

Jet's Daycare Inc.
Lic # C07FL0040

Parent and Provider Handbook

DBA:
Ity Bity Learning Center
Lic#C07FL0056

Last revision completed: January 3rd, 2021

Welcome! This handbook has some information we feel will be helpful to you and your child or children. Please read it all, if you have any questions, PLEASE ask! These policies are a way for us to keep things running as smoothly as possible so there are no surprises to you. Communication between parents and the provider is an essential key to your child's well-being and success in our program.

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Jet's Daycare Inc. / Ity Bity Learning Center does not discriminate against anyone (adult or child, staff or parent) on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status.

We include children with special needs and make accommodations as required by the Americans with Disabilities Act.

Our Program's Philosophy

Jet's Daycare, Inc. / Ity Bity Learning Center is a Child Care Facility that believes children should be allowed to be children. We also believe birth to eight years of age is a vital time for learning, and helping a child become a successful adult. Children need hands-on experiences and the chance to explore their surroundings. Children learn through play. We recognize this and realize that what a child does may or may not produce what we think is a "perfect" product, but, they are still learning. We will work with the children on learning shapes, colors, recognizing letters and numbers and socialization with their peers.

Mission Statement

It is our mission to provide age appropriate experiences through the use of various materials both indoors and outdoors. Our program will strive to prepare your child to enter Kindergarten in a kind and gentle manner through the use of play and group activities.

Goals

- Provide a safe and secure environment for everyone
- Make parents and children feel relaxed and comfortable
- Meet and exceed state standards
- Provide parents and children opportunities to gain knowledge and grow through play

Open-Door Policy

Jet's Daycare, Inc. / Ity Bity Learning Center has an open-door policy. You are more than welcome to show up unannounced during our day to see your child. No appointment is needed to see your child. Also, we want to emphasize the need for open communication. Lots of communication keeps everyone up to date with the goals, accomplishments, and expectations for your child/ren. This will also help us resolve any problems together. You, the parent, and our staff, the provider, have one very important thing in common: your child's well-being. Please feel free to pick up the phone, stay a moment longer at pick-up or drop-off time, or even send a note to ask a question or make a comment. Please be aware that, depending on the time of day, we may ask you to call back if you phone or ask you call at a later time so that we do not take time away from the children in our care. If you would like, we could take a message to contact you at a more convenient time, set up a phone or a face to face meeting with you.

Parent Involvement/Volunteers Guidelines

Jet's Daycare, Inc. / Ity Bity Learning Center encourage all parents, guardians, relatives, and members of the community to get involved with the Centers. Children enjoy to "show off" family members, and show them their friends, classroom, teacher, and all the hard work they have accomplished. It is a great opportunity for you to see how the child's individual developing needs are met within the centers environment. Please keep in mind, to be a volunteer you must be willing to:

- 1.) Sign a Volunteer Acknowledgement Form
- 2.) Set up a day and time with Director/Teacher. Remember, if you are unable to make it, please notify the Center
- 3.) Be fair to all students - no playing favorites with your child
- 4.) Follow school policies
- 5.) Have fun!

Enrollment Requirements

Please keep in mind that enrollment is on a first come first serve basis. There is no guarantee we can hold a spot open for your child without a deposit of at least half the weekly child care rate. A deposit will be required if there is an extended amount (more than 2 weeks) of time before your child begins child care. The deposit is non-refundable but will be applied towards the first week's payment. We also require a registration fee of \$100.00 per child. We ask that you set up an appointment to meet with us at least 24 hours before care begins so paperwork and this agreement can be reviewed in person to avoid any misunderstandings.

The following MUST BE COMPLETED PRIOR TO THE FIRST DAY OF CARE!!!!

1. Identification and emergency information
2. Consent for medical treatment
3. Signed contract
4. Copy of your child's yellow Physical Card and blue Immunization Card
5. Parent and Provider Handbook agreement form (located on the last page of this document)
6. Payment for the first week of care and/or deposit
7. Registration fee (or part of with agreement to pay full amount)

The following items are needed the first day of care:

1. Two changes (appropriate for the season) of clothing, including socks
2. Diapers (or pull-ups, if used) and wipes
3. A can of formula (if not using the Center's brand) and at least 2 bottles—if using Playtex bottles with liners, please send a box of liners
4. Any security object (pacifier, blanket, stuffed animal, etc.) your child may need at rest, at quiet time, or to feel secure without you

Please try to label everything with your child's full name. If you wish, these items may stay in your child's cubby, rather than taking them to and from the Center each day. We will send home a reminder when your child is running low on diapers, wipes, clothes, and formula.

Record Maintenance and Confidentiality

Jet's Daycare, Inc. / Ity Bity Learning Center will maintain all children's records currently enrolled in the program in a file folder located in the office. All staff will have access to these records, along with any request of information from the Department of Children and Families, Florida Health Department, Child Care Food Program (CCFP), and Florida Law Enforcement. If you receive funding, the funding agency and any affiliated agency will have access to your child's records. Jet's Daycare, Inc. / Ity Bity Learning Center will protect the confidentiality of child/ren and family information. All children's files are kept on

premises while child is enrolled. If the child/ren are not currently enrolled in the program, their records will be maintained at 1202 East Lambert St. Bunnell, FL 32110 for a minimum of five years.

Mandatory Reporting

Jet's Daycare Inc. / Ity Bity Learning Center is legally mandated to report, according to the Florida Penal Code, "any knowledge of, or observation of a child whom he or she knows or reasonably suspects is, or has been, a victim of child abuse." Jet's Daycare, Inc. / Ity Bity Learning Center will report any known or suspected instances of child abuse to a child protective agency.

Jet's Daycare Inc. / Ity Bity Learning Center, under the absence policy for ELCFV, will report if your child is absent for 5 consecutive days and have not contacted us.

Jet's Daycare Inc. / Ity Bity Learning Center abide by the provisions of the "Rilya Wilson Act," for each at-risk child under the age of school entry who is enrolled in the school readiness program. If a child misses one day of school we are mandated and will report it.

Hours of Operation

	Jet's Daycare	Ity Bity Learning Center
Monday	6 a.m. - 6 p.m.	6 a.m. - 6:30 p.m.
Tuesday	6 a.m. - 6 p.m.	6 a.m. - 6:30 p.m.
Wednesday	6 a.m. - 6 p.m.	6 a.m. - 6:30 p.m.
Thursday	6 a.m. - 6 p.m.	6 a.m. - 6:30 p.m.
Friday	6 a.m. - 6 p.m.	6 a.m. - 6:30 p.m.
Saturday	CLOSED	VARIABLES
Sunday	CLOSED	CLOSED

(Hours must be agreed upon in advance, between both parties)

Drop-off/ Pick-up Procedures/Absences

Parents are required to sign their child in at the time of drop off and out at the time of pick up **each and every day** of attendance. This includes full signature of person dropping off/picking up with the accurate time. Parents are also required to escort their child in and out of the facility every day. Please do not let your child run out to the car without

you. This can be very dangerous. Activities and meals are planned based on the Center's attendance. With that in mind, if you are running late and will not be dropping off your child by 10 a.m., or if your child is not feeling well and will be staying home that day, please call us. If for any reason, your child is not in attendance and no one has called by 10 a.m. we will assume that your child is not going to be in attendance that particular day. When absences occur the parent is still responsible for fees.

Our Daily Routine

The daily schedule is posted in your child's room. The schedule allows for flexibility and changes in the children's needs. There are some things that happen at the same time each and every day: meal time and quiet time. In the morning hours, we do Circle Time, art projects and any other preschool activities. So if your child is to get the most out of our daily routine, it is beneficial and encouraged that he or she arrive by 9 a.m. daily.

Release of Children

Children will be allowed to leave with individuals, other than the parent, only if that person has been listed on the registration forms as an authorized pick-up, in writing, by the parent or legal guardian. Any changes to authorized pick-ups must be done in person. Phone calls are **NOT** acceptable. Identification of non-typical individuals picking up a child will be required. If the person picking-up does not have any identification on file or with them, the child will **NOT** be released to them. If we think an individual is intoxicated or impaired, we will **NOT** release child/ren to that individual. We will contact the Sheriff's office and hold child/ren till they arrive.

Trial Period

All children have a 2 week trial period to ensure proper adjustment to the child care setting. Either party can cancel this agreement at any time during the first 2 weeks without written notice.

Child Care Fees

Weekly child care rates as listed on the fees page are payable in advance and in full regardless of attendance, child's short term illnesses, holidays, emergency closures (that the center does not have control over), any unscheduled vacation days. Any long-term illnesses (two weeks or more, with a doctor's note) will require payment of half your weekly rate to hold your place. A long term illness would be chicken pox, measles, etc. Any days missed due to short-term illness (i.e.: cold, ear infections, etc.) are to be paid in full. Payment is due Friday at the time of drop-off, unless other arrangements have been made and are agreeable to both parties. We accept cash, credit card and money order for payments. We do **NOT** accept personal checks. When fees are paid you will receive a receipt with amount paid, method used for payment and initials of person that took payment.

Late Pick-Up Fees

If your child is picked up later than your scheduled time, a late fee of \$5.00 for the first minute and a \$1.00 for every minute after will be charged. This fee is charged for each child. The fee will be charged at the time you pick up your child. Late pick up is anything beyond the scheduled time that is determined at enrollment and entered on the enrollment contract.

Late Payment Fee

We have a "no pay, no stay" policy. If payment is not received on Friday, or on the first day your child is enrolled, a \$20 late fee will be charged weekly. This charge is in addition to that week's day care fees and your child will not be allowed to attend daycare until it's paid in full.

Funded Care Guidelines

We accept payments from third party funding agencies. Parents are responsible for parent fees, plus the cost difference amount. Prices are posted in center.

Family Vacations

After one year of enrollment, each family is entitled to 1 week (5 consecutive days, M-F), vacation per calendar year for half price, provided a 2-week written notice is given. Any vacations in excess of 1 week per calendar year require full payment of your weekly rate in order to guarantee a spot for your child upon returning from vacation (unless prior agreement has been made between Jet's Daycare, Inc. / Ity Bity Learning Center and family).

Daycare Closures

Will be closed on these days

May be closed on these days

New Year's Day

New Year's Eve

Memorial Day

Martin Luther King's Birthday

Labor Day

Presidents' Day

Thanksgiving & the day after

Good Friday

Christmas Day

Veteran's Day

Independence Day

Christmas Eve

Day after Christmas

Jet's Daycare, Inc. / Ity Bity Learning Center may close for one week per calendar year for remodeling and will provide you with at least one month notice for this closure and all other closures of the Center. You will not be required to pay the week the Center is closed for remodeling.

Daily Activities/Curriculum

We put together our own curriculum with themes and projects for the whole year. Children are never forced to participate in an activity. All art activities done by the children in our care are completed by the children themselves, not by an adult. Children will be exposed to age-appropriate activities focused on aiding their development.

Observation and Assessments

Jet's Daycare, Inc. / Ity Bity Learning Center will maintain developmental checklists about your child/ren through the use of observation. These developmental checklists will help Jet's Daycare, Inc. / Ity Bity Learning Center in planning activities that are age appropriate and that will aid in preparing your child for entering Kindergarten. We will always keep you informed of any new skills, goals, or problem solving ideas we are observing, by letting you know verbally, sending you an e-mail, or a short note home.

Meals and Snacks

Jet's Daycare, Inc. and Ity Bity Learning Center meets the nutritional, food storage and safety needs of the children. Meals and snacks are planned according to the USDA food program guidelines, depending on the hours the child is here, we will provide breakfast, lunch, and an afternoon snack. We are part of the CCFP and are required to serve 1 year olds whole milk and 2 year olds and up 1% milk with their meals. We try to serve foods that children like and will eat, but have nutritional value, as well. We know, when it comes to food, we cannot please all of the children. However, if we see the group, as a whole, dislikes a certain food, we will discontinue the item. Children who choose not to eat at a mealtime will not be served food again until the next scheduled time. We also ask that you do not allow your child to bring candy or gum into the Center.

Meals will be served according to the following schedule:

	Jet's Daycare, Inc.	Ity Bity Learning Center
Breakfast	8:00 a.m. - 9:15 a.m.	8:00 a.m. - 9:30 a.m.
Lunch	11:30 a.m. -12:00 p.m.	11:30 a.m. - 12:00 p.m.
Afternoon Snack	3:00 p.m. - 3:30 p.m.	3:00 p.m. - 3:30 p.m.

*Infants are fed on-demand or according to the schedule the parents inform Jet's Day-care, Inc. / Ity Bity Learning Center of at the time of enrollment.

Clothing for Child Care

Please be sure your child is dressed appropriately to attend the Center each and every day. Children in care will have opportunities to paint and play outside where they may get dirty or even wet. We try our best to protect your child's clothing when doing "messy" activities, but sometimes things happen. Shoes and socks are required. For safety reasons, NO sandals without heel straps are allowed. Slippers are also not recommended, as we will be playing outdoors. Please check your child's cubby from time to time to make sure extra clothing is available. Extra clothing should include at least one if not two complete changes of clothes, including underwear and socks.

Outdoor Play

When weather permits, children are encouraged to participate in outdoor play for at least 30 minutes every day. On cool or rainy days, parents are expected to bring a coat or sweatshirt appropriate for the weather.

Special Days

You are welcome to send a special store bought snack (i.e.: cookies, cupcakes, etc.) to celebrate your child's birthday or any special day for your child. Please ask us for the number of children at Jet's Daycare, Inc. / Ity Bity Learning Center so we will have enough to go around. These items must be commercially prepared and initially packaged.

Toys

Parents are asked to see their children do not bring toys from home. We have a large variety of toys and we would hate to see a special toy get lost or even broken. We must also ask that trading cards, such as Yu-Gi-Oh or other popular trading cards, be kept at home.

Quiet Time

After lunch, there will be a quiet time. During that time, children of all ages (with the exception of infants, on their own schedules) will be expected to rest quietly and sleep if they choose to. Quiet time will be from approximately 1:00 pm to 3:00 pm daily. We supply the children with cots for napping. Fitted crib sheets and linens will be sent home weekly to be washed. Cots are sprayed with Lysol and/or bleach water every day. Please, if at all possible, try not to pick-up or drop-off your child during this time. If you must drop-off your child at quiet time, please be sure he or she has eaten lunch and is ready to rest quietly on his or her cot without disrupting the other children. Any child who is dropped off during quiet time and continually disrupts the others, will require a change in schedule.

Universal Health Precautions

Jet's Daycare, Inc. / Ity Bity Learning Center practices Universal Health Precautions. This means that:

- Disposable gloves are worn when the provider has contact with blood
- Hands are washed before preparing, handling or eating food; after toileting or diapering, after contact with bodily fluids, and when hands are dirty
- Articles contaminated with any bodily fluids are carefully disposed of or wrapped in plastic and sent home with the parents

Diapering

Diapers are changed at the changing table only. The table is wiped down with bleach water after each and every diaper change. Any soiled clothing will be placed in a plastic bag to go home to be laundered.

Toilet Training

Toilet training will be handled in a relaxed manner when the child is ready to begin training and has parental support at home. When you think your child is ready to be potty trained, please come to a staff member and talk to them about this. We have a potty training policy that outlines signs of readiness and how toilet training is handled here. (See Toilet Training Sheet)

Sick Policy

It is our intent to run a "well-child" care facility. With that said, we do not care for children who are sick. Sick children pose a risk to other children in our care. We understand that colds and allergies are inevitable, but with the guidelines listed below we think we can all keep the daycare environment a safe and healthy one. The sick policy below has been adapted from the book "Caring for Our Children: National Health Association, and Safety

Performance Standards for Out-of-Home Child Care (second edition).” This book was a collaborative project of the American Academy of Pediatrics, in child care. The book can be viewed online at www.nrc.uchsc.edu/CFOC. Children MUST remain home and/or will be sent home for the following reasons:

- a) Any illness that prevents a child from participating comfortably in activities
- b) The illness results in a greater need for care than the providers can provide without compromising the health and safety of the other children in care
- c) The child has any of the following conditions:
 - Fever of 100 degrees or higher accompanied by behavior changes or other signs of illnesses
 - Symptoms and signs of possible severe illness, such as lethargy, that is more than expected tiredness, uncontrolled coughing, inexplicable or persistent crying, difficulty breathing, wheezing or other unusual signs for the child
 - Diarrhea not associated with changes in diet that are not contained in a diaper or where the child is unable to make it to the bathroom
 - Any blood in stools not explained by diet changes, medications or hard stools
 - Vomiting
 - Mouth sores, unless doctor determines that the child is not contagious
 - Unexplained rash, other than diaper rash
 - Conjunctivitis (defined as the whites of the eye being pink or red and having white, yellow or green discharge from the eyes)
 - Head lice - child must remain home until treated and nit free

Your child may return to child care 24 hours after the symptoms of the illness have ended and no over the counter medications are necessary or the child has been on antibiotics (if deemed necessary by a doctor) for a full 24 hours and is no longer contagious.

Your child may be brought to child care with the common cold (which means a slight cough and a clear runny nose, and sneezing); however, we will call if your child is just plain despondent (whining, crying, repeatedly asking for you). The provider reserves the right to determine when a child should be sent home. If you are unsure whether your child is well enough to attend child care please call us and we can discuss the symptoms and make a decision on the phone. PLEASE do not mask your child's symptoms with over the counter medications, doing so and bringing your child to child care will result in the immediate termination of care for your child. It is also inconsiderate to all the children in care, as well as, their families. A sick child should be allowed to recuperate fully at home after an illness so that other children and the providers do not risk unnecessary exposure. Regular child care fees still apply if your child is out for an illness. If your child becomes ill while in our care, we will call you to come pick him/her up. You will be expected to pick up your child within the hour. If that hour passes and your child has not been picked up, we will begin calling the people listed on your emergency information sheet that was filled out at the time of

enrollment. It is very important that there be someone who is available to pick up your child in the event of illness or an emergency. Not picking up an ill child in a timely manner is not only unfair to the other children in care and the provider, but also unfair to your own child. Viruses can be contagious for several days and can be accompanied by secondary infections which may need antibiotics (ear infection, etc.) Please check with your doctor before bringing your child back to care. Please call us by your normal drop-off time if your child will not be attending child care on any given day.

Medications

Medications (both over the counter and prescription) will be given only if it is in its original container with a label attached and a signed authorization from the parent is in our possession. Medication Authorization Forms will be kept on the parent sign-in/out board behind the sheet. Prescription medications **MUST** be current (no prescription drugs will be given to a child that is "old" and that may not be suitable for the illness being treated). Any over the counter medications needed more than one or two days will require a doctor's written note in order for us to give them to your child. Tylenol, Advil, or Orajel can be kept here for teething, as long as it is labeled with the child's name. We must have written authorization to give these medications. You will be told at the time of pick-up if your child was given any of these and for what reason. It is also very important for us to be aware of ANY medications your child is being given at home, so please keep us informed.

Emergencies

In the event of an emergency (civil unrest, fire, tornado, etc.) during child care hours, children in care will be cared for in our facility, unless it is deemed unsafe to do so. If the emergency allows the children and staff to remain in the facility, please be aware that all children will be cared for as if they were our own children and kept safe until you, the parent/guardian, is able to safely come and get them. If the facility becomes unsafe to care for the children, such as in the case of a bomb threat, then we will relocate to another safe place in the community (nearby elementary school or library). Depending on the situation, it may be necessary to transport children. Jet's Daycare, Inc. / Ity Bity Learning Center will also make sure you are notified by phone as to where the relocation site is as soon as everyone is in a safe location. Emergencies that can or would cause Jet's Daycare, Inc. / Ity Bity Learning Center to be closed or close early would be the following: water main break, electrical problems, no heating in cold weather or no air-conditioning in extremely hot weather. National emergencies would be dealt with based on the situation and threat to our community. **IF PUBLIC SCHOOLS CLOSE DUE TO WEATHER, JET'S DAYCARE, INC. /ITY BITY LEARNING CENTER WILL ALSO BE CLOSED.** Regular payment will still be required, no refunds will be issued.

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Television/Computers

Jet's Daycare, Inc. / Ity Bity Learning Center limits the use of television/computers. Television and video viewing are not a regular occurrence.

Behavior Policy

We ask children follow some basic rules while in our care. They are pretty simple:

- a. Have a positive attitude
- b. Be respectful of others and the environment
- c. Be polite and show good manners
- d. No yelling—use a voice that is appropriate
- e. No hitting, biting, spitting or kicking of people, walls or furniture
- f. No name calling, teasing of others, or use of foul language
- g. No defacing or destroying property

If a child does not behave in an acceptable manner, we will redirect them in an appropriate, respectful manner. If this does not help, we will then give them time to think about their behavior allowing them one minute per year of age. If the behaviors continue, we will increase the "thinking time" a few minutes at a time and discuss the behavior with you the parent and devise a plan to correct the behavior of the child. We may possibly (depending on the behavior) remove the child from the room, with adequate supervision so the child can calm down, gather themselves before they can return to class. We may also put the child on a two-week probation period. During this two-week probation period there **MUST** be improvement in your child's behavior. We will not withhold food, or toileting from a child at any time, or use corporal punishment, it is not permitted. If at any time during the probation period the behavior continues this contract can and will be terminated immediately, depending on the seriousness of the behavior/s. Please keep in mind that the two-week probation period is given at Jet's Daycare, Inc. / Ity Bity Learning Center's discretion depending on the seriousness of the behavior/s. Any purposeful destruction or defacing of property will be met with sending the child home for the day and/or termination of child care services. Also, if your child should be disciplined at home for any reason, please do not ask us to withhold any activities or keep the child from playing with others.

We expect parents to follow the same basic rules as their children. A child can and will be dismissed from our program due to a parent's actions and/or behaviors. These behaviors can include but are not restricted to:

- Abusive treatment of teachers and staff
- Excessive unexplained absences of their child/ren
- Disregard for our sick policy
- Purposeful destruction of center's property
- Not supplying required documentation, such as immunization records
- Not complying with mandatory medical and immunization requirements

- Regular use of inappropriate language in front of children at the centers

Changes or Termination of Services

A written notice **MUST** be given for any of the following:

1. Termination of the agreement by either party with the exception of non-payment of services or during the initial 2 weeks that are considered a trial period. If the parent terminates services, the 2 week written notice and the 2 weeks pay is required before removing your child from care, giving us time to fill the vacancy. Jet's Daycare, Inc. / Ity Bity Learning Center is required to give at least a weeks' notice when care can no longer be provided for the child.
2. Increase in child care fees or yearly changes in the Parent and Provider Agreement will always be met with a two weeks notice.
3. Vacations. At least two weeks notice is required for vacations.
4. Any serious behaviors that do not improve after speaking to the parents.

Guidance Policy

As stated in our program's philosophy: birth to eight years of age is a vital time for learning. In these early years, a child needs to experience an age-appropriate, inclusive, and supportive learning environment. Children also need guidance and support to develop social and emotional skills needed to excel in this environment. A child's best chance for success comes when caregivers and families work together.

How we work to support your child/ren's development:

Environment:

- Each classroom is supplied with materials to engage children in activities appropriate for their age group.
- Our daily schedules are designed to keep young children engaged and avoid long periods of inactivity.
- We strive to be flexible in our schedules and follow the interests and needs of the children's cognitive, physical, and biological needs.
- Toys and books are replaced as needed to ensure children are exposed to new and exciting learning opportunities.
- Each classroom is evaluated daily to make sure it is a safe, healthy setting for children to learn, play, and interact with others.

Teachers and Staff:

- Our team endeavors to develop a positive relationship with each child.
- They prioritize the social-emotional and behavioral health of the children in their care.
- They foster peer relationship by creating social opportunities and work with children to resolve and prevent conflict.

- They talk to children with calm, patient voices.
- They supply children with words to express their emotions.
- They use redirection to prevent misbehavior.
- They read stories with relevant subject matter to teach good social skills.
- They are constantly learning and working to be the best caregivers they can be through professional development and training.
- They strongly support parent involvement!

How you can help your child/ren succeed in our program:

- Communicate regularly with teachers and staff on the progress and development of your child/ren at home.
- Assist teachers and staff by allowing us time to work with all children, this includes those who need a greater level of support.
- Understand we do not suspend or expel a child while they are still developing and learning social and emotional skills.
- Understand that sometimes to best serve your child/ren we may need to enlist outside help, such as a social and emotional specialist.

In order to succeed in life children need a strong learning foundation. We strive to help build this foundation at Jet's Daycare, Inc./Ity Bity Learning Center. A suspension or expulsion has the potential to negatively impact a child's future, especially if it occurs in these early, developing years. Because of this, we do not immediately suspend or expel a child due to behavior. First, we work with the child—and family—to make sure they have the opportunity and tools to succeed in our program. In rare cases, when a child's negative behavior persists despite intervention and interferes with the learning and development of others, it may become necessary to work together to find a different program to better accommodate the child's needs.

Yearly Update of Parents and Provider Contract

This parent and provider handbook will be updated as necessary. All contracts will be updated on October 1st regardless of enrollment time. This ensures we have current information for all of our children. If any changes are made to this handbook, you the parent, will be notified and will be required to sign updated form.

Last revised: January 3rd, 2021

Commented [3]:

Parent and Provider Handbook Receipt

I have received a copy of Jet's Daycare, Inc. / Ity Bity Learning Center Parent and Provider Handbook for the year of 2018 and agree to follow the policies outlined to the best of my ability.

Section Title	Mother/Guardian Initial	Father/Guardian Initial
*Our Program's Philosophy *Mission Statement *Open-Door Policy *Enrollment Requirements		
*Record Maintenance and Confidentiality *Mandated Reporting *Hours of Operation		
*Drop-off/Pick-up Procedures *Our Daily Routine *Release of Children *Trial Period* Child Care Fees		
*Late Pick-up Fees *Late Payment Fee *Funded Care Guidelines		
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*Daily Activities/Curriculum *Observation and Assessments *Meals and Snacks		
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*Changes or Termination of Services *Guidance Policy *Yearly Update of Parent and Provider Handbook and Contract		

Child/ Children's Name(s) _____

Mother's Signature/Guardian _____ Date _____

Father's Signature/Guardian _____ Date _____