



MIRACLE CHILD
DAYCARE CENTER LLC

PARENT HANDBOOK



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Miracle Child Daycare Center, LLC

General Contact Information

798 W. Thornton St.

Akron, OH 44307

Phone: 234-208-9132

Email: miraclechilddaycare798@gmail.com

Miracle Child Daycare Center LLC is open 6:00 am – 12 midnight Monday through Friday Saturday 6am - 6pm. Our centers are closed on Saturday's and Sunday's. Hours of care will be contracted from child to child. No childcare will be provided on Sundays or on the following holidays:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Eve
Thanksgiving Day
Christmas Eve
Christmas Day

The above listed days are paid holidays for **Miracle Child Daycare Center LLC** if they fall on a contracted day for your child. In addition, **Miracle Child Daycare Center LLC** may close for 2 weeks of vacation per year and 7 personal days per year. There will be no charges assessed for these days/times. Notification of at least one month will be given prior to the anticipated date

of closure, except for emergencies or illness. Please have a backup childcare provider for these occasions as **Miracle Child Daycare Center LLC** is not responsible for finding alternate care for your child.

Our Philosophy:

Our goal is to provide a world-class educational environment for your child(ren). We believe that early learning education in a childcare setting sets the foundation for positive educational experiences throughout your child(ren's) life and pride ourselves on having the ability to consistently deliver award-winning child care services to a wide range of families. We dedicate ourselves to providing consistent nurturing, teaching, and support to all children within our care. Our children go into Kindergarten ahead of the class due to the educational curriculum that we provide as they are immersed in bilingual (English/Spanish) education from them attending Miracle Child Daycare Center LLC.

Enrollment:

The following must be completed to enroll your child:

- Child Health Exam form
- Permission and release form
- Immunization card
- Pick-Up Permission form
- Child & Adult Care Food Program Meal Application Form
- Classification of Federal Data
- Signed Enrollment Packet form
- Signed Parent Handbook form

Late Payment Policy:

1st week past due: \$5.00 additional late fee

2nd week past due: \$10.00 additional late fee

3rd week past due: \$20.00 additional late fee

***In addition to late fees; your child may not attend Miracle Child Daycare Center LLC until payments are paid in full including the 40.00 late fee.**

Attendance:

Full Time: Childcare contracted on a set scheduled time slot more than 5 hours per day or 4 to 5 days per week.

Part Time: Childcare contracted on a set scheduled time slot less than 5 hours per day or 3 days per week or less. Part Time Childcare occupies a full-time position. Should a potential client need a full-time position, termination notice may be given with the option of parent paying the full-time rate to preserve the child's slot. Daycare can only be guaranteed to children that attend full-time, or part time and pay full time rates.

Drop In: any requested childcare outside of the contracted days or hours. There is a \$5.00 minimum drop in rate and it must be pre-approved through the provider.

Before/After School: Includes breakfast and afternoon snack. Care begins at 6:00 AM ends promptly at 5:30 PM. Any day that school is not in session, a full day rate will be charged.

Late/Early: If the child is dropped off more than 15 minutes early or picked up more than 15 minutes late from the contracted or arranged time, the Late/Early Fee will be assessed as described.

No Show: If your child will not be attending **Miracle Child Daycare Center LLC**, a one-hour notice of absence is required. If a notice is not received, the fee will be assessed in addition to the regular fee for the day.

Children Arriving from Another Program: All children must arrive on time, even if they are coming from Head Start or another program. If your child will be absent, please call our center to notify us in advance. If your child will be arriving late from another program, please contact us in advance to inform us on the status of the child.

Parental/Guardianship Definition:

Parent/Guardian (these terms are used interchangeably): It is the primary party responsible for the child. If only "parent" is mentioned, it is assumed that the guardian of the child also applies.

Matters of Money

All payments are due by 5:00 PM on the chosen day prior to childcare services being provided. After 5:00 PM, the late fee will be assessed. If payment is not made within 3-days, your child will not be accepted into care until payment, including all late fees, has been made. If a period of one week passes without payment being received, the contract will be terminated, the position filled, and the collection process will begin. Parents/guardians will be responsible for any costs related to collection of the childcare fees.

We accept payments in the form of cash or check a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first two weeks of the New Year. A fee of \$35.00, plus any additional costs **Miracle Child Daycare Center, LLC** incurs, will be charged to you for a returned check. All future payments will then be required to be made via cash only.

Miracle Child Daycare Center, LLC accepts payments through Social Services Child Care Assistance Program. The application must be filled out and returned to Social Services Child Care Assistance Program within one week of a child's enrollment or the child will not be accepted back into care until the paperwork is complete. The monthly co-payment will be due on the first of the month in advance. Parents are still required to supply **Miracle Child Daycare Center, LLC** with the deposit fee. Parents/Guardians will also be responsible for any charges not covered by Social Services Child Care Assistance Program, such as overtime, absences, and late fees. These charges will be payable at the time they occur or on the last day of the childcare month, at **Miracle Child Daycare Center, LLC's** discretion.

Note: Any parent/guardian, who terminates the childcare arrangement without giving two weeks' notice, will be held liable for the last two weeks' fees, as well as any costs **Miracle Child Daycare Center, LLC** incurs in attempt to collect the debt.

Childcare fees are due regardless of whether a child attends or not. Families are paying for a position, as well as a service. Families are given 10 free days per calendar year as described in Sick/Vacation Days. However, no refund will be given for the use of a free day. The free day will be deducted from the following week's fee. No refunds are given for late arrivals or early departures.

All childcare services will be contracted. The contract is a legal document obligating **Miracle Child Daycare Center, LLC** to provide a service for parents/guardians and obligating parents/guardians to pay **Miracle Child Daycare Center, LLC** for that service. There are other requirements in the contract. We urge parents/guardians to thoroughly read the contract and understand that it is legal and binding. Parents/guardians will be held for liable for each item of the contract. By signing it, parents/guardians are accepting it in all its terms.

A deposit equal to one week's childcare service will be payable upon enrollment in **Miracle Child Daycare Center LLC**, if you choose not to pay for services in advance. If necessary, parents may pay the deposit in four installments over the first four weeks of childcare. This fee is non-refundable and will be applied to the final week of care if two-week notice is given.

Payment of 50% of the weekly rate will be charged for any extended leave due to illness or maternity leave, etc. Parents are welcome to send the child for a period equal to the payment received. After the second month of extended leave, payment must equal 100% of the weekly fee or the contract will be terminated and the child's position filled.

A position at **Miracle Child Daycare Center LLC** will be considered open until the deposit and first weeks' fees are received. If care is to start more than two weeks in the future, a fee in the amount of 50% of the regular rate must then be paid weekly or the position will not be held open. This fee is non-refundable and may only be used for one month.

Sick/Vacation Days:

If a child is ill and needs to miss a day, please call at least one (1) hour before arrival time. If NO notice is given, parents will be charged the No Show Fee in addition to the normal daily rate. Children are allowed 10 "free" days per calendar year after their first three months of attendance. These days do not accumulate and will be erased at the first of the year. No more than two of the free days may be used per month. During a child's first three months, and after the use of their free days, parents will be charged full rate whether the child attends or not. If a child has an extended illness, a discount may be arranged to hold the position at the provider's discretion.

Each family taking a vacation, with a child who will not be attending for one (1) week or more, will be charged 50% to hold your child's position. After two weeks of vacation time per calendar year, each vacationing family will be charged 100%. **Miracle Child Daycare Center, LLC** requires two-week's notice of vacation time and payment for that time in advance. The "free" days may be used for vacation time.

*If child gets sick while at the center, the child will be provided a cot will remain supervised until parent(s)/guardians arrive.

Backup Providers

Miracle Child Daycare Center, LLC is not responsible to find backup care in case of the daycare closing and/or the sickness of a child.

Please have a list of backup providers, friends, or family that you can call in case **Miracle Child Daycare Center, LLC** staff is unable to work because of sickness, doctor appointments, emergencies, or vacation, etc.

Drop Off/Pick Up:

- Please do not leave your car running and/or unattended when picking up/dropping your child off.
- The child must exit **Miracle Child Daycare Center, LLC** with the parent/guardian.
- Please do not allow the child to play near vehicles at any time.

- For their safety, children are not permitted to go out to their car or run out the door unattended at pick up time.
- **Miracle Child Daycare Center, LLC** assumes responsibility for the child only while he/she is on the property.

No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list or without written permission from the parent. Telephone permission is not adequate. Anyone unfamiliar to the staff will be required to show proof of identification. Please make the alternate pick up person aware of the requirements.

It is normal for the child to cry on arrival, especially for the first few weeks. Please make goodbyes brief and tell a child exactly when you will be returning. The crying usually stops within seconds of the parent's departure. Parents are welcome to listen outside the door. Never leave without telling your child goodbye.

Please be in control of a child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. Staff will remind a child of inappropriate behaviors if they are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart.

Signing In & Out:

Miracle Child Daycare Center, LLC is required to have all parents sign in and out for pick-ups and drop off each day. A sign in/out sheet, pen, and a clock are located by the door for parent's convenience. This gives the center a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

Authorizing Individuals to Pick Up a Child:

The enrollment form requires the names of the individuals who are authorized to pick up the child. Parents may authorize as many individuals as they wish in writing. If someone else is to pick up a child, please notify the staff ahead of time in writing. **Miracle Child Daycare Center, LLC** must have written permission to release a child whether they are on the contact list or not.

Miracle Child Daycare Center, LLC will not allow a child to leave with an unauthorized person; this is for the safety and protection of the child. We will only release your child(ren) to the parent/guardian or someone else the parent has designate. Please inform emergency contacts, or persons designated to pick up your child, that, we will check the photo ID of the person listed to pick up the child. If the person picking up the child appears to be under the influence of

alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

Please remember to keep this form updated with your current phone number and address changes.

Court Order:

If there is a court order keeping one parent or guardian from the child, **Miracle Child Daycare Center, LLC** must have a court order from the custodial parent or guardian on file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Toys:

Please do NOT send toys from home as they may get lost or broken. Books and CD's/tapes that a child wishes to share with the class should be marked with the child's name and given to the teacher. If the child's class has a "sharing day" you will be notified. Toy guns and weapons are not allowed at **Miracle Child Daycare Center LLC** at any time.

Classroom Teacher/Child Ratios

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months old and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less a than 2 ½ years)	1:7	14
Older Toddlers (at least 2 ½ years and less than 2 ½ years)	1:8	16
Older Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in Kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers	1:20	40

(at least 11 years and less than 15 years)		
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Open Door Policy:

Parents are invited and welcome to visit **Miracle Child Daycare Center LLC** anytime while their children are present. We ask that parents avoid visiting during nap times as not to disrupt the sleeping children. Parents are also free to call **Miracle Child Daycare Center LLC** at any time.

Health and Safety Matters

Hand washing – Hands will be washed before and after meals, after bathroom use, after nose blowing and wiping, and after handling an ill child.

Toys & Equipment – Toys will be sterilized daily or as needed.

Fire/Tornado Drills – Practice drills will be conducted and recorded on a monthly basis.

Lockdown Drills – Practice drills will be conducted and recorded on a quarterly basis.

Immunizations

A child is not required to be immunized against a disease specified in 5104.014 ORC if the medical statement includes any of the following:

- a. A statement from a physician, PA, APN, or CNP that an immunization against the disease is medically contraindicated for the child.
- b. A statement from a physician, PA, APN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
- c. A statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Specified diseases for immunization:

- 1. Chicken pox
- 2. Diphtheria
- 3. Haemophilus influenzae type b
- 4. Hepatitis A
- 5. Hepatitis B
- 6. Influenza (not required if the seasonal vaccine is not available)

7. Measles
8. Mumps
9. Pertussis
10. Pneumococcal disease
11. Poliomyelitis
12. Rotavirus
13. Rubella
14. Tetanus

[JFS 01305](#) "Child Medical Statement for Child Care" - this sample form has been revised to comply with the requirements in section 5104.014 ORC.

Symptoms Requiring Removal of Child from Childcare (no exceptions)

Please do not bring a child if he/she is sick. The health and well-being of all the children here are of the upmost importance to us. It is for the protection of the children that we must insist on a strict adherence to the illness policy. Please read it carefully.

Communicable Diseases: Not permitted by law in childcare. Some of these illnesses are, but not limited to:

- Infectious Conjunctivitis (pink eye)
- Impetigo
- Hepatitis A
- Scabies
- Ringworm
- Infectious Diarrhea
- Chicken Pox
- Scarlet Fever
- Lice
- Strep Throat

If a child is thought to have a communicable disease, parents will be notified and asked to pick the child up. The child will be permitted back into care when they are no longer contagious and with a doctor's note. If a child is exposed to communicable disease, all other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Fever: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to childcare; that means the child is fever free without aid of any fever reducing substance. Administering Tylenol to reduce a child's fever so that parents can bring him/her to daycare is grounds for termination.

Diarrhea: Not permitted. Children may return to care 24 hours after beginning an antibiotic or needs to be diarrhea free for a minimum of 24 hours. Infants and toddler with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note, stating that these symptoms are due to teething.

Vomiting: Not permitted. If a child vomits while at daycare, parents will be expected to come within the hour to pick the child up. The child must stay home until 24 hours have passed with no vomiting episodes.

Running Nose: A child may be brought to daycare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in child care. A constant runny nose, which lasts longer than a week and suspect it may be due to allergies, **Miracle Child Daycare Center, LLC** will require parents to bring a doctor's note stating the same.

Rashes: Not permitted. Any rash other than diaper rash must accompany the child to child care with a note from a doctor stating it is not contagious.

Runny and/or Crusty Eyes: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

Excessive Crankiness: If a child is irritable, excessively whining or crying, wants to be held constantly or require more attention than we can provide without jeopardizing the health, safety, or well-being of the other children in our care, parents must keep the child home regardless of the presence of other symptoms. If this occurs during child care hours, parents will be called to come pick up the child.

Lice: Not permitted back to childcare until after the second hair treatment.

24 Hour Rule: A child must be free from any of the above symptoms for a minimum of 24 hours before they can return to childcare. NO EXCEPTIONS. If parents arrive and tell the staff the child's fever broke at noon the previous day, they will be asked to leave. If parents arrive and tell the staff your child vomited in the middle of the night and was feeling fine in the morning, they will be asked to leave. Please take these rules seriously. It is always best to call **Miracle Child Daycare Center, LLC** and ask if parents are unsure whether they may bring their child. It is always best for parents to have an alternate plan available in the event your child is ill and they cannot miss work. Any infractions of the rules (on previous page) and parents will be called at work or school to come and pick the child up.

** Repeated calls requesting parents return to the center to pick up a child may result in termination (with all fees due and payable). If someone among the staff has any of the symptoms (on previous page), **Miracle Child Daycare Center, LLC** will call the previous evening, or as soon as we are aware of the situation, so that parents may determine whether they want their child exposed to such symptoms. **Miracle Child Daycare Center, LLC** will ask that other arrangements be made if we feel the illness in our staff's family will hinder the quality of care we give the child.*

Child Accident Form:

Miracle Child Daycare Center LLC takes every effort to ensure the safety of a child. Unfortunately, accidents do occur. In case of that event, an accident form will be filled out by **Miracle Child Daycare Center LLC** for every detected injury that occurs. A copy with the parent's signature will be retained for the child's file.

A child coming into **Miracle Child Daycare Center LLC** with injuries may require an accident form, so that both the parent and **Miracle Child Daycare Center LLC** are aware that it did not occur at the Center.

Serious Injuries: If a serious injury occurs the parent or child will be contacted immediately and 911/or EMS will be called, and we will have the caregiver go along with the child and the substitute caregiver will attend the children in the home.

General Emergency: In the event of a general emergency (defined as: evacuation due to threats of violence which includes active shooter, bioterrorism/ hazardous material spills, gas leaks, bomb threats/ outbreaks, epidemics or other infectious disease emergencies or other threatening situations that may pose a health or safety hazard to the children in the center, we will do the following:

1. Lock the center down or evacuate (whichever is appropriate per the emergency).
2. Call 911
3. Contact Parents/Guardians

During evacuation, children will exit the center through the front door onto the sidewalk or through the back door towards the fence or walk down to the sidewalk. In these instances, Miracle Child Daycare Center Staff will carry a backpack which will include: attendance, contact information, first-aid kit, flash light, water, and an emergency blanket.

Loss of Power, Water, and/Heat

In the event of a loss of power the center will notify parents/guardians to return to pick up children.

Medication Policy:

The center shall:

- 1. Not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications that are listed on a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" (rev.10/2016) for the child are exempt from this requirement.*
- 2. Not administer any medication, food, supplement, medical food or topical product for any period of time beyond the date indicated by the physician, physicians, assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication whichever comes first.*
- 3. Document each administration or application on the JFS 01217 immediately after administering. This excludes items in paragraph (C)(3) of this rule.*
- 4. Nonprescription medication dosages administered shall not exceed prescribed dosages of the manufacturer's recommended dosages.*
- 5. A separate JFS 01217 shall be used for each medication, food supplement, medical food or topical product to be administered for each child.*
- 6. Each JFS 01217 is valid for the time period listed on the form not to exceed 12 months from the date of signature.*
- 7. Retain each JFS 01217 on file at the center for at least one year following the last administration of the medication or product.*

Medication prescribed or ordered by a physician or dentist will be administered during the time the child is at daycare. Parents will need to give written authorization and instructions by filling out a Medication Permission Form. This form needs to be filled out before the child will be given any medication at the center. All medications brought to the center should be in its original container. The containers need to be properly labeled with:

- the child's name/Date of Birth
- medication name/expiration date
- amount to be administered. Over the counter medication will be given per the instruction on the label. Over the counter medication can only be given five (5) consecutive days at the Center.

Discipline/Guidance Policy:

No child will be hit, spanked, belittled, or otherwise intimidated at **Miracle Child Daycare Center LLC** – even with parental permission. No corporal punishment will be used. Children will

be treated with courtesy, respect, and patience. Guidance will be per age and understanding level. Younger children, babies, and toddlers, will be redirected to another activity. Older children will be given alone time depending on the severity of the offense (almost always one minute per year of age, never to be more than 15 minutes). The child will be constructive with a toy or a quiet book area until he/she is calm. If a child becomes a persistent behavior problem, the staff will address it with the parents and we will try to resolve it together with a behavioral plan.

AT NO TIME, WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHOD BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

Diapering

Disposable paper cover and latex gloves are used when changing diapers. Soiled diapers, wipes, and gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments, and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. Cloth diapers are not used at **Miracle Child Daycare Center LLC**.

Napping/Bedtime:

We will provide toddler cots, and preschool cots. Blankets and cot sheets will be provided, unless the child has a specific blanket he/she must have while taking a nap.

Nap times vary based upon the age and development of the children in our care. Please review the napping policy in your child's classroom:

- Bedtime is at 8:30 pm for all children in our care

Before nap, after nap, and between meals the children are provided with their own tooth brushes and tooth paste, so they can brush their teeth. We will not force a child to sleep. Children may play with quiet activities while the other children are sleeping.

Cot Policy:

- a) Cots or mats shall be individually assigned, cleaned and sanitized in accordance with the appendix A to rule 5101:2-12-13 of the Administrative Code and before reassignment to another child.
- b) A cot shall stand at least 3 inches and not more than 18 inches off the floor. The cot shall be firm enough to support the child, but shall be resilient under pressure. Each cot shall be at least thirty-six inches in length and at least as long as the child assigned to the cot is tall.
- c) Children are not permitted to rest, nap, or sleep on the floor without a cot or mat.
- d) Centers that operate for fewer than seven hours without a scheduled nap time are not required to have a cot or mat for each preschool and school-age child.

Special Sleeping Instructions:

Miracle Child Daycare Center, LLC requires a written doctor's note for any child who has a medical condition which requires him/her to be placed on their abdomen to sleep. That note must state the reason why and the ending date.

Meals:

Miracle Child Daycare Center, LLC participates in the Food Program. We provide nutritionally balance meals and snacks for a child and receive a small reimbursement. Please do not send any food or drink with a child without prior approval through the provider. Please see **Activities** for a list of meal times.

If a child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences with each other. We teach and practice good manners during meal times.

Special Diet

Please list on the medical report any food allergies a child may have. If a child has dieting needs, substantiated by a medical evaluation, the parent/guardian must supply **Miracle Child Daycare Center, LLC** with JFS form 1217. This form can be obtained upon request by Miracle Child Daycare Center, LLC administrative staff. must be informed in writing and given a doctor's note. Substitute are the responsibility of the parent/guardian to provide.

Breastfeeding:

Breastfeeding mothers are welcome to drop in to feed their child(ren) at anytime while the child is in the care of Miracle Child Daycare Center, LLC.

Parties:

We will celebrate Christmas, Halloween, birthdays, etc. with parties. Each child's birthday is his/her "Special Day." **Miracle Child Daycare Center, LLC** will buy the child a gift that is from all of us. If parents feel they must purchase a personal gift for the birthday child, we ask that they please give the gift outside the childcare center. We will let you know which day we will celebrate. If parents do not want their child present for these parties/celebrations, please make alternate plans for that day.

Pictures

Miracle Child Daycare Center, LLC may take candid pictures of the children at various times during the day and/or on field trips to use for craft projects, newsletters, and/or decorating the daycare. If a child's picture is used on the website the child's name will not be included.

Potty Training

Miracle Child Daycare Center, LLC would be more than happy to help with the potty training, if it is done when the child is ready. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and interest in staying dry or clean. We take a very relaxed attitude towards potty training, children potty train easy when ready.

Parents must begin the toileting process at home (on vacation or weekend). If successful, we will follow up with the toilet training at **Miracle Child Daycare Center, LLC**. During this time, we require that children wear pull-ups only (no plastic pants) for health and safety reasons in the child care setting.

Please keep in mind that the activity level at the daycare center can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but at the center as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

We require two full weeks with no accidents here before putting a child in big girl or boy underpants at childcare. While the child is learning to use the potty, please: NO overalls,

onesies, belts, buckles, snaps, button, or zippers. A second full set of spare clothing is required. If the child is not ready and does not use the potty, it is easier to keep them in diapers until they are ready to train. It makes diaper changing much easier, **Miracle Child Daycare Center, LLC** does not have to remove all clothing to change a diaper unlike a pull-up. It is also cheaper for parents to buy diapers than pull-ups.

Parent/Guardian Involvement & Participation

We welcome and encourage parents/guardians to participate in center activities and learning opportunities. Parents will be notified of curriculum theme(s) and participation opportunities via in-class postings and handouts which will be sent home with children.

Home Visits will take place quarterly (dates determined by Miracle Child Daycare, LLC).

Parent Meetings will take place monthly and parent/guardian will be notified via notice which will be sent home with your child(ren) and will be required to sign up for an individual date/time.

Indoor Play

Miracle Child Daycare Center, LLC provides a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up because it is overwhelming to them when there are toys everywhere. For this reason, during free play times, each child may select one or two toys at a time to play with. They will be shown how to put those toys away before selecting something else.

Outdoor Play

Miracle Child Daycare Center, LLC will be play outdoors every day (weather permitting). Please make sure that the child is always appropriately dressed for outdoor play. Outdoor play will take place during suitable weather conditions in attendance of 4 or more consecutive daylight hours. Suitable weather is defined as weather of 25 degrees Fahrenheit (or greater) up to 90 degrees Fahrenheit. Outdoor Play Activities will include, but are not limited to:

- taking walks
- backyard play
- water play (sprinkler play in the summer)
- bike/toy riding

- sandbox

During Spring and Fall, outdoor play will likely range from 20-45 minutes. During summer months, the children may spend up to 2 hours outdoors. When long periods of outdoor play are planned, sunscreen/sun block will be administered to protect as a means of protection from the sun. In order for sunscreen/sun block to be administered, each parent is required to sign a permission slip.

Water Play

Miracle Child Daycare Center LLC has many activities involving water play throughout the year. These include but are not limited to: water sensory tables, water bottles, sprinkler play, and bathing a soiled child. At this time, wading pools are not available for water play activities. If wading pools become available in the future, a signed permission slip will be required.

Transportation of Children

At this time, **Miracle Child Daycare Center LLC**, does not provide any transportation under any circumstance. If transportation becomes available in the future, a signed permission slip for transportation is required. When available, all transportation will be done within the requirements under state law.

Field Trips

At this time, off-site field trips are not available. When field trips become available, a signed permission slip for field trips is required. All field trips will be planned and parent/guardians notified in advance. If there are field trips requiring additional money it will be announced before hand and an additional permission slips will be sent home.

Child Care Licensing Information

Parents may contact the local Child Care Licensing office located at ODJFS General Information Customer Service number at 877.852.0010. Summit Count Department of Job and Family Services at 330.643.7677. You may ask for my most recent licensing report and/pre-questions about the Minimum Standard Rules for Registered and Licensed Child-Care Homes.

Reporting Child Abuse

Miracle Child Daycare Center LLC is required by law to report any signs of child abuse. If you suspect a child is being abused or neglected, [PLEASE REPORT CONCERNS OF CHILD ABUSE AND OR NEGLECT TO THE SUMMIT COUNTY SERVICES 24 HR. HOTLINE AT 330.434.5437.](#)

Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families must sign a new contract each year. **Miracle Child Daycare Center LLC** reserves the right to make changes in rates and policies, as we deem necessary. Families will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

Enrollment

During enrollment, photos will be taken of the parents and the individuals that you place on the emergency contact and pick-up list. This is for security purposes and all photos of the individuals will be placed in the family and child file.

Welcome to Miracle Child Daycare Center LLC!

We take great pleasure in providing a safe, healthy, and loving home for you to bring your child(ren) to each day. Your child(ren)'s growth and happiness is very important to us, so please always feel free to discuss any questions or concerns with the staff. Open communication between parents and the daycare is important for the needs of the children. If a lengthy conference is needed, a time that is convenient for all parties will be scheduled, as other children still need our attention during caring hours.

Please sign the last page of this handbook and return it to **Miracle Child Daycare Center LLC.**

I _____ have read the **Miracle Child Daycare Center LLC** Parent Handbook. I clearly understand all the rules and regulations. I hereby agree to follow them. If any questions or concerns are raised, I will ask _____, the owner of **Miracle Child Daycare Center LLC**.

X

Signature of Parent/Guardian

X

Signature of Parent/Guardian

X

Signature of Owner