



~Lil' Cardinals Nest Policy Handbook~
~2023~

~Lil' Cardinals Nest~

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Rene' Miles

(Owner)

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(Director)

www.lilcardinalsnest.com

Our goal is to provide your child with a safe, comfortable environment where they can play and learn with guidance and loving care while you are away. To make our relationship as enjoyable as possible the following are some mutually beneficial requirements that are necessary to ensure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner.

There is a lot of information here. Please read it and keep it accessible. We are not always available to field questions pertaining to policy.

Business Hours:

Monday~ Friday 7:30 a.m. ~ 5:30 p.m.

- If your child does not arrive by 9:30 a.m. Circle/ Group time they could miss very important activities and learning time. We will try our best to send home missed papers.
- A late fee of \$2 per minute/per child is assessed after 5:30 CLOSING time. Requests will be sent via payment app and are due at the time of occurrence. Repeat tardiness is reason for dismissal from care.
- Any changes to your childcare schedule need to be discussed to insure availability.

Tuition:

Un-Potty Trained: \$165 per week

Fully Potty Trained: \$155 per week

Age 6yrs +: \$145 per week

After School: \$50 per week

******WE ACCEPT CASH, CHECKS, Paypal (lilcards@gmail.com)
Zelle & AutoPay through Brightwheel******

NO PAY~ NO STAY!!!!

- Tuition is due on MONDAY.
 - \$25 per day late fee will be assessed beginning Monday @ 5:30.
 - Your child will not be allowed back into care until tuition & late fees are paid **IN FULL**.
 - Monthly payments are accepted on the first Monday of the month.
- Monthly tuition is based on Mondays in the month.
- We do not offer discounts for sibling groups.
 - We only accept 3rd party payments from Native American Tribes.
 - \$25 FEE on returned checks. Cash pay only after 1 occurrence.
 - We will take all outstanding accounts to court and collections.

Our facility only offers full-time care, therefore your fees are based on a yearly tuition rate broken into simple weekly payments which will never vary. We

consider holidays, childcare family vacations, provider vacations & 5 provider personal days throughout the year in our calculations. Therefore, fees are due regardless of your child's attendance or days the center is closed for all reasons listed above.

Admission Requirements:

A childcare enrollment package will also be provided and must be filled out before care can begin. This package will contain the following:

- **State of Missouri Child Care Enrollment Form**
- **Specialized Instruction form for Toddlers (if applicable)**
- **Immunization form~ This is to be brought to us on the child's first day of care or care cannot commence.**
- **Child Medical Examination Report (Infant/Toddler/ Pre-School) -** Your physician will need to review and sign the form. This is required within the first 30 days of enrollment.
- **School Age Medical~** This is to be filled out and signed by the parent.
- **Medication Authorization if required for sunscreen &/or rash cream.**

Adjustment to Care

A period of adaptation usually lasts from two to four weeks depending on the age and temperament of the child. Some toddlers, however, can need up to two months to adjust to their new environment and to feel safe with their new teachers and friends. Do not get discouraged as group care can be hard to settle into, but we promise you that the reward of early education and social growth is well worth the hard days. 😊

Communication

Communication is very important to us. When we accept a new family into daycare, we like to be sure that we can share openly any concerns or questions that may arise. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. It is important that there is a similar childcare philosophy between us.

We have a private Facebook page that will list activities, events that will be happening, our days closed, and any other pertinent, fun, or helpful information that may be of interest to you. You are always welcome to contribute!

Please make sure that you utilize the private parent page, parent bulletin board, and any & all flyers or papers that go home with your child. We do not want you to miss any important reminders or updates. 😊

Center Holidays / Sick Days / Vacation

HOLIDAYS CLOSED:

- New Year's Eve (3 p.m. Closing!)
- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & Day After
- Christmas Eve, Christmas Day & Day After (Depending on day of the wk it falls on)

If the holiday falls on a Saturday, we will be closed the Friday prior. If the holiday falls on a Sunday, we will be closed the Monday after.

If the holiday falls on a Monday~ Tuition is due the Friday prior.

- The center will be closed two weeks per year for Vacation Week.
- We will provide at least 6 weeks' notice of the dates.

Vacation Tuition payment is due on Friday before Vacation week.

- We reserve the right to utilize 5 days per calendar year as 'Personal Provider' days for situations such as...bereavement, days to attention, continued education classes or seminars to sustain our license and weather-related emergencies for the safety of families and staff.

Arrival and Departures

- **Drop off's and Pickups need to be as brief as possible.**
- Children are to arrive clean, dressed, and fed (unless arriving prior to a meal).
 - At pick-up, please do not let your child play with or hang on the door, play with the keypad or leave the building until you are leaving also.

This is EXTREMELY DANGEROUS and is not allowed!!!

Open Door Policy

While your child is in our care, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind our schedule.

Parent Vacations:

2 weeks' notice is required. Payment is still expected during your vacation leave. Even while you are on vacation, we are still holding your child's spot. **Your fees are due prior to your vacation.**

~SCHOOLAGERS~

- We provide care for School Age Children through Kindergarten, 1st & 2nd grade.
- School-age care is a first come first serve basis and only IF the room is available.

THIS ALSO INCLUDES EARLY OUT DAYS! We are still bound by limits regardless of what the public school system does on any given day. The ONLY way we are allowed to take in school-agers outside of our overlap schedule is during an EMERGENCY CLOSING of the schools.

Early Out: Additional \$10

Days school is closed for Teacher In-Service: Additional \$20

If your child(ren) is not able to be at the Big House understand that they will adhere to the same quiet time rules as everyone else. They will be required to rest until 3pm They may bring fully charged electronics for quiet time. Headphones required. If any disruption to the younger child is a problem~ You will be informed & alternate care will be required from that point forward.

Parking

PLEASE DO NOT PARK in the alley...This is a thoroughfare for our neighbors to come and go from their homes as well.

*There are 2 Parking spaces available directly in front of the building, 2 parking spaces in front of my house next door & the church parking lot.

Meals & Snacks

- We participate in the USDA food program. We provide a nutritious breakfast, lunch, and afternoon snack. Meals are served during the times listed below~ ONLY.

Breakfast: 8:30–9:00 A.M.

Lunch: 11:45-12:15 P.M.

Snack: 3:00-3:30 P.M.

NO OUTSIDE FOOD OR DRINKS ALLOWED!!
This is due to CCFP policy as well as allergies.

Nap/Quiet Time 12 p.m.~3 p.m.

- State law requires quiet time.

We ask that there be no pick-ups/drop-offs during the designated daily quiet time

of Noon~3pm. It causes disruption to our schedule and the sleeping children.

We can no longer meet at the back exit. If you cannot arrange appointments around this time, then we ask the children be picked up prior to and/or returned to care afterward.

Show & Tell

We will announce Show & Tell days. Otherwise...

NO outside toys are allowed into daycare.

Birthday Celebrations

We LOVE to celebrate our Littles on their special day and treats are welcome! Favorites are: Cookies, Donuts, Fruit Snacks, Muffins, String Cheese and Rice Krispie Treats. Please refrain from bringing Cupcakes. Ty!

Supplies

Parents are responsible for supplying:

*Diapers if a specific brand is needed. Please bring enough for the entire week/month.

*Pull Ups (**Side Velcro ONLY**) during Potty Training.

*If LCN has to supply Pull Ups for your child~ You will be charged \$1 per item.

*Full change of clothing...down to socks. These need to be placed in a Gallon Size Ziploc & labeled with your child's name.

*Please remember to return an outfit once one is sent home. We tend to run low on changes of clothes due to items not being returned. If your child has nothing available~ there is no guarantee they will have appropriate clothing to return home in.

Potty Training

We will **assist** in potty training with the understanding that it will only work if we work together AND your child is **READY**. Our teachers have potty trained **HUNDREDS** of children, so please respect any advice given when it comes to this subject. Honesty, Grace & Cooperation is the only way this works!

- You must work with your child at home **FIRST**, either during vacation or over an

extended weekend before we will begin at daycare.

- Your child **MUST**: Verbalize their need to go.
- Clothing should be easy to manage.
- No buttons, zippers or snaps. Lounge pants, athletic shorts, leggings & dresses are best.
- They must be able to pull their pants up & down (we will ASSIST). This is one of the first steps of readiness!!
- They **MUST** be able to get up & down from the potty with the aid of a step stool. We do not use a potty chair for sanitation reasons.
- Pull ups~ **SIDE VELCRO ONLY**~ are REQUIRED until the child goes a FULL TWO WEEKS with no accidents. This is for sanitary reasons. Until then we will not attempt underwear.
- **TWO** extra changes of clothing are also necessary, including socks.
- No overalls of any kind UNLESS the child is **FULLY independent** in being able to dress & undress themselves.

Medical Emergencies

Minor bumps and scrapes are inevitable, but we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, we will call the emergency contact numbers supplied to me to make the medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital.

Health & Safety Issues

- We must maintain up-to-date immunization and physical information on all the children.
- **Under no circumstances** should you bring your child to care sick! If you are not sure your child is well enough to attend childcare, call and discuss it with me.

Masking your child's symptoms with over-the-counter medications and bringing them to care is cause for termination.

- Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however, we will call you if your child is just plain miserable (whining, crying, repeatedly asking for you) or spikes a fever.
- Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e., a child wanting to sleep all day, lay down and watch TV etc.)

Health Department regulations prohibit the admittance of any child that exhibits any of the following symptoms:

- Fever (100°f or higher) – The child must be fever free for 24 hours without the aid of medication
- Diarrhea & Vomiting– The child **must be symptom-free for 24 hours without the aid of medication.**
- Runny nose with colored discharge –check with a doctor
- Rash – check with a doctor
- Discharge from eyes or ears-check with a doctor
- Sores that appear to be infected such as- oozing at the site, red and/or swollen.
- Lice – the child needs to be treated and nits removed before returning.
- Communicable diseases – Covid, chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, etc. The child may return when the incubation and contagious period is passed, and the child is well enough to resume normal childcare activities.
- We have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in my care, you or your alternate will be required to pick up your child immediately. Your child **MUST** be picked up within **30 MIN** of you being informed.
- They **MAY NOT** return to daycare for a **FULL 24 hrs after** being sent home.
- They may not return until they are fever free for 24 hours!

We are responsible for the health and well-being of many children.

**We will closely follow Health Department regulations
when it comes to illness.**

**I understand and respect your need to be at work, but your
cooperation is extremely important in this.**

Medication

If your child is on antibiotics, he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to childcare until this time period has passed.

Behavioral Goals

While in our care only positive encouragement is enforced.

We believe the most effective ways of enforcing positive behaviors are Praise, Respect, Re-Direction, and Positive Reinforcement. During conflict, it is important for children to feel respected, secure, loved, important, and special. They need to know we are always available to listen and help, not to judge.

Our goal is to coach the children so they can negotiate compromise, brainstorm, and work it out together. This is a life skill that begins now.

If something of a more serious nature or a persistent behavior should occur that is of

concern to us or a threat to the safety of others, we will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and in our care. If the problem cannot be resolved, then arrangements for alternate care of your child will be required.

Biting In Daycare

- Parents will be informed within a reasonable amount of time.
- First-aid to the wound will be administered.
- A detailed incident report will be filled out on the child who was bit and on the biter.

Persistent biting is reason for suspension/dismissal from daycare. In the event two bite notices are sent home we will request a conference be set to discuss our options.

We have a 3-strike rule on biting...THIS will not be lifted for any reason.

Damages

It is expected that your child be respectful of our personal property and furnishings. A certain amount of “wear and tear” is normal, but if your child intentionally damages our property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next tuition payment.

Termination of Care

It is our responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent’s responsibility to let us know the same. We require a two-week written notice by the parent to us. We will provide the parents with two weeks' written notice if we are no longer able to care for your child. Tuition is due regardless of attendance during this time period. If your child’s tuition is paid by a third party, we are unable to collect unless your child attends care, so please understand you will be invoiced personally for the time your child was not in care during those two weeks.

We will terminate our childcare arrangements immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this book.
- Destructive or hurtful behavior of the child that persists even with parent cooperation.
- Non-Payment of childcare fees or late and/or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child’s needs without additional staff.
- Blatant disrespect towards the provider, provider’s family, another child, or parent(s).

If parents knowingly bring their child ill.

Child Abuse/Neglect

It is the law and our responsibility as mandated reporters to report all abuse or neglect we feel is performed on a child.

Custody Agreements:

If there is a court order or other documentation affecting the custody of your child, please provide a certified copy. Please bring a copy of any revised orders as they come.

Court Appearances:

We do not testify in custody cases involving our families unless there's suspected physical or sexual abuse witnessed by us personally. In the event our testimony is required we will need a subpoena issued to us per our liability insurance. Compensation will be required for our time. This covers extra daycare staffing required for our absence.

Yearly Tax Statements:

At year's end, you will be provided with our EIN Number upon request to use for your taxes. The amount paid will be up to you to keep a record of.

Policy Revisions

Revisions to policies, procedures, contracts, tuition, and forms will be reviewed periodically and updated, if necessary. Changes are immediate. We will do our best to inform, but also make sure you review policy often.

If a persistent pattern of not following the guidelines set forth in this handbook is evident, both owner and director will schedule a meeting to discuss the continuance of our services.