



LOVE AND LAUGHTER DAY CARE LLC
Provider: Gina Fay
9032 Eldorado Ave., Frederick, CO 80504
Business: (720) 204-6856 Cell: (620) 242-4357

POLICY HANDBOOK
Updates effective January 1, 2024

REGISTRATION REQUIREMENTS:

Before the child may enter Love and Laughter Day Care LLC the following forms must be on file in my office.

1. **Emergency contact information and identification.** (Current picture of the child must be on file.)
2. **Child's completed Certificate of Health** (to be updated annually or per APA requirements.)
3. **Enrollment Agreement.**
4. **Medical Emergency Treatment Form including Doctor and insurance information.** (Copy of insurance card needed)
5. **Signed Agreement of Love and Laughter Day Care LLC's Policy Handbook.**
6. **Consent forms (medication, transportation, media, etc.)**
7. **Safe Sleep Policy (only required for infants under 12 months of age)**

(Love and Laughter Day Care LLC will be referred to as Love and Laughter in this handbook.)

HOURS OF OPERATION:

Love and Laughter Day Care LLC will open at 7:15 a.m. and close at 5:15 p.m. An adult must accompany the child in and out of the home and sign him/her in and out on the check-in/checkout tablet by the front door. SEE DROP-OFF/PICK UP POLICY ** PLEASE CALL ME IF YOU WILL BE LATER THAN 5:15 pm! There are some evenings that I have other commitments and would need to make other arrangements **. ALSO, SEE THE LATE FEE POLICY

DAYS OF OPERATION:

Love and Laughter Day Care LLC will operate Monday through Friday, twelve months of the year. The following holidays are observed, and we will be closed on these days. New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve Day, Christmas Day and the day after Christmas. I will also take vacation time and may need personal days off during the year; however, I will be responsible for giving each parent/guardian enough notice that they will have ample amount of time to find a backup day care provider for the period of my absence. (I will give at least 2 weeks or more notice when possible except in the event of illness or emergency.) See FINANCIAL POLICY section for payment of Holidays, vacation, and personal days.

FINANCIAL INFORMATION:

The fees for Love and Laughter Day Care LLC will be as follows and must be prepaid prior to Monday morning or contracted pay period or late fees will apply, (see also LATE PAYMENT POLICY). I accept cash, and checks, and will accept debit or credit with a convenience fee of 4% or Zelle payments to Lovenlaughterdaycare@comcast.net. Autopay is preferred and is available through our invoice system. There is no fee to you for autopay if this is set up through your checking account. I will provide instructions to set up autopay, as this needs to be set up in advance. There will be a \$25.00 charge for all checks returned and future care would be cash only. I have the right to change these fees at any time based on what is best for my business. I do not offer discounts for multiple children in care.

FEES:

There will be a non-refundable registration fee to begin care. Full-time rates apply for 3 full days or more, or over 24 hours per week. Full-time for 2 years old and older is \$275 per week. Infants are \$350 per week and apply to age 6 weeks up to a child's 2nd birthday. After-school care is \$60.00 per week and non-school days are a daily rate of \$55 per day, half-days (less than 6 hours) due to school schedule or weather will be \$30 per day. This half-day rate applies to currently enrolled school-aged children only, kindergarten and up, and is space permitting. Part-time rates for less than 24 hours per week or less than 3 full days per week, other than school age will be \$175 per week for ages 2 and older. The fee is \$200 per week for less than 24 hours or less than 3 full days of care for children under age 2. A child is considered part-time only if they have a contracted consistent schedule, otherwise, the schedule will be considered drop-in, and space will not be guaranteed each week.

The drop-in fee is \$65.00 per day per child over age 2 for care exceeding 5 hours. Less than 5 hours is \$14.00/hour with a minimum drop-in fee of \$30.00/day. Infant drop-in rates are \$75/day for 5 hours or more, or \$16.00/hour up to 5 hours with a minimum of \$40/day. All drop-in (hourly) fees are charged in fifteen-minute increments (i.e., a child picked up at 4:03 will be charged until 4:15). A child is considered a drop-in if they are occasional care only or not here for a contracted consistent schedule every week (i.e., occasionally a day or a few days during the month or just as needed). If a child is a drop-in and not contracted as part-time on a consistent schedule, they must arrange at least 48 hours in advance to make sure space is available, there will be no guarantees of space availability. A drop-in must contract for a part-time consistent schedule to guarantee space and rate.

All fees will include breakfast, lunch, and snacks for each child. Additional fees may be required for participation in special activities or field trips. These fees will be determined based on the activity such as admission fees or special transportation or activity fees. Parents/guardians will be notified in advance of any fees associated with such activities.

The provider will receive the following Paid Holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve Day, Christmas Day and the day after Christmas. If a holiday falls on a Saturday, I will be closed on the Friday before and payment will be expected for that Friday. If a holiday falls on a Sunday, I will be closed on Monday following the holiday and payment will be expected for that Monday. If a holiday falls on a Monday, payment is due the Friday before the holiday weekend. If payment is set up for autopay, there will be no changes made for any of the holiday/vacation payment due dates.

PAYMENT POLICY:

Payments will be prepaid, due before Monday of each week, or beginning of each contracted pay period, and are subject to a fee of \$5 per day after 5:00 pm Monday. An additional charge of \$25 will be charged if payment has not been made by 5:00 pm after 3 days including the due date, (if not paid by close of business on Wednesday) plus \$5.00 each additional day after until paid. The child cannot attend following the third day if fees are not current. (See LATE PAYMENT POLICY). I accept bank-to-bank payment via Zelle (or the bank transfer system your bank uses) to Lovenlaughterdycare@comcast.net, cash, checks, and will accept debit or credit for a convenience fee of 4%. Autopay is preferred and can be set up through the invoicing system. Arrangements for autopay must be made in advance to be invoiced on the correct day and given time to process the first payment. Autopay payments take 3-5 days to process. Do not set up autopay without scheduling it with Love and Laughter Day Care first (late fees could be charged if payment doesn't process on time). There will be a \$25.00 charge for all checks returned and future care will be cash only. Email receipts will be provided for each payment and a Year-End Tax Statement will be provided upon request only. Parents have access to this information in the KidKare/Minute Menu invoicing system.

All provider vacation or holiday pay will be prepaid as per the payment contract. If the holiday is on a Monday, payment is due the Friday before that week/pay period along with other scheduled payments. If a child will be absent at the beginning of a week or pay period, payment is due the Friday before the scheduled absence. (See also Vacation/Sick Day Policy). If the provider will be taking vacation days, the payment is due before the first day of the provider's vacation if it doesn't fall on a normal pay period unless autopay is set up for payments. If payments are set up on autopay, the payments will remain on the same schedule regardless of holidays or vacations.

Non-sufficient Funds/Returned Check: \$25 plus any other fees that I may incur, and cash or a cashier's check will be required from that point on. If a debit transaction is declined, a check will not be accepted, and cash will be required on the same day or late fees will apply (see Late Payment Policy).

Registration fee: A registration fee of \$125 per child aged 2 or older is due upon enrollment. This is good faith money for registration and to secure the child's place in the child care for up to two weeks from the enrollment date. If the space will need to be held for more than 2 weeks, there will be a weekly fee to keep the space available until the child's attendance begins. The fee for Infant registration will be \$150 and a weekly fee will be charged until the infant begins care. The additional weekly fees for any child will be discussed and determined based on the start date from the time of registration. All registration and hold fees are non-refundable and do not apply toward future fees of any kind.

LATE PAYMENT POLICY:

A \$5.00 per day late fee will be charged if payment is not made by end of the business day that payment is due (Monday). An additional \$25 late fee will be charged after the 3rd business day that payment was due (end of business on Wednesday) plus \$5.00 each additional day after that. If the fee isn't paid by the end of the third business day (Wednesday), your child will not be accepted back for care until the outstanding balance is paid, and late fees will continue to accumulate until paid in full. (i.e. if payment is due when the child is dropped off on Monday morning and not paid by Monday at 5:00 pm an additional \$5.00 will be due, if not paid by Wednesday afternoon, you will be charged \$5.00 each for Monday's late fee, Tuesday's late fee and Wednesday's late fee plus an additional \$25.00 at

5:00 pm on Wednesday, then \$5.00 for each additional day after that and child is not allowed to attend after Wednesday until paid.) Repeated late payments of any kind can result in immediate termination of our contract and could result in collection/legal action if not paid in full within 5 days of termination. Any failure to pay for any reason could result in collection/legal action and could also result in the additional collection and or court fees which will also be your responsibility. Once collection/legal action has been started, it will not be reversed.

ENROLLMENT/TERMINATION POLICY:

All required paperwork must be turned in prior to the child attending, along with a non-refundable registration fee. No child will be denied admission based on his/her race, religion, or disability. I do retain the right to deny admission if I do not have available space for a child's age group. I also retain the right to decline enrollment for any child that may have needs that may require more attention or care than I can give that child and still safely care for that child and the other children in care. A waiting list will be kept for enrollment of children when space becomes available if a family wishes to be placed on a waiting list. When it is determined that space will be available, I will call families on the list in the order they are listed. If a space is available and the family wishes to enroll in that space, an immediate non-refundable registration fee will be required. If the start date for the available space will be after the space becomes available, a hold fee may be required to claim and retain the available space.

Trial Period: Once a child begins in care, there will be a two-week trial period for adjustment time. I will do anything possible to make this transition as smooth and fun for your child as possible. Communication is very important during this time to help the child to adjust to the new environment, schedule, rules, and friends. If at any time during the two-week trial period, either the parent/guardian or the provider feels that things are not working out for the child, care can be terminated without the two-week notice. I do ask for at least a phone call or verbal notice that the child will not be returning so I am not waiting for the child to arrive to start our day. There will be no refunds for any childcare fees that have been paid for any care, present or future weeks, or registration fees if withdrawn during the two-week trial period, however, there will be no additional fees to pay for a two-week notice during this trial period.

Two-Week Notice/Termination: After the two-week trial, at any time the child is to be withdrawn from care for any reason, a two-week written notice is required. A text message is not considered a written notice, I will need a printed letter or an email for their file. All parties that signed the enrollment agreement and this policy will be expected to sign any termination notice or agreement whether together on a written notice or on separate email notices. You will be expected to pay for the two weeks, whether physical care is provided during that time or not. If the provider feels the need to terminate the care of the child, the same two-week notice will be given unless there is a reason for Love and Laughter Day Care to terminate sooner.

Exceptions to a two-week notice from the provider and immediate termination being applied include but are not limited to: (termination due to an exception does not require any notice from the provider and may be immediate). No refunds will be given for any care that has been paid for, past, present or future.

- * Failure to complete required forms when requested, this includes keeping health assessments and immunizations current.
- * Failure to pay per contract.
- * A parent/guardian not willing to cooperate or work with the provider to resolve any problems/issues.
- * Behavior from the child, which is excessive and deemed unsafe, or inappropriate. This includes language/profanity or physical harm. It may include concern for possible harm to others or extreme behaviors that affect others in care.
- * Violence/Aggression directed towards other children, adults, toys, or other equipment while in my care.
- * A parent/guardian verbally or physically abusive, threatening, or disrespectful to the provider, assistant, a parent, or child
- * A parent/guardian not respecting any of the policies or requests of the provider regarding any matter.
- * A parent/guardian bringing a child that should not be in attendance due to illness and/or trying to mask symptoms (medicate) to bring a child that should not be in attendance according to sick policy. If a child must continually be sent home due to illnesses could also result in termination for not adhering to the sick policy.

DROP-OFF/PICK-UP POLICY:

Please use the driveway when space is available, or the side of the street closest to the home to avoid any child (or adult) having to cross the road for everyone's safety. Please enter the building with your child when dropping him/her off. Once in the building, it is best to make the drop-off as "drama-free" as possible. Linger can make it more difficult for the child. Establish a drop-off routine and make it pleasant and fun for your child. If there is something I need to know about, please feel free to take the time you need to discuss it with me (a bad night, family situation, parent/guardian out of town, or whatever may cause your child to be out of sorts), but try not to dwell on the goodbye for too long. Keep in mind that a child listens to what you tell me and can react to that as well, so sometimes it may be best to call me right after drop-off or message me about something they may not need to hear. If a child is upset at drop-off, I have many ways to get them adjusted and they settle in much faster when the parent/guardian is not present.

I understand that children have a "bad day" sometimes and I am prepared to handle this. Also, there are rules here that the children must follow that I ask that you help me to reinforce when you are present. A child may try to test these boundaries when a parent/guardian is present and one or the other of us is trying to redirect the child. When dropping off or picking up your child, please make sure your child is under control. I will not hesitate to step in and correct the child if necessary. Please respect that my rules are for the safety and wellbeing of your child. When picking up your child, please make sure your child doesn't exit the building without you. The children are also not allowed to open the

front door, even when a parent is present. This is for your child's safety and one of my rules.

The child must be picked up by a parent/guardian or by a person with authorization from the parent or the guardian and sign him/her out on the sign-in/out log. They must be on your child's account to sign in/out the child. For the protection of our children, a child will never be released to any person whose name is not on the Enrollment Agreement Form or authorization list. Anyone picking up your child other than a parent/guardian will be asked to show identification if I have not met them, so please let them know to bring a form of photo identification to the door with them and you must notify me in advance if someone other than the parent/guardian will be picking up your child even if it is someone on your list. The child will not be released to someone I am not familiar with that is not on the list, with or without identification, without prior permission and adding them to the list. If any court documents prevent an individual (i.e., one parent/guardian, or another person) from seeing or picking up a child, I will need a copy of that for my file to abide by this order. Otherwise, I cannot prevent a non-custodial parent from picking up the child regardless of any verbal requests. Anyone picking up a child must be at least 16 years of age. The child will not be released to anyone younger, even with permission from the parent/guardian, whether walking or in a vehicle, even if they are a relative.

If for any reason I feel it is not safe for the child to leave with someone, either not an authorized individual or the safety of the child is in question for any reason (under the influence of any substance, emotionally unstable, etc., no vehicle restraints/car seats in the vehicle) I will keep the child and contact another authorized person to pick up the child. If necessary, authorities could be contacted.

** Drop-off or pick-up is not allowed during the hours of 1:00 to 3:15 pm. This is during quiet hours as it is too disruptive to the other children that are resting. If an emergency pick-up is needed (i.e. your child becomes ill), we will arrange the best solution for picking up your child. Please do not make appointments during this time unless you are picking up your child before 1:00 pm. No exceptions.

LATE PICKUP POLICY:

If a parent/guardian is late picking up a child, an overtime fee of \$5.00 will be charged for the first 10 minutes after 5:15 and an additional \$5.00 per 5 minutes thereafter (this will be charged in 5-minute increments (example: 5:16 would be charged \$5.00 for 5:15-5:25, if it is 5:27 you will pay another \$5.00 for the 5:25-5:30 time period) actual time will be based on the clock on the tablet used for the sign-in/out log. The door code will not work after 5:15 so you will KNOW if you are late. The tablet time will determine how much you owe. **All late fees are PER CHILD. NO EXCEPTIONS and ***you will be expected to pay at pickup or the next morning at drop-off. You will receive an invoice by email that evening if it is not paid at pickup. Please bring cash or a check or use Zelle. Do not use your autopay for late payments!** If arrangements are made before that day and agreed upon you will still be charged overtime fees but the overtime fee may be reduced (this will be based on each situation). Please respect my time! **If you are running late, please just give me a quick call or text, you will still be charged but please show me that respect.** There are nights that I may have something else scheduled after 5:15 that I cannot miss, and if you are late, other arrangements may need to be made for my schedule as well. Frequent late pickups could result in termination.

If a child is not picked up and no contact from a parent/guardian has been made by 5:20 pm, I will attempt to contact a parent/guardian. If not successful, I will contact another authorized individual to pick up the child. In the unlikely event that all attempts fail in a reasonable amount of time to contact someone on the emergency contact list, the child could be turned over to authorities for further care. I am not authorized to keep children overnight, however, meals, snacks, and care will be provided until the child is picked up or turned over to authorities. Late fees will be charged until the time the child is picked up and will be expected to be paid the next day before the child returns to care.

If you are called to pick up a sick child, you will have one hour from the time you are called. If the child is not picked up within one hour either by you or another authorized person, late fees will be charged. Extra care is needed for a sick child as well as having to keep them apart from the other children and an hour is enough time for you to pick up your child before I charge for late fees. The late fees will apply as above, \$5.00 for the first 10 minutes after one hour from the time of the phone call and an additional \$5.00 per 5 minutes thereafter. If you are in a location that does not allow you to pick up your child within an hour, please contact another authorized person to do this for you.

*****All late pick-up fees will be due when the child is picked up on the day that late care was received or the next morning when the child is dropped off by cash, check, or Zelle transfer, or care will not be provided the day following late pickup. Again, I ask that you please respect my time.**

VACATION/SICK DAYS POLICY:

PROVIDER: Each calendar year Love and Laughter Day Care will be closed for 10 business days for the provider to take vacation time. These may or may not be taken consecutively. I may also take up to five (5) flex days for additional training, illness, necessary personal days, or appointments. I will give families as much notice as possible for any days I will be absent. I will receive payment for these two weeks of vacation (10 days) and five (5) personal/flex days. (Covid policy/days are not included in these vacation/sick days per any current Covid policy). These days will be pre-paid per contract before the first day of my vacation or absence unless payments are already scheduled on autopay. Parents/guardians are responsible for making other arrangements for child care while Love and Laughter Day Care is closed if a substitute is not provided. Please understand that I may need additional personal days throughout the year. I will do my best to provide a substitute care provider for any days I am not available, but parents/guardians are responsible for making alternate arrangements for childcare if I cannot provide a suitable substitute/alternate for that time. Please make sure you have a reliable backup for any possible days that may arise. Payment is not required for any days beyond the ten (10) vacation days and five (5) personal/flex days unless I do provide a substitute. Any days which Love and Laughter Day Care provides a substitute and is not closed, you are responsible for that day as per normal pay schedule whether or not your child attends these days. For the above days, if at any time I provide a substitute for time I am not available and Love and Laughter Day Care is not closed, these days do not count as any vacation or personal days. Vacation days and personal days are only counted when Love and Laughter Day Care is closed, and no substitute care is provided. Substitute care will be provided if available if I need to be away from the childcare for a short amount of time due to unforeseen circumstances (emergency) or part of a day for personal appointments, in which case substitute care may be provided by Jean-Paul (J.P.) Fay -my husband, or another approved substitute. All substitute care providers will have passed a background check and fingerprinting with the Division of Childcare and the State of Colorado. All substitutes are CPR and First Aid Certified and meet all training requirements by the State of Colorado Licensing Division.

*Substitute care is dependent upon the availability of any of the substitute providers and is not a guarantee. In the event of an emergency, should a substitute provider not be available, a parent/guardian will be contacted to pick up their child. If there is an immediate 9-1-1 emergency in the home, I will contact the closest person (neighbor) to come and watch the children until all parents/guardians can be reached and arrive to pick up the children.

CHILD: In the event of planned vacation time, I would like to be notified at least 2 weeks in advance if possible, so I can plan our preschool/activities/meals or schedule accordingly. I do understand that children become sick during the night so please call as soon as possible in the morning if a child will not be coming for that day, preferably before the child's regularly scheduled arrival time so that we are not awaiting their arrival before beginning our daily activities. In the event of a public school closing due to weather or other circumstances, I will still be open for care. You will be responsible for all days I am open regardless of whether you bring your child or not due to vacation, weather, or illness. Payment will not be refunded or credited for any days your child is absent. If a child will have a planned vacation or absence, payment is still due at the beginning of the week or pay period or the Friday (or last attended day) before the scheduled absence. (See also Vacation/Sick Day Policy). If you are set up on autopay, this does not apply, and changes do not need to be made to the autopay schedule to accommodate vacations/absence due dates. Payment will be made according to the preset autopay schedule. Parents/guardians are requested to notify me at least two weeks in advance when a child is to be withdrawn; you will be responsible for the two weeks' fees regardless of whether they attend those days.

NO SMOKING POLICY:

NO SMOKING IS ALLOWED ANYWHERE ON THE PROPERTY, INCLUDING IN THE DRIVEWAY DURING BUSINESS HOURS!! The Colorado Clean Indoor Act states that all childcare facilities including private homes and vehicles that are used for childcare must be smoke-free. This means anywhere on the premises and includes the provider, parents, guardians, or anyone on the premises.

HEALTH/SICK POLICY: * PLEASE READ THOROUGHLY and ask if you are not clear *****

State law requires that every child in a childcare setting have a current statement of health signed by a physician. This must be on file before the first day of enrollment. **A new health statement will be required each year from the date of the physical or per doctor/APA requirements if sooner than one year. The law also requires an up-to-date immunization record before any care is provided.** Love and Laughter Day Care does not accept children that are not immunized. I do have the right to deny enrollment if any child is not immunized for any reason. A child may also be denied attendance if health assessment or immunizations are not current and until appointments have been attended and current papers are on file with the child care.

*****Please schedule all immunizations for Friday afternoons so you can handle pain management and give your child the extra care they may need over the weekend and in case of any side effects/adverse reactions to them. If you cannot schedule them for a Friday afternoon, I will ask that you keep the child home for the rest of the day to monitor the child and treat for pain management if returning the following day. Also please do not schedule any appointments between 1:00-3:15 pm to respect quiet time. Picking up or dropping off children during this time is very disruptive to quiet time and will not be allowed. You will need to pick your child up before 1:00 or after 3:15, or keep them home for day. No exceptions.**

SICK POLICY: For the protection of your provider and the other children, please do not bring your child with any signs of illness. Also, see INFLUENZA POLICY and any current COVID policy if one is in place. Your child

will not be admitted if I feel he/she is visibly ill. Do NOT try to mask the symptoms with medications, they are still contagious, and the medication will wear off during the day. This could be a reason for termination. If you give your child medication for any reason you MUST let me know when you bring your child. This could be very important information if anything happened during the day. Please keep your child at home when he/she has any of the following:

- signs of vomiting – must be at least 48 hours SYMPTOM-FREE without medication- (some stomach viruses can be contagious up to 3 days after symptoms have stopped) siblings are also required to stay home when stomach symptoms are present. This includes 48 hours after any family member that may have symptoms that occur, not only your child.
- diarrhea- 2 or more loose stools will result in a call to go home – must be at least 48 hours SYMPTOM-FREE without medication (some stomach viruses can be contagious up to 3 days after symptoms have stopped) siblings will also be required to stay home when stomach symptoms are present. This also means 48 hours after any other family members that have symptoms occur, not only your child.
- fever over 100 (or I may send a child home for less if I feel it is enough for your child to go home that day based on the symptoms and their needs) – must be at least 24 hours SYMPTOM-FREE without medication to return. (Fever must be normal to return if the fever was present).
- red or draining eyes – Must be 24 hours SYMPTOM-FREE or see pink-eye policy below.
- suspicious rash – must have a physician’s note to return or be 24 hours SYMPTOM-FREE.
- severe itching of skin or scalp or skin eruptions- must be 24 hours SYMPTOM-FREE or have a physician’s note and be comfortable enough to return.
- severe headache – must be comfortable enough to participate in all activities to return to care
- runny nose other than clear, or clear when combined with any other symptom – sneezing, cough, fatigue, or any other unusual behavior (i.e.-fussy or crying more than usual)
- any sneezing, cough, chronic cough, wheezing or difficulty breathing, and any other unusual behavior (cranky, listlessness, crying more than usual, obvious general discomfort, loss of appetite, lack of desire to participate. A child that is unable to control a continuously runny nose, making it difficult for me to care for your child as well as others) should be kept home, or will be sent home. Runny nose from “allergies” must be followed up with a note from an allergist or physician with a note regarding maintenance medication to control the allergies (runny nose). Medication must be given before coming each day early enough to allow time for it to take effect. The child may still not be able to attend even with a note if the symptoms are still not controlled.
- tired/lethargic and cannot/does not want to participate in play or group activities. Must be able to participate in activities to return. A physician’s note may be required depending on the situation.
- contagious diseases/viruses – must be 24-48 hours SYMPTOM-FREE or longer based on illness/contagiousness per child care (or current COVID) policy guidelines depending on symptoms. A physician’s note and a negative COVID-19 test may be required to return if symptoms present that would warrant a test. ALL tests and quarantine requirements for the child and/or family must have been met. (SEE COVID POLICY). Also, please be aware that even with the vaccination, children can still get the chicken pox, although it is not common, and rarely severe.
- Any other symptoms that may otherwise make the child uncomfortable or ill enough not to participate or require too much care from me to safely and actively care for the other children as well. The child must be able to participate comfortably in all activities to return to care and not require my constant attention for their symptoms. This includes wiping/blowing of noses frequently.

Admission of an ill child or readmission after an illness is at the discretion of the provider and may require a note from the physician or negative testing. If a child leaves during the day for an appointment, a doctor’s note will be required to return. I repeat, do NOT try to mask symptoms with medication or hide the fact that your child has been ill within the past 24-48 hours. This could be a reason for immediate termination. If you do give your child medication for any reason, you must tell me when you drop off your child. This is for your child’s safety and is required. If your child tells me they had medicine today and you have not told me, I will question it and this could be a reason for dismissal also.

I will contact you to come and pick up your child in the event he/she becomes ill while in care. You will have one hour (dependent upon the situation) from the time I call and speak with you to pick up your child. I am required to have them separated from the other children in another room until you or emergency contact arrives to pick up your child and this puts the other children at risk, as well as makes it difficult for me to care for your child and the other children as needed. If you do not pick up your child within one hour, late fees will apply (see Late Pickup Policy).

Pink eye- Based on current recommendations from the American Academy of Pediatrics for pink eye, antibiotics are no longer prescribed most of the time. Since pink eye is highly contagious, our policy is to please keep your child home until all symptoms have resolved. If antibiotics are given, your child may return 48 hours after the first dose was given as long as there is no drainage from the eye(s). Please be considerate of the others in my care. Pink eye is still contagious until symptoms are no longer present. This is Love and Laughter Day Care’s policy regardless of whether the physician recommends the child may return sooner.

Lice- All cases of lice must be completely treated, and your child and all family members must be nit free for at least 24 hours.

Influenza – SEE INFLUENZA POLICY- If **you, your child, or anyone in the family** has tested positive for influenza, your child **MUST stay home for 5-7 days**. The flu is contagious for that length of time and even a day before showing any symptoms, therefore, you could bring a child from home without symptoms where others are sick, and the next day they could show symptoms and be sick, already spreading it here. Also, if you have a known exposure to someone who has tested positive for the flu, please keep your child home for a minimum of 24 hours. The flu is a serious epidemic each year and I do not want to spread it throughout the day care or worse, get sick myself. The flu vaccine does not exempt any child from this policy. The flu vaccine is not protecting against all the flu strains and if I get sick, several other children will be without care for a week or more. PLEASE help keep everyone protected and keep your child home or find a relative willing to care for them during this time. I understand that you may still have to work, but please be considerate of the other families here as well. Also, keep in mind there may also be infants or immune-compromised children in care. Please see the complete Love and Laughter Day Care Influenza Policy posted on the bulletin board.

Please inform me if your child has been exposed to or has contracted a communicable disease. These must be reported to the Colorado Dept. of Health and Environment and all parents/guardians must be made aware, for all to respond appropriately. Please keep in mind that any contagious/infectious diseases you bring your child which puts not only the other children but also me at risk. If I get sick and cannot care for the children, ALL families are without care until I am able to care for them again. A list of common communicable diseases is available upon request. It is best to inform me if they have been exposed to anything so we can determine if it is reportable or not. All COVID-19 cases in the family must be reported.

*****Please keep in mind, if you bring a sick child to day care and I get sick, I cannot watch anyone's children, including yours for however long it takes me to recover. I do not like to put other children at risk unnecessarily and would appreciate you not doing so either. Remember that I may have infants in care here that may not tolerate some illnesses as older children can. Again, masking a child's symptoms to send them to child care can result in immediate termination.**

In any of these cases, **24-48 hours medication-free without symptoms must pass before being readmitted into care. The child must also be fever-free for at least 24 hours without medication.** This means if he/she has a fever one morning, they cannot attend the next day even if their fever breaks by 10:00 am that same day. It must be a FULL 24 hours or more after the last dose of medication even if symptom-free. If a child is still not completely back to normal after an illness, even if symptoms have cleared, please keep them home an extra day. If a child is absent due to a stomach illness, I will require all siblings to stay home, including ones without symptoms until the ill child and all family members are symptom-free for 48 hours. This is to help minimize the exposure and spread of illness to the other children. If you remove your child from care to take your child to a doctor's appointment other than routine, I will need a release from the doctor's office for the child to return to care, with the exception of my policies above for pink eye (48 hours w/antibiotics and no drainage, or all clear without antibiotics) and obvious general discomfort and lack of desire to participate or I feel the child cannot participate for the rest of the day. **If you send your child with any mild symptoms (allergies/lingering colds) that are determined not to be COVID related, please keep in mind, that they may be sent home or be expected to have a note from the physician that they are not contagious and they will be expected to participate in all activities indoors and outdoors. If you don't want your child outdoors or participating in activities due to the nature of their illness, please keep them home.** If you have given medicine to your child before dropping them off in the morning, please let me know what medication was given and for what symptoms. By not telling me, you are considered masking the symptoms. Masking symptoms of a fever or cold or sending a child that has been recently ill (vomiting/diarrhea) at home will not be allowed and can result in immediate termination, assisting with the residual remains of colds or discomfort from ear infections, for example, is acceptable but I need to know that you have medicated your child. If for any reason an emergency should arise, medication information is important to give to the emergency personnel. If your child vomits at home for ANY reason. PLEASE KEEP THEM HOME, whether it was nausea, food-induced, "too much candy", "drank too much or too fast", or any other unknown reason. You could be exposing the other children to the possibility of stomach illness/virus which spreads rapidly in child care. There will be no exceptions to this. Please do not question or argue the sick policies. No exceptions will be made for any reason.

MEDICATION POLICY:

I will not give any medication to your child except for medically necessary reasons such as Asthma or to help a child function throughout the day due to a disability or similar reason. Most antibiotics and medications can now be prescribed once or twice a day, not during child care hours. However, if it is necessary, any medication (including OTC pain medication, ointments, and creams) prescription or over-the-counter will need written authorization from your health care provider and you. They will need to come in the original prescription bottle as well, along with complete detailed instructions. Do not put medications in a bottle or cup of juice to bring. The amount/intake cannot be monitored that way and it is not allowed. This is also masking the medication and symptoms if I am not made aware of it, plus the fact that no outside drinks or foods are allowed in the day care. Homeopathic and herbal remedies will not be given during child care hours, with or without a note from the physician. This is per Colorado State Licensing Rules and Regulation 7.702.52 (C)1. If that is your preferred treatment, please administer it before bringing your child, and remember to inform me of anything your child was given that day. This is for your child's safety.

There is a specific medication authorization form that must be completed and signed for any medications, whether liquids, pills, inhalants, or creams. Parents/Guardians are responsible for providing all medications and supplies. Do not just come with a note and some medication, they will be refused, and your child may also be refused care if this is a required medication. **Medication will only be given if it is in the original prescription bottle or over-the-counter container with the child's name clearly labeled on it as well as the instructions clearly printed on the bottle, and only with the written permission of the physician and/or parent/guardian and the required Medication Authorization Form.** All appropriate and required Medication Authorization forms must be complete and signed by the physician before accepting medications into the child care or giving any medications or topical treatment to your child whether prescription or over the counter. This includes diaper rash creams for rash. The prescription bottle must have the medication name, prescription number, physician name, date filled, child's name, and instructions for dosage, and information, including the name, must match exactly to what is on the medication authorization form. Please make that clear to your physician! This includes all oral and/or topical medications. Medications will be stored in a locked container away from the children and records will be kept of the administration of the medications. Asthma medications and EpiPens will always require a separate health care plan and must be updated annually with the health assessment and medications will be always kept out of reach of children but readily available in the home and on field trips.

I will also ask that each parent/guardian bring sunblock and/or bug spray for their child to help prevent any possible skin sensitivity to another child's products. **They must arrive with sunblock already applied in the morning.** I will reapply as needed throughout the day. Please label each bottle/tube with your child's name. I will send a memo for Sunscreen/Sunblock when we need to start applying it daily for outdoor play. This is usually around April or May through October. A memo will be sent home when it is time to begin or end using sunblock and/or bug spray.

CLOTHING POLICY: PLEASE READ AND FOLLOW THE CLOTHING POLICY.

****NOTE: If even one child is not prepared with appropriate outdoor weather clothing, it can affect the entire group!**

Please bring your child fully clothed in comfortable and weather-appropriate play clothes. We do try to participate in outdoor play daily so please dress them for the weather per the following policy.

Clothing: Please dress your child in layers or provide layers in cooler weather so as it warms up, we can adjust accordingly. Provide your child with a change of clothing to be kept at the child care in case of the need to change due to an accident/emergency or mess. Mark your child's clothing with a nametag, or with a marking pen (masking tape works well for temporary labeling), including all jackets and sweaters. Their belongings will be kept in their cubbies in the hall closet and extra coats hanging in the front closet. I will do my best to keep track of which item belongs to your child, but I am not responsible for lost or stolen items. Please don't send your child in clothes that you don't want to get dirty. Each day may include crafts, playtime, outdoor play, and things that could soil their clothes. Smocks will be provided for painting crafts and any type of "messy" projects but there are no guarantees that their clothing will not get dirty or ruined. I do try to protect their clothes and to use all washable products, but even those items do not always wash 100%.

Diapers/Toilet Training: You are responsible for providing diapers and wipes for your child and I will inform a parent/guardian when I need more diapers or wipes. Please send an extra set or two of clothing to keep in your child's cubby. This includes underpants if your child is completely toilet trained. When your child is ready for toilet training, they must continue to wear diapers until they are progressing with toilet training and understand the process. Your child must be the one showing interest in toilet training, not doing it because the parent feels that it is time. This also does not mean going to the toilet on a schedule, although our daily schedule does include "potty breaks" and I check in with the children frequently during the day when they are toilet training. The child must understand the feeling and the need to use the toilet, tell me when they need "to go", and be able to help pull pants up and down. I must feel that they know how to use the toilet or potty chair consistently enough to transition to pull-ups. They will then be in pull-ups, going to the potty assisted when needed, until they are potty trained. A child will be considered potty trained when they can tell me they need "to go" and go into the bathroom to use the toilet mostly unassisted. I will assist a child with pulling pants and pull-ups up and down as necessary and cleaning your child when needed. They must be accident-free in their pull-ups for a few weeks before transitioning to underwear. This does not include rest time and pull-ups will still be worn for rest time for a while longer after transitioning to underwear. I will inform you when your child is ready to wear underwear to child care. Please understand that cleanup and sanitizing/disinfecting (quarantining an area) for accidents is not easy to do if it happens during the day, especially if it is more than once, or with more than one child. I will place all soiled clothing in a bag to be sent home to wash. This is per child care licensing regulations. Occasional accidents after they are fully potty trained are to be expected and will be handled as they happen. If they happen too often, you may be asked to provide protection (rubber pants) over their underpants/training pants until they have fewer accidents. Again, please make sure to have at least one or more changes of clothing here.

Your child may bring a stuffed animal or blanket if they have one they would like to keep here with their nap cot. These will not go back and forth from home to child care.

Please dress your child appropriately for the weather. If one child is not dressed appropriately for the weather, the entire group may not be able to go outside to play. We try to spend a little time outside every day, weather permitting and infant schedules permitting, except for during extreme cold or heat.

Cool/Cold Weather: Please dress your child in layers in the cooler weather regardless of what the afternoon temperature is going to be. We do most of our outside time early in the day. Please send your child in layers with a jacket, pants, and appropriate shoes or boots to keep their feet warm and dry. No shorts, sundresses, or tank tops under 60-degree weather unless you have pants and sweaters over them, plus a jacket. Your child must have a jacket when the temperature is 50 or below when you arrive. A sweatshirt is not a jacket but can be used as a layer underneath a jacket. Your child must have a warm winter coat when it's under 45 degrees outside in the morning. Light jackets and sweatshirts will not be allowed as an outside jacket in low temperatures. NO sandals or dress shoes in the cold weather or sneakers in the cold and wet weather. They must have full protection shoes or boots that will keep their feet warm and dry during the winter or wet months. My yard holds moisture and snow for a while after each snowfall or even rain. Remember your child will be outside for a while. Dress them for the coolest part of the morning. Going from the house to the car does not determine how to dress your child. I will discuss this with the parent/guardian if the child is not dressed appropriately. Your child will not go outside if I feel they will be cold and uncomfortable. This is for their safety and wellbeing. This also means that no one will get to go outside unless I have an assistant that day. Warm jackets, mittens (**NOT gloves**), and hats are required in cold or snow. Please bring an extra jacket, mittens (**not gloves**) and a hat to keep here. Boots for the wet grass and snow can also be kept here. Please make sure they will stay on their feet and not slip off easily when they run. Socks or slippers must be always worn inside when the weather is cooler outside. Please label all their belongings. I am not responsible for unlabeled clothing.

Warm/Hot Weather: Warm weather dress should still include a light sweater or jacket for the cool mornings until summer. If it is not above 55 degrees in the morning at drop-off time, please make sure to have a sweater or jacket of some kind. NO open-toed shoes, open-toed sandals, or flip-flops are allowed for outdoor play at any time. **All shoes must be closed-toed, and not able to slip off easily.** This is for sanitary reasons and your child's safety. Crocs are only allowed if they have straps on the back and stay on their feet. Again, a pair of sneakers or play shoes can be kept here for your child if they want to wear flip-flops or sandals to come and go from child care. An extra swimsuit and some aqua socks/closed-toed water shoes will be requested to keep here for the days we decide to play in the water. A memo will be sent when it is time for water play and swim clothes to be brought for the spring/summer. We will have some special activity days that may require different attire, but those will be at the request of Love and Laughter Day Care. Please remember to label all their belongings.

Parents/guardians will be required to apply sunblock to their child daily before arrival to child care each day in the summer!!! Please make sure to have sunblock here for your child as well, labeled with their name and I will reapply throughout the day as needed. Infants will be protected in the shade from the sun as best as I can. Sunblock will not be applied to an infant. A parent/guardian must do this at home if they choose and I do request that they do this as even the shade coverage allows some sun rays through. I will reapply sunblock to infants only with a permission slip from the physician as well as the signed sunscreen form. A memo will be sent home when the season requires daily sunblock applications to begin and end.

DISCIPLINE POLICY:

Love and Laughter Day Care has rules in place that are set to help reinforce good behavior, thus, helping the child develop his or her best behavior potential. For that reason, no corporal punishment (spanking, slapping, smacking, popping, swatting, shaking, grabbing, or other physical means) will be allowed. There will be no washing of a mouth with soap, unusual restraint, or use of any profanity in the children's presence. There will be no isolation or name-calling, comparing with siblings/others, ridicule, or any other behavior that may harm the physical or emotional well-being of the child. The children will be dealt with on the level of each child's understanding as this is not always based on their age. Re-direction is always the first choice of action, but if necessary and age-appropriate, a child will be taken aside and spoken to about any inappropriate behavior. I have found that speaking with the child, and depending on age, explaining the wrongs and rights of inappropriate vs. appropriate behaviors and teaching the child how to deal with their emotions works well in molding young children's behaviors. For a method of discipline when needed, when speaking to a child that is choosing not to listen after two attempts, I will use the 1-2-3 Method, in which 3 will result in a time-out or a time-in. Immediate removal from a situation to a time-out (or time-in when appropriate) will be given if the child is threatening, endangering, or harming themselves or other children in the child care. Time-out will be given for one minute of each year of age of the child, for children over 2 years old. The parents/guardians may be notified immediately if the behavior continues and may even be asked to pick up the child. If a child has had a time-out that day they will be told when they pick up the child. I will try to work with the parent/guardian or guardian to find a meaningful solution to any behavior issues. Biting, hitting, and violence to other children will not be tolerated and can be a danger to other children in my care and if we cannot work together to find a solution for it within a reasonable amount of time, biting, hitting or other violence can be a reason for termination. If there is a biting incident, there will be an Accident/Incident report signed by the parent/guardian of the biter and the provider. The parent/guardian will receive a copy and the original placed in the child's file along with a Bite Log. A time-in will be used when a child just needs to be calmed or needs behavior modification with some adult supervision. The child will stay by my side during our activity until they are calm or ready to rejoin their peers. A time-out is given when a child is unable to sit calmly by my side for a time-in such as during a social situation or during acts of aggression or outbursts when self-calming may be needed. Theft of property may result in dismissal depending on the age/situation of the child. Disrespecting my property can also be grounds for dismissal if the child is intentionally disrespecting or

destroying my property, toys, or other belongings and other behavior diversion methods have been unsuccessful. A parent/guardian may also be asked to reimburse Love and Laughter Day Care for damaged property or toys. Also please see Pet Policy.

TRANSPORTATION POLICY:

Love and Laughter Day Care does not transport in vehicles unless it is a pre-arranged field trip. All documentation for transportation/field trips/emergency care/medication authorization, emergency medical treatments such as inhalers or epipens, etc. will be kept with the provider throughout the entire time of transport and the entire time off the child care property. Car seats may be required for trips and must meet Colorado child restraint requirements. Field trip/transportation forms will need to be completed and signed before any trip off the premises. Transportation will be provided by Gina Fay, J.P. Fay, and/or a qualified substitute or assistant and may include help from a parent/guardian. Parents/guardians are always welcome to join us.

COMMUNICATION:

I always like to know what is going on with your child, especially if there is any reason for concern. Health, development, mood, behaviors, home situations, child care situations, or anything that needs to be discussed are very important to me, however, drop-off and pickup times can be hectic and may not always be the best time for discussing these things. Children hear everything, other parents/guardians come and go, and it would be best if you would like to contact me after hours by phone, or email, or we can even set up a time to talk in person without the child if you would prefer. I always want to work together through open communication to help your child in whatever ways possible. You can call or text me on my cell at 620-242-4357 during the day if you need to reach me regarding the daily care of your child, otherwise, call the business phone at 720-204-6856, preferably in the evenings so I can give you my undivided attention. If I do not answer, please leave a message and I will call you back just as soon as I can. Your call is very important to me. You can also reach me by emailing me at lovenlaughterdaycare@comcast.net.

Communication about any potential delays or advances in your child's development will be important. I use the Milestones for Development and the ASQs (Ages and Stages Questionnaires). There are milestones for certain ages of development, 3 months, 6 months, 9 months, 1 year, 18 months, 2 years, 3 years, etc. I have checklists that I like to review for each child around certain ages and at the beginning and end of our preschool year, also one for the parent/guardian to review as well. If there is any reason for any concern, I would like to schedule a time to meet with the parents/guardians to help assess the situation, see if there are things we can work on together, if our checklists match, and help your child in whatever way possible to be meeting and exceeding all milestones. Early recognition of delays can be crucial for a child to be able to get the early help they need for the best possible outcome. Communicating any slow development, or exceeding the milestones is something especially important to me to help your child get the best early child development possible and to aid you in getting assistance or referrals if needed. Keep in mind, that children may show different signs and check off different things at child care in a group setting than they do at home and each child develops at a different pace. A child is never too young or too old to seek additional help if needed.

REST/QUIET TIME POLICY:

Colorado state law requires that all children under the age of 5 have some rest time while at child care each day. Our rest time will be from 1:00 PM – 3:15 PM every day. While not all children will sleep during that time, they will be required to “rest” quietly. Once the children that fall asleep are asleep, the others may lay quietly with a book or quiet toy on their cot. School-age children will be given a space to read or do puzzles or quiet activities away from the other children. This is the only time I allow school-age children to play on electronic devices that I have or ones brought from home. They will only be allowed educational games or videos. If you need to pick up your child during the day, you will need to arrange to pick up before 1:00 or after 3:15, so as not to disrupt those that are resting or trying to stay quiet on their cots. Pickup during rest time will not be allowed for any reason unless I call you to pick up a sick child.

TOILET TRAINING POLICY:

I will work with your child during the toilet training process when the child begins to show an interest in toilet training. I do not train by taking the child to the toilet on a schedule and must be in diapers until they have an understanding of going to the toilet and have started communicating their need to “go” with only a few reminders. Once they are understanding and communicating their need to use the toilet, they can begin to wear pull-ups. The child can begin to learn to manage to pull their pants up and down with little assistance and to go to the bathroom on their own. I will assist a child with their pants and pullups and getting on and off the toilet if needed. The child must then remain in pull-ups until they have been accident-free for a few weeks and I determine they are ready to transition to underwear at child care. They must be able to

go into the bathroom and get onto the toilet, or potty chair, unassisted. I will assist with cleaning your child and helping redress as this is always a little more challenging than pulling pants/pull-ups up or down. Wearing underwear at home helps to start this process sooner at child care but they cannot wear underwear at child care until I determine it is appropriate to do so. Every child learns this at a different stage/age of their development, so I will work with a parent/guardian based on when the child seems ready to take this toilet training step. I will not “catch train” “timer train” or force a child to sit on a potty chair if they are not ready to do so. They must understand and be able to communicate to me that they need “to go”. I will, however, offer and try to encourage a child that is showing they might be ready to begin toilet training, to sit on the potty when it’s potty time before going out, lunch, naps, etc., or when I am changing a diaper. If they tell me “no”, I will not force them to sit on the potty. It is their choice whether to do so or not if they are not ready. Extra pull-ups, training pants, underwear, and changes of clothes will always be required to be kept at the child care. Soiled clothing will be sent home in a bag to be washed, no laundering will be done at Love and Laughter Day Care other than items that are the property of the facility.

SAFE SLEEP POLICY:

A safe sleep policy contract will be signed for all children under 12 months old, or children older than 12 months that will still be sleeping in a crib/port-a-crib. We will discuss the safe sleep policy and handouts and all providers and substitutes will follow the safe sleep policy while the infant is in our care. All providers have met Safe Sleep training requirements.

SUPERVISION POLICY:

Children will always be supervised, within sight or hearing depending on their age. Our supervision policy will be discussed at our initial meeting. A copy of the supervision policy will be posted on the bulletin board and is also available in my policies binder for you to read upon request. Please review the supervision policy before signing this agreement.

MEALS:

At least two meals and one or two snacks will be served throughout a full day. All meals and snacks will be nutritious, including milk, fruits, vegetables, bread, meats, and/or variations of each food group. Breakfast, lunch, and snacks will be offered daily to meet all requirements of the state food program requirements.

- Breakfast will be offered from 7:15 AM until 7:45 AM only. (Must arrive and be seated by 7:30 AM at the latest to be served and eating by 7:35AM).
- Morning snack – 9:45 - 10:15 AM.
- Lunch – 12:00 - 12:30 PM
- Afternoon snack 3:30 – 4:00 PM (varies based on naps/cleanup/diapers and prep time)

The mealtimes for the day may vary slightly based on preschool/school schedules. If your child will not arrive and be seated for breakfast by **7:30 AM**, please feed your child breakfast before he/she arrives; **please do not send breakfast or any foods in with the child, they will be sent home with you.** If they haven’t finished their food, they must finish before entering the child care. This includes food or treats in their mouth from the car they are still chewing. If you arrive at 7:40, your child must have had their breakfast at home and be ready to start their day. Summertime meal and snack times may change depending on attendance. Other schedules will be discussed based on your child’s arrival time and meal needs. I must be firm on meal schedules as per the food program and state guidelines. **Please let me know if your child is normally scheduled to be here for a meal and is not going to be arriving for that meal. This prevents me from preparing and having to throw away food.**

Please let me know verbally as well as documented in your enrollment health forms, of any food allergies your child may have. Please discuss them with me even if they are written in the health assessment, and I will alter the child’s meal as necessary. A physician’s note may be required for any Special Diets. Milk “choice” is not considered a special diet and we will discuss this at enrollment if special needs must be met. Infants will be given only what the parent/guardian requests, breast milk, formula, and new foods, but must meet food requirements per state and food program guidelines. These will be discussed at each age development until they are one year old and on the standard children’s menu plan. There is a quiet space provided for breastfeeding if a mother would like to come during the day. We will work together on transitions from breastfeeding to a bottle and we will transition all infants from a bottle to a sippy cup by one year of age. Breast milk and breastfeeding in child care are still allowed after one year of age. We will also work to transition to formula/milk when the child and parent/guardian is ready. All infants must be on milk from a cup (or breast milk from the breast) and no longer using a bottle by one year of age. No formula will be allowed after age one, and they must be eating solid foods and will transition to the standard meal plan (regardless of breastfeeding). Food will be prepared appropriately for their developmental age (mashed, diced, cut) so it is best to start that transition before their first birthday to be ready for this step.

ITEMS FROM HOME POLICY: (NOT CURRENTLY ALLOWED DUE TO COVID RESTRICTIONS)

The children are welcome to bring a special item from home if they are willing to share it with other children; however, I will not be responsible for any item that is brought from the home that may get broken, lost, or stolen. Please mark the child's name on these items. Any disagreements over the item will result in the item going to the child's cubby until the end of the day. Please be sure that your child does not bring gum, candy, or toy guns/weapons to the day care. These will not be allowed. All items from home such as extra clothing, sunblock, blankets, diapers, and wipes, will be stored in their separate cubbies. A pillow and blanket will be provided for each child at enrollment, but I do understand that sometimes they have a special blanket or pillow they wish to bring. This will be kept in their cubby and used only at naptime. Pacifiers for sleeping will also be kept in their cubby and only used as necessary.

ACTIVITIES:

All activities are kept age-appropriate and safe for the children in care. Activities such as painting & coloring, beading/small item crafts, small blocks, and scissors, will be kept in a safe zone away from the smaller children that these are not safe for unless supervised and cleaned up immediately upon completion. Larger, safer toys will be offered to smaller kids in different areas during those times. Reading books, and motor skill activities are done daily. Dancing, singing, jumping, climbing, and running in outdoor play are all included in our daily activities. Outdoor play will include sporting equipment, running, climbing, sliding, ride-on toys, and more. Safety gear, such as helmets and knee/elbow pads will be provided when necessary. Safety gear is required when riding scooters or bicycles.

Preschool curriculum is scheduled in the morning, to include all the children's activities that are also offered for fun. We also cover health, exercise and safety, fire prevention, and pet care as some of our other regular discussions. We do a lot of play-based learning throughout the day. We try to begin our preschool activities at 9:00 am, so please make sure your child arrives before that time if they are coming in the morning, so as not to miss any of the fun or disrupt an activity that has already been started.

Television is offered in limited amounts. The television can sometimes assist with settling things for arrival time, meal preparation time, and end of the day after cleanup is done, and we are waiting for a parent/guardian to arrive if I am not readily available for reading/game time. I will only offer age-appropriate shows, dancing and singalong videos, and usually educational programs when they are sitting to watch any media.

BIRTHDAYS:

A parent/guardian may furnish cake, ice cream, cupcakes, cookies, etc., and we will celebrate a child's birthday after lunch or during afternoon snack time. We will work together to make your child's day a special one and you are welcome to join us (**Unfortunately, joining us is not an option during current COVID restrictions**). Please remind me at least a few days in advance so I can prepare my daily plan for that day to include something special.

PARENT/GUARDIAN VISITS:

I have an open-door policy during business hours and a parent/guardian is welcome to call or visit and observe at any time they wish during operating hours (except quiet time from 1:00 – 3:15 PM). Feel free to come by and have lunch with your child too, but please remember, my rules still apply when mom and/or dad are present. Children sometimes forget that, and I ask that you respect my rules when you are present if I need to discipline your child in any way. They can get a little "excited" when a parent/guardian shows up during the day and occasionally act out. Also, keep in mind, that your child may or may not understand that they are not leaving with you and get upset when it is time for you to return to work. Use your judgment. You may also call and talk to them on the phone or video chat and "check-in" if they (or you) need it at any time during the day, other than quiet time.

EMERGENCY PLAN:

A copy of the children's records and our "go bag" with diapers and wipes, etc. will be taken with me in the event we need to leave the home, or the child care area along with any emergency medications such as epi-pens or inhalers. I will have access to all medical information and/or emergency contact information and contact the parent/guardian or emergency contact person on each child's Enrollment Agreement as soon as it is safe to do so. **Please make sure to always keep records current including home, medical, insurance information, and emergency contacts.**

FIRE: In the event of a fire, all children will line up single file and exit through the front door (or back door depending on where the fire is). We will all gather at the edge of the driveway by the tree to the north by the road unless the fire requires

us to be further away, in which case we will go to the next driveway further north. We will practice fire drills monthly and fire prevention and safety are a curriculum that we cover in our preschool activities. The evacuation procedures and route map are on the bulletin board.

TORNADO: In the event of a tornado warning, all the children will go downstairs to the bathroom in the basement and stay there until all warnings have been lifted or until emergency personnel tell us it is safe to emerge. The secondary shelter would be the main floor bathroom if time does not allow us to get all the way downstairs. We will practice tornado drills throughout the year.

INJURY: The Provider or substitute will care for all minor injuries. In the event of a serious injury, immediate first aid will be given, and if a child needs to be transported to a doctor/hospital, all efforts will be made so the child can be taken as soon as possible. In any situation, the parent/guardian will be contacted after medical personnel has been called and emergency care has been started if necessary, and if the parent/guardian cannot be reached, the next on the list of emergency contacts will be called, and so on until someone is reached. If no one can be reached, the injured will be transported by the provider or by emergency vehicle to the doctor on file or hospital, depending on the severity of the injury. If there is no one available immediately to come and care for the other children, emergency personnel will take the child to the hospital and wait there until an authorized adult arrives. In an emergency, the parent/guardian will be notified immediately after medical has been called, to meet us at the location where the child will be treated. If the parent/guardian cannot be reached, the next on the emergency contact list will be contacted and down the list until someone is reached. If no one can be reached, the provider will remain with the child until the parent/guardian or other authorized adult assumes responsibility for the child. In less severe cases, the parent/guardian will be notified first, and then the physician called if necessary. Parents/guardians are responsible for all costs associated with emergency medical treatments, including transportation if an ambulance is called whether it was because of urgency or inability to reach emergency contact. All providers/substitutes are Infant/Pediatric CPR/First Aid certified. In case of an extreme 9-1-1 emergency, the nearest neighbor will stay with the other children while I attend to the emergency until either I return or contact them and give further instruction as to whether to contact all parents/guardians to pick up the children. If 9-1-1 must be called and I am not able to leave with the child, emergency personnel will take the child to the emergency room and attend to the child until emergency contact arrives. Treatment at the hospital will only be for life-saving measures until an authorized parent/guardian or caregiver arrives.

***** Complete Emergency Preparedness Policy is available. Please read it before signing this agreement.**

LOVE AND LAUGHTER DAY CARE LLC RULES:

Love and Laughter Day Care LLC rules are in place for the health and safety of the children. I believe that rules help to teach respect for other people and others' property.

Please take the time and review the following rules with your child:

- Walking feet - don't run inside
- No Gum or candy
- Keep hands and feet to ourselves
- No biting
- Use inside voices when in the house
- Furniture is for sitting on and laying on, not for climbing, jumping, or standing on.
- Always clean up after yourself
- No mistreatment of toys or other items in the home. Respect my property
- No roughhousing or wrestling (indoors or outdoors). Someone could get injured.
- Children must sit at the table when eating or drinking (no walking around with cups or food)
- Always tell the truth
- Always use kind words
- Always use good manners
- Follow directions given by a parent/guardian or provider
- If you need something, just ask. I don't know what you are thinking.
- No partially eaten food or drinks are to be brought in.
- Children need to arrive ready to begin their day.
- Be kind to the animals. They like you and will be kind in return.

DAMAGE OR THEFT OF PROPERTY POLICY:

Children are expected to be respectful of personal property and furnishings, including the belongings of other children in care. Normal wear and tear are anticipated; however, parents/guardians will be responsible for intentional damage to property, including toys, caused by destructive behavior or for theft of property. An invoice for repair or replacement will be provided to the parent/guardian, and reimbursement will be due with the following week's tuition. Theft of property or repetitive destruction of the property could result in immediate termination of care.
children

CHILD ABUSE REPORTING:

I am required by state law to report any incidences of suspected child abuse or domestic violence. My first concern is the safety of your child, and if I suspect he/she has been subjected to abuse, I will file a report to the proper authorities. The child abuse hotline number is: 1-844-264-5437

PET POLICY:

I do have dogs on the premises. They are West Highland White Terriers, therefore, small breeds, and have been raised around many children. They enjoy the children and can get excited upon arrival, but the rest of the day mostly just keep to themselves away from the children. Outside, they do like to run and play with the children if the children are giving the dogs attention. They are usually gentle with the children but remember they are dogs, so they do occasionally get excited and jump up. The dogs will not be allowed in the food service or eating areas during food preparation or meals. If there are infants on the floor playing or crawling age, the dogs will have very limited access to those children's play areas. I take the time to teach the children the safe way to treat and play with dogs. If a child is continuing to tease or be "not nice" to one of my dogs and my dog continues to try to remove itself from the situation with no success, I cannot 100% guarantee that a child will not get warned by the dog or possibly even "nipped", ANY dog would do this no matter how child safe they are. I will not be held liable if this is due to your child not listening to me, not following the pet rules we have here at Love and Laughter and the dog has attempted to escape the situation but is protecting itself. I am very serious about the safety of the children around the dogs so there is never a situation in which this should happen, but if it does happen a parent/guardian will be contacted immediately. Also, if your child continues to tease, torment, or even cause harm to one of my dogs intentionally after repeated warnings to be nice to the animals, this could be a reason for immediate dismissal. I will not take the chance of your child, or one of my animals being harmed. You will, however, be responsible for any veterinarian bills if your child intentionally causes any harm to my dogs (kicking, throwing things at the dog, pushing down the stairs, etc.).

**** Changes to this policy handbook can be made at any time. Parents/guardians will be notified in writing of any changes prior to the effective date of the change.**

How to obtain a copy of the Colorado State Official Rules and Regulations: You may view a copy of the Official Rules and Regulations for Family Child Care Homes online at: <https://cdec.colorado.gov/rules-and-regulations> Select 'Printer Friendly Rules for Regulating Child Care Facilities and then view 7.707 Rules Regulating Family Child Care Homes. You can choose the link in English or the Spanish option by selecting the (en Espanol).. I can also just give you a current copy if you ask.

PLEASE RETURN THIS PAGE TO LOVE AND LAUGHTER DAY CARE LLC ALONG WITH THE ENROLLMENT AGREEMENT. BY DOING SO YOU ARE ENROLLING YOUR CHILD IN LOVE AND LAUGHTER DAY CARE LLC. ALL PARTIES MUST SIGN THIS POLICY HANDBOOK AND THE ENROLLMENT AGREEMENT. THE SAME PARTIES WILL BE EXPECTED TO SIGN UPON TERMINATION OF CARE.

The initials and signatures below represent my/our understanding and agreement with all policies and sections of the Love and Laughter Day Care LLC Policy Handbook. I have read the policies and each section and understand that by signing below and initialing each section, I am indicating that I have read each policy/section thoroughly, both included and referenced policies, and agree to abide by each of these policies set forth by Love and Laughter Day Care LLC. I understand that should there be updates to any items in this Policy Handbook, each party will be given a copy of the policy with the updated information and a new copy of this page to initial, sign and return.

Please initial by each policy/section indicating that you have read and understand each section of this policy handbook:

- | | |
|-------------------------------------|--|
| Page 1 | _____ Discipline Policy |
| _____ Registration Requirements | Page 10 |
| _____ Hours of Operation | _____ Transportation Policy |
| _____ Days of Operation | _____ Communication Policy |
| _____ Financial Information | _____ Rest Time/Quiet Time Policy |
| Page 2 | _____ Toilet Training |
| _____ Payment Policy | Page 11 |
| _____ Late Payment Policy | _____ Safe Sleep Policy |
| Page 3 | _____ Supervision Policy |
| _____ Enrollment/Termination Policy | _____ Meals |
| _____ Drop-off/Pickup Policy | Page 12 |
| Page 4 | _____ Items from Home Policy |
| _____ Late Pickup Policy | _____ Activities |
| Page 5 | _____ Birthdays |
| _____ Vacation Policy | _____ Parent/Guardian Visits |
| _____ No Smoking Policy | _____ Emergency Plan |
| _____ Health/Sick Policy | Page 13 |
| Page 6 | _____ Love and Laughter Day Care LLC Rules |
| _____ Health/Sick Policy Continued | _____ Damage to Property Policy |
| Page 7 | Page 14 |
| _____ Medication Policy | _____ Child Abuse Reporting |
| Page 8 | _____ Pet Policy |
| _____ Clothing Policy | _____ How to obtain a copy of the Colorado State
Official Rules and Regulations |

CHILD #1 NAME

CHILD #2 NAME

CHILD #3 NAME

MOTHER/PARENT/GUARDIAN #1 SIGNATURE

DATE

FATHER/PARENT/GUARDIAN #2 SIGNATURE

DATE

PROVIDER SIGNATURE

DATE

If a parent/guardian or legal guardian is under the age of 18, a co-signer must sign this policy handbook and act as guarantor to this Agreement, and be bound to all financial terms.

“LET THE CHILDREN LEAD THE WAY, FOR THEY ARE THE FUTURE”

ADDENDUMS TO LOVE AND LAUGHTER DAY CARE LLC POLICY

Addendum 1 – Supervision Policy for Love and Laughter Day Care LLC.

A printed copy will be provided for your records upon request. Please read it prior to signing this agreement.

Addendum 2 – Emergency – Disaster Plan

Please review the Emergency-Disaster Plan for Love and Laughter Day Care LLC. A printed copy will be provided for your records upon request. Please read it prior to signing this agreement.

Addendum 3 – COVID -19 Policy

Please read the current COVID-19 Policy in place. You will be required to sign this policy prior to attendance. These are all available to read in the policy manual at Love and Laughter Day Care LLC.

Addendum 4 – Influenza Policy