



## Parent Handbook

### **Mission Statement**

It is the goal of Happy Go Lucky Childcare to provide a safe and educational environment, with teachers trained in using The Pyramid Model, who create nurturing and responsive relationships with the children, allowing them to discover and explore the world around them. Our supportive environment helps children develop and grow intellectually, socially and emotionally through play.

### **Philosophy Statement**

At Happy Go Lucky Childcare you step into the wondrous world of young children where imagination and self-expression flourish. Our teachers encourage children to use critical thinking and problem-solving skills in their daily experiences. We use a child centered curriculum with a major focus on teaching conflict resolution and social emotional competency. The classroom environment is carefully designed to reflect the children's interests and to cultivate positive self-image, independence, and interdependence. We believe children learn best through play and being given many opportunities to experience the world in a variety of ways. Families are also extremely important to us and we encourage participation, feedback and ideas from all. We foster equal opportunity in learning and education for all children regardless of race, creed, sex, religion, national origin, or physical condition.

### **My History**

Before opening my childcare in 2012, I had spent the previous six years doing marketing in corporate America. One day I woke up and realized I had lost all passion for what I was spending my days doing. I found myself thinking about the times I had worked with children more and more. I started remembering the joy I used to feel watching children grow and learn and knowing that I was facilitating that process. When I became pregnant with my first child the dream I had many years ago of having my own childcare came forefront. I decided then that I wanted to spend my time enjoying what I did for a living, rather than sitting at a desk trying to keep busy.

Happy Go Lucky Childcare is a mixed age group ranging from infants to preschool aged children. I have worked with all ages from newborns to pre-teens. I took four years of child psychology classes while in high school and spent three of those years working in our on-site preschool. As an assistant teacher there I wrote lesson plans, planned nutritious snacks, facilitated circle time and group activities, supervised and participated in playground time, as well as any other duties that were needed. I also worked in a local Montessori school during high school as an assistant teacher. There I learned about the Montessori philosophy and how it varies from a traditional preschool atmosphere.

After leaving high school and moving to Portland for college, I continued my childcare career as a nanny for multiple families. During the course of three years I worked for four different families that had children of all different ages, ranging from 1 week to 12 years old. Not only did I take care of all daily needs of the children, I also planned activities and field trips. These could be as simple as going to a neighborhood park or on a nature walk, visiting the local library, spending the day at the zoo, visiting a water park or going to the Children's Museum. While in college I also worked as an assistant teacher at a local childcare center and volunteered in the infant/toddler room at Volunteers of America.

I had to stop working in childcare during my last year of college due to the demands of my class schedule and professional internship. It was a difficult decision, but I knew I would always find my way back to working with children again.

### **Daily Routine**

8:00 am	Arrival - free play time
8:30 am	Breakfast served
9:00 am	Free play time
9:30 am	Group circle time or activity
10:00 am	Outside play time or inside free play (weather dependent)
11:45 pm	Lunch served
12:30 pm	Nap time
3:00 pm	Afternoon snack served
3:45 pm	Outside play time or inside group activity (weather dependent)
5:00 pm	Departure

The daily routine at Happy Go Lucky Childcare will consist of many elements so that children are challenged intellectually while also having fun at the same time. Our routine will be flexible given the needs of the children on any given day. Group circle time will contain multiple elements, such as: large body movements, singing songs, reading stories, talking about different topics, playing games, etc. Group activities will be art projects, creating with play dough, practicing small motor skills, etc. Our afternoon activity will consist of outdoor play, weather permitting, or inside play time.

Whether we are inside or outside, this activity will focus specifically on large gross motor skills and getting the children up and moving.

### **Curriculum**

The curriculum at Happy Go Lucky Childcare will be based on children's interests as we are a play-based school. We use Creative Curriculum as our guide to facilitate this process. It will support growth and development in cognitive skills, motor skills and social skills. Children will be learning the alphabet, numbers, recognizing and writing their name, basic math skills and numerous social skills. All children are encouraged to join group activities before deciding to play on their own. Each lesson plan will be flexible based on the interest level of the children. Some topics might need to be shortened to less than a week, while others may need to be lengthened. Keeping the attention and focus on the children will always be the main goal of the lesson plan and it will be adjusted accordingly.

### **Parent Communication - Open Door Policy**

Parents are encouraged to visit Happy Go Lucky Childcare during the day, whether to observe, have lunch with your child or to put your child down for a nap. Parents have free access to the daycare at any time that their child is in attendance. I believe parent involvement is very important to our program and have developed methods for keeping communications open between parents and staff.

The bulletin board in the entryway will contain the weekly lesson plan and weekly menu for you to review. Daily summaries and updates will be given verbally when you pick up your child so you have a sense of how their day went. A monthly newsletter will also be e-mailed at the beginning of each month containing all necessary information for the upcoming month.

We use ProCare to communicate with parents as well. You can access this by downloading the app for your phone for free or by using your web browser. When information is entered it updates in real time so if you want to see what we've been doing throughout the day you can log in and check it anytime. All of your child's meals, activities, diaper changes/potty usage, nap time, etc. will be documented on this report. You will be e-mailed the full daily report for your child(ren) each evening.

I will also request that you give feedback to our program anonymously through an electronic parent survey once a year. These surveys are used for program improvements and teacher evaluations. Your participation is greatly appreciated and the survey only takes a few minutes of your time.

You have the right to review your child's file at any time. You also have the right to see our certification inspection reports from the Child Care Division.

### **Parent Conferences**

All parents will have the opportunity to have a parent/teacher conference with me twice a year, once in the fall (October) and again in the spring (April). These will be scheduled in advance and occur after business hours. Developmental assessments on your child will be sent home twice a year so you will know which areas your child is thriving in and where they might need some additional attention. These will be

discussed during your conference. You will be consulted about your child's interests and preferences, informed about their progress, and encouraged to contribute to setting learning and developmental goals for your child.

You are encouraged to schedule a conference anytime you wish to discuss your child's progress or any concerns you may have. You may find it difficult to talk with me during class time because I will be interacting with the children; my first responsibility. If I seem busy, please schedule a conference time to have my undivided attention.

### **Admission Policy**

To secure enrollment, you will need to pay a \$150 enrollment fee and complete all necessary forms in the enrollment package before your child's first day. Children arriving on their first day will not be permitted to stay without the fee or completed forms being provided. If any information on these forms changes, you will need to submit those changes in writing to be placed in your child's file.

Happy Go Lucky Childcare strives to be prepared for all emergencies and to comply with state regulations regarding necessary enrollment forms. Having these forms readily available upon the child's first day ensures that their needs and the parent's wishes – as designated in the enrollment forms – are met.

### **Health & Hygiene Policy**

The staff at Happy Go Lucky Childcare uses age appropriate instruction for each individual child to help teach them a variety of skills about preventing germ transmission, such as: proper hand washing, using tissues to wipe their nose, coughing/sneezing into your elbow and not sharing drinks/food during meal time. We talk about these things on a daily basis and provide reminders as needed. We also do the same with toileting. When a child is showing the signs of being ready for toilet training, we help them practice pulling their pants up/down, getting up onto a stool and sitting on the toilet using the small child's seat that folds down from the regular seat. We give children many reminders and opportunities to use the toilet as well. When accidents happen, children are never shamed and it's always treated as no big deal. We just get cleaned up, go on with our day and remind them to remember to get to the potty sooner next time.

### **Nutritional Policy**

Happy Go Lucky Childcare participates in the USDA food program and serves meals and snacks to children according to the rules of the program. Parents requesting alternative meals or snacks must provide a doctor's note clarifying the request and reasoning behind it. Without this statement the child will receive the meals/snacks designated in the childcares USDA food program approved menus. We provide as many organic food options as possible and the majority of our meals are homemade.

Kirkland formula will be provided by Happy Go Lucky Childcare for all infants. If you want your child to have a different type of formula or breast milk, you will need to provide those.

### **Meal Time Policy**

Happy Go Lucky Childcare staff encourage healthy eating habits for all children as age appropriate for each individual child. One adult is always sitting with the children during meal time to ensure safety, but to also engage and encourage the children to

have conversations with each other. We talk to them about good nutrition regularly and always model healthy eating habits. Age appropriate serving sizes are also given, per USDA guidelines, and children are always encouraged to try new foods, but they will never be forced to eat anything. All children are given child size serving utensils and family style meals are practiced on an age appropriate basis so they can begin to learn how to serve themselves. We always encourage the children to help during meal times too with setting the table and clearing their dishes after they're done eating. Fresh fruits and vegetables are served daily and vary throughout the year as the seasons change.

### **Health & Fitness Policy**

Physical fitness and activity are a very important part of our daily routine at Happy Go Lucky Childcare. We go outside every single day, unless it's pouring down rain, and even then we would try to get out during a break in the rain. We play in the back yard and go for walks around the neighborhood regularly. We are very lucky to have East Portland Community Center right down the street and we definitely take advantage of going there for indoor park during the colder wetter months!

Our staff are always observing the children and changing up our activity levels accordingly. On rainy days when we aren't able to go outside, we will incorporate yoga or Zumba into our day to ensure the children are able to release some of their energy. We use these opportunities to talk with the children about how exercising our bodies is important and talk about how we feel after doing physical activity.

### **School Rules**

1. Be Safe
2. Be Kind
3. Be Responsible

Students who do not comply with these rules will be given three chances to comply, unless they are being immediately harmful, in which the case they will be removed from the area of the problem. Upon the third warning, without compliance, children will be removed from the area.

It is the goal of Happy Go Lucky Childcare to instill a sense of respect for self, others and belongings. The three chances exist in order to give children a chance to solve their own problems and make positive choices. Having the opportunity to resolve situations on their own will aid in giving children a sense of empowerment and pride.

### **Child Release Policy**

Happy Go Lucky Childcare will only release a child to a person or persons who are designated as "authorized to pick up child" on the child's enrollment form. In addition, a child will not be released to an adult whom is suspected to be under the influence of drugs or alcohol.

Persons other than those designated on the child's enrollment form will need to be preapproved in writing before picking up the child and a driver's license or other identification will be requested in order to verify at time of pick up. In the case of suspected drug or alcohol use, an alternate person from the authorized list will be called and expected to pick up the child.

## **Confidentiality Policy**

Happy Go Lucky Childcare is very sensitive to the fact that information concerning you, your child and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Happy Go Lucky Childcare will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve. Our staff will make every effort to discuss private matters away from children and other adults, to ensure that all information stays confidential.

## **Illness Policy**

Happy Go Lucky Childcare follows the Child Care Division and County Health Department guidelines. Copies of the CCD handbook are available upon request. Children who have been ill within the previous 24 hours will not be accepted into the center. If a child becomes ill during the day, his/her parent will be notified to pick up the child. The child will be kept away from the other children until the parent arrives. Please respond promptly when you have been notified to pick up your sick child.

Children are considered ill if they have the following symptoms: fever of 100.5 or higher, harsh dry cough, vomiting and/or diarrhea, skin or eye lesions or rashes that are weeping or puss-filled, yellowing of skin or eyes. You will also be notified to pick up your child if they have a stiff neck or headache with one or more of the symptoms listed before or uncontrollable running nose with any of the symptoms listed before, and if your child has difficulty breathing or wheezing, and/or complains of severe pain. Children with minor colds who are able to participate in normal child care activities are welcome. If your child is not eating well or having normal sleep patterns or is not able to participate in outdoor activities, please keep your child home to get the necessary rest to fully recover from his/her illness.

If your child has been sent home with a communicable disease he/she will not be readmitted to the center until it is determined that he/she is no longer contagious. A doctor's release may be requested.

## **Screen Time Policy**

Happy Go Lucky Childcare is a screen free environment. Electronic devices are used on an extremely limited basis and are only with specific intention, such as: showing videos for yoga or Zumba to encourage physical activity and occasionally for watching a movie on special occasions. Alternative activities are always available for children when electronic media is being used and any media being shown is always nonviolent, culturally sensitive and age appropriate. We never use electronic media during meal or snack times. Unfortunately, since our childcare space is very open, we aren't always able to keep children that are under two years of age from viewing electronic media, but every effort is made by our staff to engage them in alternative activities during those times.

## **Medication**

If your child requires medication during the day, whether it is prescription, nonprescription, diaper rash cream, or sunscreen, a consent form must be completed stating the dosage of the medication, time to be given, and giving permission to administer it. All medication must be labeled with your child's name and date, and must be in its original container. If the medication is prescribed the prescription must be for your child, we cannot give any medication that is prescribed to another person. Any medication requiring a measuring spoon to administer must come with the appropriate measuring spoon.

All children must have their immunizations up to date. Parents are required to fill out the county immunization form and up-date the form as your child gets current shots. If your child is not up to date on their immunizations, please talk with the owner about completing the necessary exemption requirements.

## **Discipline Policy**

Happy Go Lucky Childcare shall use positive discipline, which will include:

1. Communicate to children using positive statements
2. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts
3. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected

The types of discipline that will not be tolerated under any circumstances are:

1. Inflicting corporal punishment in any manner upon a child's body
2. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort
3. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
4. Placement in a locked or dark room
5. Public or private humiliation, yelling, or abusive or profane language
6. Associating disciplinary action or rewards with rest, food or toileting

Redirection of misbehavior will be used as a first strategy with all children. Time outs will not be used for any child less than two years of age. The only purpose of giving a time out will be for the child to regain control of themselves. These are given very infrequently and typically when a child has done something to cause harm to another child intentionally. Physically restraining a child will only happen when it is necessary to ensure their own safety or that of others and only for as long as it is necessary for control of the situation.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues the child may be placed on a two week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from Happy Go Lucky Childcare.

Our staff spends as much time down on the floor interacting with the children as possible. Because of this we are able to be very proactive in anticipating and preventing problems from occurring among the children. This also gives us many opportunities to give the children instruction and support in using their social skills, such as: empathy, self-regulation and problem solving. We do this by using lots of language, encouraging them to use the same language and from referencing our solution kit cards that are posted on the wall.

### **Transportation Policy**

Happy Go Lucky Childcare will only transport your child if the group is going on a pre-planned field trip that parents will be notified of in advance and will be asked to fill out the necessary permission slip. We are not able to transport your child to or from school, but if they attend school in the David Douglas School District you can utilize the school bus pick up/drop off on our street. Your child will be walked to and from the bus stop location with proper adult supervision.

### **Child Abuse & Neglect Policy**

Happy Go Lucky Childcare is mandated by Oregon law to report any suspected child abuse and/or neglect. Required training classes have been completed by staff members in accordance with Oregon law.

### **Non Discrimination Policy**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. Happy Go Lucky Childcare is also always willing to include children with special health needs into our program and will make necessary exceptions/accommodations accordingly. We consult and collaborate with various professional agencies and parents to meet special health needs of children as well.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20255-9410 or call, toll free 866-632-9992 (voice). TDD users can contact USD through local relay or the Federal relay at 800-877-8339 (TDD) or 866-377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

### **Reporting a Complaint**

If you have any complaints about my program, please discuss your concerns with me as soon as possible. If you do not feel your concerns are being addressed, or you are uncomfortable discussing the issue with the provider, you may contact the Child Care Licensing Specialist for this facility, Kathie Ferrier at 503-731-3123 or 1-800-556-6616. Please remember that Office of Child Care does not intervene in money matters.

### **Emergency Policy**

All staff at Happy Go Lucky Childcare have first aid and CPR training. Parents must sign an emergency release authorization form allowing Happy Go Lucky Childcare

to obtain emergency medical treatment if necessary. Parents will be notified as soon as possible of any injury or a medical emergency. Children will be taken to the best hospital to treat your child; as determined by emergency services. Parents are responsible for all costs of medical treatment and ambulance transportation.

In the event of a fire or other emergency requiring us to vacate, the children will be evacuated to East Portland Community Center and parents will be notified. East Portland Community Center is located at 740 SE 106<sup>th</sup> Ave, Portland, OR 97216. Every effort will be made for us to shelter in place if possible. It is very important to keep your emergency information updated so we are able to get a hold of you in case of emergency.

### **Incremental Weather Policy**

In the event of snow or other weather making traveling conditions dangerous, Happy Go Lucky Childcare will refer to David Douglas School District regarding any closures. If the school district decides to close, we will do the same as well. This is to ensure the safety of all families and staff members. We are also not able to maintain the required staff to child ratios required by Office of Childcare if staff members aren't able to safely make it to work, which is another reason why we would have to be closed under these circumstances. Parents will be notified with as much notice as possible in the event of a weather-related closure.

### **Developmental Screenings**

We use a free developmental screening tool, called the Ages and Stages Questionnaire, to ensure that all children are meeting their developmental milestones. Our staff have been trained on how to use and score these questionnaires to ensure they're completed accurately, in partnership with parents. Each child will have a screening completed by their parent/guardian after being enrolled at Happy Go Lucky Childcare and annually after that. Our annual screenings are always done in September. The results of these screenings will be shared with the parents of the child. Depending on the results of the screening, your child may need early intervention services, which are completely free.

A more comprehensive assessment tool that our staff uses is called Teaching Strategies Gold, or TS Gold. This program evaluates a child's development in 64 different areas and allows us to track how your child is progressing/developing so we can better meet their needs. Our lesson and activity planning is also done in TS Gold so that we are as purposeful as possible in our work with the children to ensure they are getting the support needed to advance.

If you would like more information about either of these processes you can talk with the owner or you can visit [www.asqoregon.com](http://www.asqoregon.com) and [www.teachingstrategies.com](http://www.teachingstrategies.com).

### **Birthdays and Special Occasions**

Happy Go Lucky Childcare acknowledges every child's birthday, as well as other holidays and special occasions during the year, and encourages parent participation for such events. If you wish to provide treats for a special occasion, please let us know at least one week in advance.

According to the state health policy, we cannot serve home baked goods. You may purchase treats from a store or bakery for special occasions.

If for any reason you do not want your child's birthday celebrated we will honor your request, please mark this on your enrollment form. We will also talk about seasonal holidays throughout the year. Happy Go Lucky Childcare is non-domination and will not discuss or celebrate religious holidays.

### **Dress Code**

Please dress your child appropriately. The activities we do may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident. If the child has no spare clothing, the parent will be called to bring some. **Open toe shoes are not allowed.** We want to protect children's feet and it's very difficult for children to run/play without injury in open toes shoes.

### **Required Supplies**

All supplies must be labeled with your child's name. You will need to provide the following:

1. One complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear.
2. Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.
3. One jacket or sweater to be left here.
4. Special toy or blankie, if needed at sleep time.

**For children younger than 18 months and those not yet potty trained,** you will need to provide the following:

1. One pacifier and one pacifier fastener (optional) to be left here (if your child uses a pacifier).
2. Breast milk, if applicable. We are supporters of breast feeding and are happy to keep a frozen supply if you choose to supply one vs. bringing daily. Please date and label breast milk with your child's name.
3. Two changes of clothing (shirt, onesie, pants and socks). Careful attention must be paid to maintain current sizes left here. I will launder these as needed and notify you when more are needed.
4. One jacket or sweater to be left here.
5. Baby Tylenol, if you wish it to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.

If you choose not to supply the required items for your child, they will be purchased for you and you will be responsible for the cost.

### **Pet Policy**

Happy Go Lucky Childcare has two cats and one dog that live on the premises. All pets are extremely friendly and love people, but will be kept separate from children

almost 100% of the time. If for any reason your child comes in contact with one of our pets, an adult will be directly supervising any interaction that might occur.

### **Substitutes and Volunteer Policy**

Happy Go Lucky Childcare believes building strong children and families is not something we do alone. We believe parents and extended families play an important role in making early childhood development a positive experience. Please know that all of your time and skills are welcome and appreciated, whether they be volunteering on a field trip, reading to a small group of children, doing an art project or sharing your family's culture.

We ask that parents who would like to regularly volunteer in the classroom fill out a background check with the State of Oregon Child Care Division. If you're interested in volunteering, please speak with the owner directly.

There may be times that using a substitute teacher is necessary due to illness, vacations or family emergencies. If a substitute teacher will be used, parents will be notified as far in advance as possible. All substitutes will be first aid and CPR certified, have completed the required child abuse and neglect reporting training and will have a background check performed with the State of Oregon Child Care Division. They will also be familiar with and follow all policies set by Happy Go Lucky Childcare.

### **Bereavement Policy**

Happy Go Lucky Childcare reserves the right to close for up to 5 days a year, with pay, due to a death occurring within the owner's immediate relatives or a close friend. Every effort will be made to find a substitute to fill in so that we don't need to close, but if this isn't possible parents will be notified of the closure as soon as possible.

### **Unforeseen Closure Policy**

It is possible that we must close unexpectedly during the very rare occurrence of a major appliance malfunction (furnace/water heater), loss of electricity, loss of running water or some other unforeseen event that impacts our ability to be open and operating for business in accordance with licensing rules and regulations. Every effort will be made to resolve the issue before determining that we must be closed that day or need children picked up early, if care has already begun for the day. These closures would be extremely rare and unlikely. As much advance notice will be given to families as possible. No refunds will be given in the event of an unforeseen closure.

### **Air Quality Policy**

If the Air Quality Index (AQI) is 101-150 (unhealthy for sensitive groups), we will be limiting outdoor play to only 30 minutes. When the AQI is above 150 (unhealthy), we won't be going outside at all. If the AQI goes over 300 (hazardous), we will be closed as it is unsafe for staff/families to travel to/from school.

### **Fire Danger Policy**

In the event of a fire evacuation level 1 notice due to wildfires for our area, we will be open, but require parents to be available to pick up within 1 hour if we were upgraded to a level 2 evacuation notice. If we are at a level 2 then the childcare would be closed due to safety of staff and children. In the event of a drastic spread of fire and

if we were increased to a level 3 before all children were able to be picked up, those children would evacuate with Anna's family and their parents would be notified on where to come to pick them up. Parent's will be notified via ProCare for all communications on evacuation level and closure status.

### **Maintenance & Professional Development**

We will be closed each year on the Friday prior to Memorial Day weekend for our annual maintenance day. This will allow work to be done on the childcare space that would be unsafe or unable to happen when children are in care. Teachers will be on site that day conducting various yearly tasks that are needed to ensure we are offering the best environment possible for the children who attend Happy Go Lucky.

We will also be closed twice a year for our annual professional development and planning days. There will happen on Fridays, once in April and once in October. During these days, all staff from the program will be attending an all-day childcare training either on site with a trainer brought in or attending a local conference. Attending trainings as a group really enhances our ability to put the knowledge and skills that we are learning into practice in our classroom. This increases our ability to continue providing high quality childcare to the children in our program. All staff in the program are also required to complete a minimum of 16 hours of professional development training annually per Office of Child Care licensing rules and these days help tremendously in accomplishing that requirement.

Planning and collaboration time with staff members is also essential. Having in depth conversations without children present allow us to really focus on our goals as a class, but also on goals for individual children and how we can help them achieve those. It also gives us the opportunity to change up our environment, deep clean, move furniture, etc. which can't be accomplished while children are in care.

All closures will be paid days off and exact dates will be included in the yearly closure list that goes out to families every January.

### **Holidays and Vacations**

Happy Go Lucky Childcare does not exchange closed holiday days for an extra childcare day. The only time that we allow you to exchange a day is if your child is ill on one of his/her regular days. If requested, we will check to see if there is available space on a non-scheduled day within an upcoming week. Please remember that these make-up days are only available if there is space for your child. If your child needs to miss a week of care because of a family vacation or any other pre-planned reason, please notify the owner. Tuition is still due regardless of why your child is absent.

Happy Go Lucky Childcare is closed every year on the following holidays:

- |                                     |                            |                        |
|-------------------------------------|----------------------------|------------------------|
| <b>1. New Year's Day</b>            | <b>5. Juneteenth</b>       | <b>9. Black Friday</b> |
| <b>2. Martin Luther King Jr Day</b> | <b>6. Independence Day</b> |                        |
| <b>3. President's Day</b>           | <b>7. Labor Day</b>        |                        |
| <b>4. Memorial Day</b>              | <b>8. Thanksgiving</b>     |                        |

If a holiday falls during the weekend, we will be closed on either Friday or Monday in observance of the holiday. You will be notified in advance on which day this closure will occur.

**We will also be closed for three weeks during the year for vacation. These will be paid days.** One week will take place during the summer and parents will be notified which week this will be at least three months in advance so other arrangements for care can be made. Our second vacation will always be the 2 weeks at the end of December. The exact dates of these closures will vary each year and parents will be notified at the beginning of the calendar year as to what days these will be. Paid vacation time allows your provider and other staff members time to relax and recharge. These days are very much appreciated, and we thank parents for allowing us to have this time off with our own families.

### **Provider Job Description**

My job starts long before your child arrives in the morning and finishes long after they leave. Many hours of lesson planning and preparation go into each week to ensure that all activities run smoothly for your child. Meal planning for each week and grocery shopping must also be completed, in addition to actually preparing and serving each meal to your child. The room must also be set up each morning and then cleaned up each evening. This could include making games, room decorations, songs, toys, etc. As you can imagine I have numerous cleaning duties as well to ensure your child is always in a safe and clean environment. Toys need to be cleaned and sanitized, dishes have to be washed, bathrooms must be kept clean and bedding supplies need to be washed regularly.

There is a lot of paperwork that must be managed to comply with being a Certified Childcare Home provider and running a small business. This includes: writing the monthly newsletter, completion of monthly USDA Food Program attendance forms and menus, writing staff schedules, processing payroll, as well as payment of utilities and other materials needed for the childcare center. I also must keep numerous bookkeeping records including: receipts, monthly balance sheets, year-end statements, quarterly and year end taxes and an annual budget.

To keep my Certified Childcare Home certification, I'm required to keep numerous trainings up to date and also take additional training classes. First aid and CPR training must be kept current, along with my Oregon Food Handler's card and Childcare Division Background Registry. Taking at least 24 hours of additional child development classes annually is also required to remain certified. I must also ensure that my home stays in compliance at all times, in case of an unannounced visit or inspection.

Finally, my primary responsibility is caring for your child in the best way possible. I know that caring for children is a huge responsibility and is one I take very seriously. I'm your partner and will do what it takes to work with you to ensure your child is receiving outstanding care. I want to build a long-standing relationship with your child and your family. I am completely committed to providing loving, educational care for all the children that attend Happy Go Lucky Childcare.

### **Tuition**

Happy Go Lucky Childcare charges tuition as a monthly fee. Parents are able to choose how many days they want to secure for their child and this will become your set tuition. Tuition will be due on the first day of each month. It does not vary according to the child's attendance. The tuition is a set cost for operating the center, taking into account not only daily expenses, but also less frequent expenses such as: field trips,

utilities, parties, insurance and the purchase of toys and equipment. A child's lack of attendance would not change these expenses, as they are a necessary part of the center's operation.

All rates include freshly prepared homemade organic food and any activities while your child is in care, including field trips. This includes all baby food and formula for infants as well. We also supply disposable diapers, training pants, wipes and diaper cream as needed for all children. Tuition rates will increase annually by 5% on September 1<sup>st</sup>.

- **Infants (6 weeks-2 years)**
  - 5 days per week - \$1,800
- **Toddlers (2-3 years)**
  - 5 days per week - \$1,650
  - 4 days per week - \$1,550
  - 3 days per week - \$1,400
- **Preschoolers (3-5 years)**
  - 5 days per week - \$1,500
  - 4 days per week - \$1,400
  - 3 days per week - \$1,200

#### **Late Payment and Pickup Policy**

Tuition is due on the first day of each month. If payment is not made by 5:00 pm on that day, you will be charged a late fee of \$10 per day until payment is made. If payment has not been received after one week, your child will not be accepted into care until your account is brought current. There will be a \$25.00 charge for any check returned for NSF. If your check is returned for NSF, you will be required to make all future payments by money order or cash.

A late fee of \$5.00 per 5 minutes will be charged for each child picked up after the scheduled closing time of 5:00 pm.

#### **Trial Period and Termination**

Happy Go Lucky Childcare has a two-week trial period for all children entering care. This gives everyone a chance to be sure it's a good match and an easy out if it's not. Your contract with Happy Go Lucky Childcare can become void at any time during this period by either party. You will be issued a refund for any days you have paid in advance if your contract should become void.

We have the right to terminate care with any child and family. If Happy Go Lucky Childcare chooses to terminate care with your child, you will be given at least 14 days' notice. Immediate termination may occur under serious circumstances.

#### **Changes and Withdrawal**

In order to allow adequate time for billing and staffing Happy Go Lucky Childcare requires 14 days notice to change days of enrollment, or any other change resulting in a change of fee. Please discuss these changes directly with the owner. We also require 14 days notice in writing to withdraw from the program. If your child should stop attending the center before the 14 days is up you are financially responsible.



## CHILDCARE CONTRACT

After reading the Happy Go Lucky Childcare Parent Handbook, please read over this contract. Sign, date and return this copy to the provider. The provider will keep this contract on file. If you would like a copy please tell your provider.

Date of Contract \_\_\_\_\_ Trial Period Ends \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**First Day of Enrollment** \_\_\_\_\_

Monday Hours \_\_\_\_\_ to \_\_\_\_\_

Tuesday Hours \_\_\_\_\_ to \_\_\_\_\_

Wednesday Hours \_\_\_\_\_ to \_\_\_\_\_

Thursday Hours \_\_\_\_\_ to \_\_\_\_\_

Friday Hours \_\_\_\_\_ to \_\_\_\_\_

Tuition Rate \$ \_\_\_\_\_ per month

The following forms must be completed and received by the provider before care begins:

- Signed Childcare Contract with Enrollment Fee
- Enrollment Form
- Photograph Release
- About Your Child
- Children's Emergency Consent Form
- General Permission Form

The information on these forms must be kept current. If there is any change, the parents do hereby agree that they shall notify the provider immediately.

### **Agreement**

I/We have read the Happy Go Lucky Childcare Parent Handbook and will comply with all the provisions contained therein. At this time I/We shall enter into contract with Happy Go Lucky Childcare for care of above named child with the understanding that we shall work together on the behalf of the child.

This contract is in effect until a change is mutually agreed upon in writing or upon termination of care. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

This contract is subject to review and renewal at the provider's discretion. Any changes made by the provider to the terms of the contract must be mutually agreed to beforehand by the provider and parents or guardians who are parties to this contract. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as set forth herein.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

I have discussed and reviewed this contract and policy handbook and agree to provide care for the above-indicated child to be placed in my home as long as the terms of this contract are upheld.

Provider Signature \_\_\_\_\_

Date \_\_\_\_\_