

Provider Experience

- Licensed with State of New Jersey
- All staff are certified Infant/Child CPR and first aid
- Excellent references
- Teachers at Mina's Kids have experience or Credits from College or certifications in children and Head Teacher is degree.

Child Care Philosophy

- A safe environment
- A learning environment. Learning is not necessarily the ABC's and 123's, but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.
- A proper approach to discipline. Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, with out making the child feel "bad" or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.
- And to foster unconditional love this kind of love is very important to me because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.
- Communication is key to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well being.

I invite you to share with me and his teachers in writing, by telephone, or schedule an appointment to talk about you concerns on any area that you feel we are neglecting and I will do my best to improve in that area.

Typical Activities

- Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time
- Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes
- Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards
- Dramatic play: Dress up, role playing, puppetry, etc.
- Outdoor play: (weather Permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)
- Special Days: Include Birthdays/holiday parties, getting ready for holidays, and holiday.

Typical Daily Routines

- Arrival and Greeting
- Breakfast (The school will provide only breakfast. No breakfast will be served after 9AM)
- Bathroom and/or diaper change and hand washing
- Infants usually nap in the morning as well as the afternoon
- Circle time (including calendar, songs, finger plays, story time etc.)
- Arts and crafts or other learning activity
- Bathroom and/or diaper change and hand washing
- Outdoor play (weather permitting) or other large muscle activity
- Hand washing
- Lunch and clean up
- Nap time
- Bathroom and/or diaper change and hand washing
- Snack and clean up
- Free play
- Calm down time and TV/VCR – Children’s programs
- Parents arrive to pick up children

(Your child is released to my care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time)

Note Bathroom and /or diaper change times vary to meet the child’s needs. This is a general schedule and is dictated mostly by the children’s needs and feelings each day.

Policies and Procedures

- If illness or other emergencies should arise during child care hours we will use the emergency contact numbers we have to contact parent/guardian or other authorized person by parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.
- For you convenience, I will distribute my scheduled Child care closings for holidays with in the first quarter of each year and every attempt will be made to minimize any changes in this schedule.
- I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and snow. Child care fees are paid for any of these occurrences.
- The school is not responsible for lost books, toys or items not labeled. Videos are permitted to the center if they are properly labeled and videos for children
- When dropping off your child you must sign him/her in and escort them to his/her classroom. Please make sure his/her belongings are hung on the hook assigned to them. PLEASE DO NOT SEND CHILDREN TO GET COATS WHEN PICKING THEM UP. They may pick up items that don’t belong to them.
- When picking up your child, the designated person must sign the book before proceeding to the classroom. If you send someone to pick your child up, please call him or her to sign your child out. DO NOT GIVE THEM THE DOOR CODE.
- No person under 18 is permitted to pick your child up. If he/she under 18 they have to be accompanied by as adult.

Gross Misconduct

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

Child's Health

The State of NJ requires that an age appropriate health appraisal be on file for each child enrolled with in 30 days following admission, however your child cannot be initially admitted to day care with out written documentation from your child's physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 6 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

Age: 2 months – DTP, TOPV, HbCV(1)
4 months - DTP, TOPV, HbCV(1)
6 months - DTP, TOPV, HbCV(1)
12 months – MMR
15 months – DTP, HbCV(1)
4 to 6 years - DTP, TOPV, MMR

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

In accordance with the New Jersey State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be **no exceptions** since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care. I am sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following:

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than I can provide with out compromising the health and safety of the other children in my care, Or
- C. The child has any of the following conditions:
 - Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature shall be taken only by persons with specific health training.
 - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
 - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
 - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
 - Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
 - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
 - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
 - viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
 - Tuberculosis, until a health care provider or health official states that the child can attend child care;

- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
- Pertussis, until 5 days of appropriate antibiotic treatment (currently, erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland-swelling and a licensed physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must be also be reported to the division of public health

RESPIRATORY	GASTRO-INTESTINAL
Diphtheria	Giardiasis
German Measles	Hepatitis A
Hemophilus Influenza Disease	Salmonellosis
Measles (rubeola)	Shigellosis
Bacterial (spinal) Meningitis	
Mumps	
Pertussis (whooping cough)	
Rubella	
Tuberculosis	

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

Injuries: We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. We have been trained in first aid and CPR and will follow our training. If the injury is minor (requiring only a band-aid or ice) we will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance before we call you. If we can not reach you, we will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date).

Child's Medication

1. **No** over the counter medicine is administered in our Day Care without a doctor's permission.
2. Prescription medicine **must:**
 - a. be dated with in the past 30 days
 - b. have child's name printed clearly on the label
 - c. have dosage amount and times
3. Prescription medicine must also be accompanied by a "medication log" which **must include:**
 - a. date
 - b. Child's name
 - c. Doctor's name and phone number

- d. Pharmacist name and phone number
- e. Name of medication
- f. Dosage amounts and times to be administered
- g. Route of medication, i.e. oral, eye, etc.
- h. Why medication is needed
- i. Date medication is to end
- j. Special directions, i.e. take before eating, etc.
- k. Parent's signature on medicine permission slip properly

Days/Hours of Operation

Mina's Kids Day Care is open Monday through Friday with the exception of closings as referred to in the Holiday sheet.

Actual days and hours are determined by the parent/guardian's individual needs.

Each child must be in school by **9:00 AM**. Our program starts at that time. If your child has a doctor's appointment, the school must be notified in advance. Note from the doctor are required for certain illnesses.

Late Pick Up

Please call us if you will be late picking up your child.

A \$25.00 late fee for each additional 15 minutes past our operation hours.

Potty Training

Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Huggie's Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step.

Release of Children

It is important that we protect your child by ensuring that your child does not leave my home with a person you have not authorized on you "Child Information Card" to pick up your child. Also please tell me when someone else that you have authorized on you "Child Information Card" will be picking up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need the person's name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before we will release your child from my care.

We have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, we cannot refuse a parent. If we have a court order and a non custodial parent tries to pick up the child, we will immediately call the custodial parent. If the non-custodial parent leaves with the child, we will immediately call the police and report the situation. we will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, If the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the "Child Information Card" to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

All children should be transported to and from child care in a care seat or child restraint if under 6 years old or 60 pound. For further clarification refer to the New Jersey Law regarding children and seat belts and abide by that law for your child safety. I will not release your child if the person picking up your child does not have a care seat and your child falls into the care seat requirement age bracket.

Supplies

Parent/guardian will provide diapers, diaper wipes (if you wish to use a certain brand), powder, any ointment (i.e. Desitin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed – replacing as needed (Please label everything). An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

Parent/guardian will provide will supply wipe.

A Sheet is required for naptime. Blanket or sleeping bags are permitted in the winter months. Please label everything

We will supply sleeping mats, portable cribs/playpens.

Fee Payment Guidelines

1. All securities will be used as your last week's tuition. If you choose to leave and not give Mina's Kids (Mr. Hany Yacoub or the office) one week's notice, you will lose your security, NO exception, There are no checks given back. All voucher payers use (co-pay) must use your security as your last month's payment.
2. Child care fees are paid in advance on a weekly basis on the Monday beginning of the week. Payment obligation is based on the hours agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences.
3. **Late payments** – A \$25 late payment fee (per child) applies for any payment not received by the Wednesday morning. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.
4. A personal check, Money Order or cash will be accepted for payment.
5. All late fees (pick-up and tuition late payment) must be included in the payment
6. All bounced checks must be paid the minute you find out. There is \$45.00 bounced check fee to be paid in Money Order or cash only. I do not redeposit bounced checks. If there is an interruption it will be considered a bounced check and a \$45.00 Bounced check fee will be assessed. If something happen between you and your bank, and it interrupts tuition payment for that week, it will be treated as a bounced check.
7. One bounce check per family. All further payments must be made in cash
8. Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.

Tuition

Tuition is paid whether your child attends school or for following reason:

1. Vacations (does not matter how many weeks)
2. Holiday's
3. Snow Days or any inclement weather conditions
4. Sick days (does not matter how long your child is out)
5. Days kept at home (you decided to keep your child home)

Your spot will only be held, if you pay. If your child is not here and you do not pay, I have the right to sell your spot

Your security will be used for your last week's tuition payment, if you decide to withdraw your child from Mina's Kids.

If your child leaves for summer and do not pay the tuition for weeks your child was gone, I will sell your spot.

Transportation

- We will obtain your written permission before transporting your child
- We will obtain your written permission before permitting your school-aged child to leave my direct supervision

DISMISSALS

Mina's Kids reserve the right to terminate any student for the following reasons:
(This will only happen after all means and efforts for correction have been exhausted)

1. Improper behavior of children
2. Improper behavior of parents/guardians
3. Improper language of parents/guardians
4. ****NON PAYMENT****
5. No immunization record — (I have infants in school that are too young to have certain shots, I cannot risk their health!)

We also reserve the right to refuse any Customer at our own discretion

Walking permission

Due to enormous amount of rain, while the backyard is drying we will take the children for a walk if we can't play in the playground.

A Few Final Thoughts

As a parent, please:

- Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with us;
- Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;
- Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;
- Call me! Your concerns and feed back are important to me.

Signature of Parent/Guardian: _____ Date: _____

Signature of Daycare Provider: _____ Date: _____

Mina's Kids Day Care Center will be close on the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Signature of Parent(s):

_____ Date: _____

Signature of provider:

_____ Date: _____