



**Small Spuds**  
childcare & preschool

# Parent Handbook

Updated August 20, 2009



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## **Welcome to Small Spuds**

Miss. Tami and Mr. Larry would like to welcome you and your child to Small Spuds Childcare and Preschool. We are so excited for the opportunity to care for your child.

This parent handbook will be a great place for you and your child to get to know our rules and expectations and what you can expect from us while we care for your child.

In this handbook we will lay out our policies, we have tried to come up with everything that we could possibly need to address while we care for your child. If there is not a policy addressed, please ask us about it and we may add it to the next edition of the parent handbook.

The last page of the handbook needs to be signed and returned along with the parent contract, enrollment form and immunization records.

## **Philosophy of Childcare**

We at Small Spuds Childcare and Preschool believe that every child needs a safe, loving and caring learning environment during the day while their parents are working or at school.

We believe in a flexible structure to our day and feel that children are secure when they know what is coming next. Along with the structure, there will always be a loving, family style environment at Small Spuds. All of the children we watch, and their families, become a part of our family.

We believe that all children can learn, at any age from newborn to school age. With a lot of positive encouragement all children feel secure in them selves and will try new and more difficult activities.

We believe that children learn best with a structured play time. Also known as incidental learning, what this means is that we set up an appropriate "play" environment with the intention of teaching the children through play.

## **Daily Schedule:**

### **Infants and Toddlers:**

6am-8am –Free play  
8am-8:30am – Breakfast  
8:30am – 9:45am – Free play  
9:45am – 10am – Circle Time  
10am – 10:30am – AM Snack  
10:30am – 11:00am – Outside Play, Weather permitting. Some children may nap during this time.  
11:00am – 11:30am – Free Play  
11:30am – 12:00pm – Lunch  
12:00pm -- 1:00pm – Outside play Weather Permitting  
1:00pm – 3:00pm – Nap  
3:00pm – 3:30pm – PM Snack  
3:30pm – 4:00pm – Free Play  
4:00pm – 5:00pm – Outside play weather permitting.  
5:00pm – 6:00pm – Free play.

### **Preschool Age:**

6am-8am –Free play  
8am-8:30am – Breakfast  
8:30am – 9:30am – Free play  
9:30am – 10am – Circle Time and Preschool Time  
10am – 10:30am – AM Snack  
10:30am – 11:00am – Preschool time on M,W,F and Outside time on T and TH.  
11:00am – 11:30am – Free Play

11:30am – 12:00pm – Lunch  
12:00pm -- 1:00pm – Outside play Weather  
Permitting  
1:00pm – 3:00pm – Nap  
3:00pm – 3:30pm – PM Snack  
3:30pm – 4:00pm – Circle Time and Free Play  
4:00pm – 5:00pm – Outside play weather  
permitting.  
5:00pm – 6:00pm – Free play.

## **Preschool**

Every day we have preschool time for all children ages 3 and up. During this time we work on learning activities, circle time, art, learning centers and more in order to prepare each child for Kindergarten.

### **Diaper Bags and Supplies:**

You do not need to bring a diaper bag everyday. You are more than welcome to bring large supplies of the items needed and we will let you know when we run out.

#### **Infants:**

Infants need to bring Diapers, extra clothing, blankets, and bottles. Sunscreen will be needed during the summer months for infants 6 months and older. Swim diapers in the summer time would be great for water play outside!

#### **Toddlers:**

Toddlers need to bring Diapers, extra clothing and blankets. They need to wear shoes everyday. During the winter months they need to bring a heavy coat, hat and mittens for outside time. If it has snowed you can also bring boots and snow pants so we can enjoy some time in the snow.

During the spring and the fall please bring a light jacket appropriate to the weather so we can continue to go outside. In the summer they will need sunscreen. A Towel and swim suit will be needed on water days (every Friday in the summer)

#### **Preschool Age:**

Preschool aged children need to bring extra clothing and blankets for nap time. They

need to wear shoes everyday. During the winter months they need to bring a heavy coat, hat and mittens for outside time. If it has snowed you can also bring boots and snow pants so we can enjoy some time in the snow.

During the spring and the fall please bring a light jacket appropriate to the weather so we can continue to go outside. In the summer they will need sunscreen. A Towel and swim suit will be needed on water days (every Friday in the summer)

### **Toilet Training:**

If your child is showing signs of being ready to toilet train, we will help with that while they are here during the day. In order for the experience to be good for your child we ask that you provide a few changes of clothing, extra underwear and some pull-ups for nap time.

## **Meals and Snacks**

### **Food Program:**

Small Spuds is a member of the Nutrition Works Food Program. Nutrition Works is a part of the State Education Department and works with the USDA to determine the appropriate types and amounts of food children should receive for meals during the day. Nutrition Works help us out with training and inspects our facility a minimum of 3 times per year to make sure we are following the guidelines they set forth.

### **Breakfast:**

Breakfast is served from 7:30 am to 8:30 am every morning. All children will receive a grain, fruit and a glass of milk for breakfast.

### **AM Snack:**

Snack is served in the morning from 10:00am to 10:30am. Each child receives 2 of the following: Milk, Protein, Grain or Fruit/Vegetable.

### **Lunch:**

Lunch is served from 11:30am to 12:30pm. Each child receives Milk, a Protein, a Grain, and 2 Fruits/Vegetables.

**PM Snack:**

Snack is served in the afternoon from 3:00pm to 3:30pm. Each child receives 2 of the following: Milk, Protein, Grain or Fruit/Vegetable.

**Infants:**

Infants are served on demand. We can provide Kirkland Iron Enriched Milk Based Formula if you would like us to. You can also bring breast milk or the formula of your choice.

When an infant is ready to begin using solid foods, we will work with the parents to make the appropriate choices when it comes to solid feedings. Again, we can provide the baby food or you can choose to provide your own.

**Food Allergies:**

We will do our best to accommodate Food Allergies in your children. If your child does have a food allergy, we need a signed note from your child's doctor to give to Nutrition Works. If your child is allergic to Milk we will ask you to provide the milk substitute of your choice so your child has milk to drink at meals and snacks. We do not serve peanut products and ask that if you bring food for your child that you do not bring any peanut products.

## **Health and Safety**

### **Immunizations:**

Immunizations are required and must be kept current by all children attending our program. We also must have a current copy of your child's immunization records.

### **Illness Policy:**

Please do not bring your child to care if he/she had had diarrhea, vomiting, and/or a fever(100 degrees oral) accompanied by behavior changes or other signs/symptoms of illness within a 24 hour period.

If your child should become ill while in child care, the child's parent /guardian will be notified immediately. Any ill child will be separated from the other children and be made as comfortable as possible. Parent/guardian will be notified to pick up the ill child within one hour.

Please notify us if your child is diagnosed with or exposed to an infectious disease.

You will be notified if a child or family member attending this program has been diagnosed with and infectious disease. Information about the disease will be provided when possible. Health Department guidelines will be followed.

**Discipline Policy:**

At Small Spuds we practice redirection when a child misbehaves. When a child shows an inappropriate behavior, we redirect them to a different area. If the behavior continues we may use time-out. If behavior is excessive and causing a major disruption to our day then the parent will be called to pick up their child and we will try again the next day.

We feel that parents play a very important role in our day at Small Spuds. We want to work together with parents to find the correct solution to behaviors. We will also be glad to help, in a positive manner, with any behaviors that parents find undesirable.

**Emergency Procedures:**

In the case of emergency parents will be notified ASAP. We will make all attempts to notify parents before we authorize any medical treatment.

In the case of a fire, we will exit the building through the nearest door and make our way to the park down the street and wait for emergency services.

**Mandated Reporting:**

We are required by state law to report any suspected child abuse to the appropriate agency.

**Medication Policies:**

We can administer medication to your child in the event that you provide the medicine and the dosage instructions.

## **Miscellaneous Policies**

### **Birthdays:**

We are happy to celebrate your child's birthday during the day. We normally have our party time during afternoon snack. If you want, on the day of your child's birthday, or the closest day if your child's birthday falls on a weekend, you can bring cupcakes or other treats for the children to have. If you choose to bring snacks, you would need to bring enough for 12 children.

### **Toys from home:**

We ask that you refrain from bringing toys from home. There are plenty of toys here to play with.

### **Extra Clothing:**

Every child is required to have a set of extra clothing in their cubby at all times. This is in case of accidents, water play, illness etc. We will let you know if we need the clothing replaced due to the size or season of clothing.

**Hours of Operation:**

We are open Monday through Friday from 6am to 6pm.

**Holidays:**

**New Years** – Friday, January 1<sup>st</sup>, 2010

**President's Day** – Monday, February 18<sup>th</sup>, 2010

**Memorial Day** – Monday, May 31<sup>st</sup>, 2010

**4<sup>th</sup> of July** – Monday, July 5<sup>th</sup>, 2010

**Labor Day** – Monday, September 6<sup>th</sup>, 2010

**Thanksgiving and the Day After** –  
Thursday and Friday, November 25<sup>th</sup> and 26<sup>th</sup>, 2010

**Christmas Break** Friday, December 24<sup>th</sup> 2010 through Friday, December 31<sup>st</sup>, 2010.

## **Financial Policies**

### **Absences:**

If your child is going to be absent, please contact us and let us know, either through email or a phone call. This helps us prepare for the days activities and meals.

We do not offer a credit for missed days.

### **Registration Fee:**

There is a \$50 registration fee due when you turn in your enrollment packet.

### **Vacation and Holiday Credit:**

The rates are a monthly flat rate figured with holidays and vacations spread out over the course of your time with Small Spuds. There is not a separate discount for days we are closed. The rate will be the same every month of the year.

### **Withdrawal or Termination:**

All parties agree and acknowledge that either party will be required to give 2 weeks notice, prior to termination of care and/or services. Payment by the parent/guardian is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due.

**Overtime Charges:**

If your child is here past 6:00pm, there will be a \$10 charge for every 15 minutes, payable when you pick up your child.

**Late Fees:**

**\$10 late fee** for each day that payment is **overdue**. Care will not be available, until payment is made in full.

**\$25 returned check fee.** Any returned checks, will result in future payments of cash only. The amount of the returned check plus the fee is immediately due to the provider.

**Monthly Rates:**

\$525 per month for Full Time Care

\$375 per month for Part Time Care

Full Time is defined as 4 or more days per week.

Part Time is defined as 3 or fewer days per week.

**Rate Increases:**

Provider reserves the right to increase childcare rates at the end of each year with 30 days written notice.

**Types of Payments accepted:**

Cash and Personal Check

## **Dismissal Policies**

### **Reasons for Termination:**

There are only a few reasons we would ever ask a child to leave our care. These are listed below:

1. Failure of the parents to pay.
2. Extreme and inappropriate behavior by the child. Such as excessive biting.
3. Failure of parents to follow policies.

## **Miscellaneous Information**

### **Certifications:**

We are members of both Idaho STARS and the National Association of Family Child Care (NAFCC).

We are licensed by the City of Boise.

We are both CPR and First Aide Certified.

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