharmacist’s or manufacturer’s label, child’s name, dosage instructions, current date, name of medication, and times to be administered clearly written.

**VACATION AND SICK LEAVE**

I will attempt to provide back-up care, but ultimately the responsibility lies with the parents/guardians.

**TOYS FROM HOME**

Children are welcome to bring toys from home with the understanding that items may get damaged or lost. Children bring toys at their own risk. The children are not required to share their toys with anyone, but if they choose to share, they may not leave out just one age-mate. At any time the child is free to put his toy away. Mrs. Williams Childcare is not responsible for lost or broken toys.

**MANNER AND RESPECT**

Children are taught manner and socially acceptable behavior. Adults are referred to as Mr., Mrs., Miss” and we prefer to be referred to “Mr. and Mrs. Williams” to your child. We always support the parents’ position on issues, whether or not it is the same as ours.

**SCREEN MEDIA**

We use programs for supplemental educational purposes. For example, programs that teach the children movements to songs, counting songs, alphabet, colors, etc. We turn on soothing lullaby music during naptime. Children are allowed to bring their tablets for homework.

**GUIDANCE AND DISCIPLINE POLICY**

Children are taught self-control and socially acceptable behavior. Positive guidance using the *Love and Logic* method, choices, redirection, natural consequences, and loss of privileges are primarily used. For example: toys that are thrown are confiscated for the rest of the day, with the encouragement that the child may play with it again tomorrow. Children are not allowed to use “bathroom words” or vulgar language. We would encourage parents to be aware of the language they use around their children. Since the children are taught acceptable behavior, most days we do not have any child in time-out; understanding that every child can have a “bad day” occasionally.

**OUTSIDE**

We go outside every day (weather permitting), so you may want to make sure your child wears clothing appropriate to the weather.

**OUTINGS AND FIELD TRIPS**

We go to the library and various outings every week. Field trips occur occasionally throughout the year.

**ASSESSMENTS**

We use *Teaching Strategies Gold* as an ongoing assessment of the children up to age five. Assessments are used to plan appropriate learning experiences to help all the children succeed.

**RELIGION**

We are very active members of Grace Revolution Church [gracerevdfw.com]. We do not formally teach religion to the children, but they will be exposed to the Christian religion via Bible stories, and conversations with other children. Many of our enrolled children go to Christian schools. We encourage children to share their religious customs and beliefs.

**VACCINATIONS**

I support parents’ choice of whether or not to vaccinate their children. I am required to have current vaccination records of the children in my care on file. Vaccine exemptions are allowed; you may request them at <https://co-request.dshs.texas.gov> and I will need a copy on file.

**PARENT VISITS AND CONFERENCES**

Parents are free to visit and observe their child at any time. Formal conferences are not scheduled, as the child’s progress and issues are discussed as they occur. A time can be scheduled for parents wishing to have a more formal conference. Parent visits/conferences are charged at the drop-in rate. (No additional charge for parent observations.)

**NIGHT CARE**

Arrivals/Departures: The bedtime routine starts at 8pm on weeknights for all ages. The bedtime routine starts at 8:30 for school agers on weekends. The children use the bathroom, put on their pajamas, brush teeth, then choose a book for a bedtime story.

**DAMAGES**

Small repairs and accidents are normal; however clients will be held financially responsible for damages that cannot be classified as accidental. (e.g. Deliberate breaking of toys, poking holes in furniture, tec.)

**TERMINATION OF CARE**

The client must give a written notice to end this contract. Payment is due for the notice period whether or not the child will be in care. We reserve the right to immediately terminate this contract without notice.

**CAUSES FOR IMMEDIATE TERMINATION**

A child who deliberately injures another child will be terminated immediately.

**PERSONAL VISITORS**

Visitors (including personal friends, repairmen, volunteers, instructors, etc.) who have not had a background check will not have unsupervised access to childcare children. Childcare children will always be closely supervised when any person without a current background check will be in the area of the house where childcare children are present.

**COMMUNICABLE DISEASE PLAN**

We follow the current protocols of the Texas Department of State Health Services regarding any communicable diseases. Parents will be notified in writing.

**ANIMALS**

We have no animals, but our daughter has two large friendly dogs who frequently come over. They are very good with children and the children love to play with them. Their shots are current.

**SCREENING FOR HEARING AND VISION**

All 4-year-olds are required by the State of Texas to have hearing and vision screenings by September 1st. Childcare Licensing requires programs to have the screening records of 4-year-olds on file by September 1st for the child to attend.

**NAPPING**

Children take a nap after lunch and are awakened at 3pm. Infants will be placed on their back in their own portable crib. Nothing will be in the crib with the child except their pacifier. Infants will not be swaddled.

**LICENSING**

A copy of our most recent Licensing Inspection, telephone numbers for Texas Abuse and for Childcare Licensing is on the bulletin board. The minimum standard are at [www.hhs.texas.gov](http://www.hhs.texas.gov)