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**Parent Handbook**

**Jungle of Fun Daycare**

**2922 N. Church Ct. Visalia, CA 93291 Phone: (559) 824-0326**

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**License #: 545620766**

**Welcome to Jungle of Fun Daycare!**

Thank you for your interest in Jungle of Fun Daycare and for taking the time to visit with me today! As parents, finding quality childcare that fits your family's needs can often be a difficult process. Our goal is to alleviate some of that by providing you with detailed information regarding our program and the opportunity to answer any questions you may have.

The Parent Handbook has been written to describe our program, mission, philosophy, policies, and all the practical details that go into making the parent/provider relationship successful. Please carefully read this handbook and keep it for future reference if you decide to entrust your childcare needs to Jungle of Fun Daycare. Do not hesitate to contact us with any questions. Thanks again for your consideration.

**Program Description**

Jungle of Fun Daycare is a state licensed; family childcare home that serves children 0-12 years old. We are open 24 hours a day, seven days a week. Our facility is licensed to care for up to fourteen children at a time. Jungle of Fun Daycare is a safe, loving environment that promotes learning through a balance of a structured preschool program and play.

**Mission**

Jungle of Fun Daycare’s mission is to provide quality childcare in a safe, loving environment that promotes children’s physical, emotional, social, and intellectual growth. We believe that children learn through imaginative play and socialization with other children as well as structured preschool activities. To support optimal growth and development of each child, we use a combination of child led and teacher directed activities.

At Jungle of Fun Daycare, we will provide your child with stimulating activities that promote development in cognitive, social/emotional, speech/language, and fine/gross motor skills through music, movement, art and crafts, reading and much more. Your child will also learn important values such as sharing, responsibility, compassion for others, communication, and teamwork. Our priority is to make learning fun!

**Program Goals**

* Provide a secure and healthy atmosphere for the children
* Emphasize love and acceptance for each child as a unique individual
* Promote positive self-esteem and independence in each child and cultivate respect for oneself and others
* Encourage positive relationships between children and adults
* Facilitate the development of healthy habits in children
* Support healthy social, emotional, cognitive, and physical growth in age-appropriate ways
* Provide a warm, inviting atmosphere so parents feel welcome
* Guide each child’s behavior through positive management techniques

**Qualifications**

As the Owner/Provider at Jungle of Fun Daycare, I possess 25+ years of experience working with children as a foster parent, daycare provider, childcare assistant, and social worker. I possess a bachelor’s degree in social work and continue to take classes and training to expand my knowledge in child development and early childhood education. The provider is a member of the National Association for Family Child Care (NAFCC) and California Family Child Care Network (CFCCN). In addition, I participate in the Early Stars program with Connections for Quality Care through the Office of Education. Early Stars is a Quality Rating Improvement System (QRIS) that’s purpose is to improve the quality of early learning, ensure school readiness, and promote high quality programs.

Our outstanding staff at Jungle of Fun Daycare provide quality care for your children and have met all of Community Care Licensing’s requirements such as Child Abuse/DOJ clearance, CPR/First Aid, mandated reporting, safe sleep practices, and preventative health practices. In addition, the staff are fluent in Spanish and continue to receive training in early childhood education to best serve your children.

**Cultural Competence and Accountability**

Cultural competence is the basic understanding of our own culture and ethnicity, a willingness to learn about the cultural practices and worldview of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring awareness to any unconscious biases we have; and to be accepting of and knowledgeable about differing cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child’s uniqueness, their home culture and heritage, and their beliefs. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum and daily activities at Jungle of Fun Daycare:

* Our child enrollment form encourages families to share their home traditions with us
* We display the children’s photos as we have a very diverse group
* We collaborate with Child Care Network and the State of California to ensure that any family can receive tuition assistance
* We encourage families and members of our community to share their traditions and customs
* We incorporate props and materials into the different learning environments that reflect diversity

**Special Needs Statement of Support**

Once a year, the staff at Jungle of Fun Daycare implement the ASQ-3 and ASQ-SE assessments for each child. These assessments are developmental screening tools that determine a child’s strengths as well as concerns. Upon completion of the assessments, we will meet with each family to review the results and set individual goals.

The purpose of this Special Needs Statement of Support is if there is an area of developmental concern then a plan is created to support the child(ren). The earlier an area of concern is identified the better the child must reach that developmental goal prior to going off to an elementary school setting. Jungle of Fun Daycare works with families, outside agencies, and school special education departments to advocate for the child(ren) and their needs.

**Confidentiality**

Each family has the right to confidentiality. Jungle of Fun Daycare keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to people outside of Jungle of Fun Daycare unless written permission has been obtained from the parent(s).

**Hours of Operation**

Jungle of Fun Daycare is open 24 hours a day, seven days a week. For parents with traditional (8 am to 5 pm) work hours, we are open from 7 am to 5:30 pm. Our evening/night shift is available to parents with nontraditional work schedules. This shift begins any time after 6 pm and will end 10 to 12 hours later. Currently, Jungle of Fun Daycare is available for date night, evening care, overnight, and weekend care. Please speak with Debra regarding availability.

### **Provider Time Off**

### On the following holidays in 2025, the daycare will be closed but the provider will be paid normal rates:

Wednesday, January 1st New Year’s Day

Monday, January 20th Martin Luther King Day

Monday, February 17th President’s Day

Monday, May 26th Memorial Day

Thursday, June 19th Juneteenth

Friday, July 4th Independence Day

Monday, September 1st Labor Day

October 20th-24th Vacation – parents will not be charged for this week

Tuesday, November 11th Veterans Day

Thursday, November 27th & 28th Thanksgiving & the day after

Christmas holiday to be determined.

**Vacation**

Although the likelihood is very slim, I may at some point take a 5-day vacation. My goal would be for the daycare to remain open and have my assistants here to care for your children. If this is not possible, parents would need to find alternate care for the 5 days.

**Sick Days/Personal Days/Bereavement**

The provider is also afforded up to five paid days for sick days, personal days, and bereavement. However, my assistants are usually able to cover when needed so the daycare does not have to close.

## **Child/Family Vacations**

After six months in care, each child will receive seven days per calendar year for family vacations with no charge provided a minimum of two weeks’ notice is given. If you plan to keep your child out of care for longer than the allotted seven days, tuition must be paid up front for the remaining vacation period to hold your child's spot.

**Enrollment Procedure**

## To enroll your child in Jungle of Fun Daycare parents or guardians need to:

* Complete the information in the enrollment packet.
* Sign the contract.
* Confirm acknowledgement of the Jungle of Fun Daycare policies and procedures by signing the parent handbook page.
* Submit child's medical provider/pediatrician information and an up-to-date immunization record.
* Two weeks’ tuition is due upon signing the contract. One week will go towards the first week of care and the second week tuition will go to the last week in care. This is a non-refundable holding fee. Should parents decide to find care elsewhere after the contract is signed and a start date determined, they forfeit the non-refundable holding fee.
* A $50 registration fee per child is also required upon contract signing. This is a one-time fee.

NO CHILD WILL BE ADMITTED without the recommended immunizations appropriate for their age as mandated by state licensing. The following schedule is designed to protect infants and children early in life when they are most vulnerable and before they are exposed to potentially life-threatening diseases.

# Children in Pre-Kindergarten (Child Care) Need:

Immunizations (shots) needed before starting pre-kindergarten (childcare) and at each age checkpoint after entry:

|  |  |
| --- | --- |
| ​**Age When Admitted** | ​**Number of Doses Required of Each Immunization** |
| ​2 through 3 Months | ​1 Polio, 1 DTaP, 1 Hep B, 1 Hib |
| ​4 through 5 Months | ​2 Polio, 2 DTaP, 2 Hep B, 2 Hib |
| ​6 through 14 Months | ​2 Polio, 3 DTaP, 2 Hep B, 2 Hib |
| ​15 through 17 Months | ​3 Polio, 3 DTaP, 2 Hep B, 1 Varicella**On or after 1st birthday:** 1 Hib\*, 1 MMR |
| ​18 through 5 years | ​3 Polio, 4 DTaP, 3 Hep B, 1 Varicella**On or after 1st birthday:** 1 Hib\*, 1 MMR |

\*One Hib dose must be given on or after the 1st birthday regardless of previous doses. Required only for children younger than 5 years old.

DTaP = toxoid, toxoid, and acellular vaccine Hib = vaccine Hep B = vaccine MMR =,, and vaccine Varicella = vaccine

Parents must show their child's Immunization Record as proof of immunization.

For further information please go to:

http://www.cdc.qov/vaccines/schedules/easy-to-read/child.htmltml

## **Payment Procedures**

Payment is due on Friday the week prior to care. Payment is the same each week whether your child attends childcare or not. You are paying for the spot not attendance.

Payment late fees: A DAILY $20 fee will be charged for any late payments. Your payment is considered late at 6:01 PM on Friday and will continue to accrue late fees daily until paid. After 3 days of late fees added to your account your care will be suspended until fees are paid.

A $25 charge will be assessed for any returned checks and future payments will have to be made with an alternative method.

The day shift at Jungle of Fun Daycare closes at 5:30 pm. Parents picking up after 5:30 pm will be charged a $20 fee per 15- minute increment if there is not a legitimate emergency. The same applies for the night shift. If you are later than your contracted hours a late fee will be assessed.

Payments can be made by cash, check, money order, Venmo, Cash App, and Google Pay. Payments can also be made by credit card, but a $15.00 fee must be added to the balance to cover the cost of the Square.

## Registration Fee

There is a one-time registration fee of $50 that is due before the child’s care begins.

Nonrefundable Holding Fee

Two weeks’ tuition is due upon signing the contract. One week will go towards the first week of care and the second week tuition will go to the last week in care. This is a non-refundable holding fee. Should parents decide to find care elsewhere, they forfeit the nonrefundable holding fee.

**Rates**

Day Shift

Full-time – 5 days a week (up to 10 hours of care a day) $225 per week

Night Shift

Full-time – 5 days a week (10-14 hours of care) $225 per week

Drop In $60 a day (10 hours of care)

Date night $50 (up to 5 hours)

Overnight $80

Receipts and W-10

Receipts are available on request. Annual receipts will be provided at the end of the year with a W-10 so that you may claim your childcare expenses on your taxes. If your job has a childcare reimbursement program, you may bring the forms for me to fill out.

**Trial Period**

The first two weeks in the childcare program will be an adjustment or trial period to be sure our program meets everyone's expectations. During this time, either the client or the provider may cancel the contract immediately, without written notice. The client will only pay for those days that he/she receives childcare.

**Termination after the Trial Period**

The client must give two weeks’ written notice to end the contract. The one-week tuition paid at enrollment will go towards the two-week period. The additional week’s payment is due whether the child is brought to the provider for care during that time. There are no refunds of tuition paid regardless of circumstances.

## **Termination Policy**

We are committed to working with parents and children to resolve any issue that may arise. However, Jungle of Fun Daycare reserves the right to terminate enrollment of a child at the provider's discretion or for the following possible reasons:

* Child is not adapting well to the program after the trial period has ended (ex. Continuous crying six weeks into care)
* Child poses a danger to himself or others (5 documented occasions, or 3 months of unwelcome, repeat behavior)
* Parents refuse to participate in development and/or support of a behavioral plan of action to significantly reduce or eliminate their child’s inappropriate behavior
* Physical and/or verbal abuse of the staff by a child or parent
* Parents decline to adhere to Jungle of Fun Daycare’s Parent Handbook policies and payment procedures
* Immunizations are not up to date

Note: Every effort will be made to resolve any issues, however, this provider may terminate services AT WILL if deemed necessary.

**Positive Behavioral Guidance**

At Jungle of Fun Daycare, children are taught self-discipline through positive guidance and adult modeling. Challenges are approached with patience and constructive methods of conflict resolution.

The staff at Jungle of Fun Daycare will use positive guidance techniques including:

* Redirection- interesting the child in another activity
* Anticipation and elimination of potential problems
* Positive reinforcement and recognition of appropriate behavior ("Sam, you showed a lot of patience” or, "l am so happy you were able to work that out”)
* Reiterate clear, consistent rules for the children
* Positive reminders- telling the children what we want them to do rather than using “no” or “don’t”
* “Thinking Time”- the child is separated from the group for an age-appropriate amount of time (1 minute per year) to calm down and consider an alternate behavior. They may also play individually, in a supervised space, if they need some quiet time. These techniques are only used when a child repeatedly will not follow directions, exhibiting temper tantrum type behavior, or hurting themselves, others, or equipment.

The following are not allowed at Jungle of Fun Daycare:

* Running, jumping, or screaming in the house
* Taking food, cups, and bottles out of the kitchen
* Going out the door without an adult
* Going to the door at pick-up or drop-off
* Name-calling, teasing, swearing, or negative language such as “shut up” or “what the”
* Gun or violent play
* Rough housing, hitting, punching, kicking, pulling, grabbing, or spitting at others, including parents
* Carrying, lifting, climbing, or sitting on other children, especially infants
* Standing on, hitting, or pounding with, and throwing toys or other household items
* Climbing or standing on, or jumping off furniture

Physical punishment, verbal abuse, and frightening threats are never acceptable at Jungle of Fun Daycare. A child may be separated briefly from the group to help him/her regain composure, which we refer to as a "thinking time". They may also play individually, in a supervised space, if they need some quiet time.

**Biting**

Parents and caregivers understand that biting is an unfortunate part of the toddler years and may occur in a daycare setting due to children’s inability to express their frustration appropriately. Toddlers or children with speech delays can easily become irritated when there is an altercation with another child and the only way they know how to deal with it is through biting or aggressive behavior. The daycare's role during this unfortunate time is to keep children safe and help the child that bites learn different and more appropriate behavior.

When biting occurs, Jungle of Fun Daycare's staff helps families identify the triggers and hopefully resolve the underlying issues that cause the behavior. We will never use harmful, alarming techniques to influence or punish the child.

After first aid is administered and the hurt child is comforted, there is a firm reminder to the aggressor. "No biting! We do not hurt our friends! Biting hurts!" Hugs are offered all around. All involved families are contacted. We document and photograph the particulars of the incident. We share this information privately with each involved family. A staff member is assigned to shadow the biter with the expectation of identifying triggers and intervening before another incident occurs. At every occurrence, the same process is applied.

**Aggressive Behavior**

The same procedures apply to behavior that Jungle of Fun Daycare staff determines to be intentional, malicious, and harmful to self or others. This includes but is not limited to hitting, kicking, scratching, spitting, disruptive tantrums, hostile verbal behavior, etc.

Our goal is to work together with parents to develop a plan of action to significantly reduce or eliminate inappropriate behaviors. Parental involvement and support are imperative to effectively work with children who are struggling to behave appropriately.

### **Arrival/Departure**

Arrival time is no later than 9:00 AM. Children will NOT be accepted after this time since late arrivals disrupt our morning routine. Breakfast will not be served after 8:30 AM, therefore if you bring your child at 8:45 AM, please make sure they have breakfast.

* Children must be signed in and out daily.
* It is important that arrival and departure time are punctual and brief so

that we can all get settled and proceed with activities.

* Never leave without telling your child good-bye.
* Please notify the provider if you will be picking your child up early.
* Please have your child clean, dressed, and ready for the day.
* Try to pick up your child before or after nap time to avoid waking

up the other children.

If this cannot be avoided, please text me to let me know you are here

rather than ring the doorbell.

# **Absences**

If you plan to keep your child home due to illness or any other reason, please notify the provider no later than your regular drop off time. Families are allowed up to 3 days tuition credit each calendar year when a child or family member experiences a major event such as:

* Serious illness or surgery of the enrolled child. Examples: Covid, MRSA, appendicitis, tonsillectomy, etc. Things such as stomach flu, ear tubes, and dental procedures do not count as serious illnesses or surgery.
* Serious illness or surgery of a parent that requires the child to be cared for by people unable to bring the child for care. Example: mom is having surgery, and the child will be staying out of town with grandma.
* Death within the immediate family (the child’s siblings, parents, or grandparents).

Final determination for credit will be made by the provider on a case-by-case basis. Tuition is not adjusted for regular absences.

Note: Please notify the provider if your child is going to be late or out for the day. Activities are often held off until all the children are in care. If The provider is not notified, The provider is waiting unnecessarily.

## **Authorized Pick Up**

Children will not be released to unauthorized individuals. You must notify me in advance if someone other than a previously authorized person will be picking up your child. Please let any individuals who may pick up your child know that they will be asked for a picture ID to ensure the safety of your child.

**Provider Requests Early Pick Up**

If I contact you for early pick up of your child, whether due to illness or an emergency, please try to pick your child up within 30 minutes of notification. If you are unable to respond within the time, your child's emergency contacts will be called. If no one can pick your child up within 45 minutes, overtime fees will be applied.

### **Changes In Your Child’s Schedule**

If you need to bring your child to care later than your scheduled time or if you need to pick your child up early for appointments, please let me know as soon as possible. Please write down any doctor’s appointments or other planned absences so that I can plan accordingly. For unplanned absences, please text me at least 15 minutes prior to the scheduled drop-off time.

**Illness and Accidents**

Jungle of Fun Daycare is designed to be as safe as possible for your child, however, occasional abrasions and bumps are inevitable when children play. If an incident occurs that your child is hurt, he/she will be treated with antiseptic, a bandage and/or ice. If an injury is more serious, you will be notified as soon as possible. Symptomatically ill children must be picked up immediately. In the event you are unavailable, your emergency contact person will be notified to immediately pick up.

In the interest of all children, it is best to keep a child at home if they have any of the following conditions:

* Fever (100 F or higher) — child needs to be fever free for 24 hours without the use of fever reducing medications
* Diarrhea — runny, watery, or bloody stools
* Vomiting — more than once in a 24-hour period
* Body rash with fever or behavior-change
* Sore throat with fever and swollen glands or mouth sores with drooling
* Eye discharge — thick mucus or pus draining from eye or pink eye (viral conjunctivitis)
* Runny nose with colored discharge
* Sever coughing in which the child gets red or blue in the face and makes a high-pitched whooping sound after coughing
* Impetigo — 24 hours after treatment has been initiated
* Communicable diseases — Hand, Foot, and Mouth, Chicken pox, measles, mumps, influenza, etc. The child may return when the incubation and contagious period has passed, and the child is well enough to resume normal daycare activities

Note: Please use your best judgement in deciding to bring a child who may be ill to my program. Please consider the health of the other children, my staff and myself. If you repeatedly try to bring an obviously ill child to my facility, it may be grounds for ending our contract.

For children who sustain a minor injury that does not require medical attention, The provider will take the following steps:

1. First aid will be administered as needed (Band-aid, ice, anti-bacterial ointment)
2. Parents will be notified at pick up

For children who sustain a major injury that may require medical attention, The provider will take the following steps:

1. First aid will be administered as needed
2. The parents or authorized person will be contacted
3. If a child's parent or authorized person cannot be reached

the child's physician will be consulted for assistance

For children requiring prompt, life-threatening, medical attention, the provider will take the following steps:

1. CPR and/or First Aid will be administered, as necessary
2. 911 will be activated immediately
3. The parents or authorized person will be contacted
4. An incident report will be completed (one copy will go to licensing, one copy to the parent, and one copy placed in your child's folder

# **Allergies**

Please indicate on your child's emergency form ANY allergies. If medications must always be carried with your child, it is your responsibility to provide the medication needed while in my home. An individual Health Care Plan must be in place for all children in my care with chronic illnesses requiring either regular or emergency medication. Examples of such illnesses and allergies may include asthma, peanut allergy, ADHD, and seizure disorders.

## **Immunizations**

Immunizations must be up to date and documented on the immunization form. There are no exceptions. Please provide updated immunization records as your child receives his/her shots.

* Note the required immunizations are listed in the enrollment section.

### **Prescription Medication**

The provider can administer medications to your child as prescribed with written consent from a medical professional. All medications must be in their original container with the instructions. The container must have the child's name and expiration date on the label. Jungle of Fun Daycare will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.

**Non-Prescription Medication**

The program requires written parental authorization to administer oral, nonprescription medication. The parent must fill out an authorization for medication form, which allows the educator to administer the non-prescription medication. The statement must be renewed annually.

ALL medications will be safely stored as per licensing requirements.

## **Topical Ointments and Sprays**

Topical ointments and sprays such as petroleum jelly, sunscreens, diaper rash ointment and insect repellent will be administered to the child with written parental permission of each topical ointment or spray.

When topical ointments and sprays are applied to wounds, rashes, or broken skin, the provider will follow the written procedure for non-prescription medication, which includes the authorization for medication form signed by the parent. This form must be renewed annually

**Cleaning and Disinfecting**

As you can imagine, germs are readily passed around in a daycare setting. We strive to maintain a clean environment that is disinfected daily with disinfectant spray and wipes. On the weekends, all bedding is laundered in hot water, and surfaces are bleached. Toys are washed with hot water and soap or cleaned in the dishwasher as they become soiled and at the end of day. Every precaution is taken to prevent the spread of germs such as frequent hand washing (staff and children), use of gloves during meal prep, use of air purifier and recurrent cleaning. Children are consistently reminded to cover their cough or sneeze by doing so in the bend of their arm (commonly referred to as the vampire cough/sneeze as it was in a book we read about germs).

## **Emergencies**

Fire

There is a licensing approved fire extinguisher in my kitchen as well as a pull station fire alarm to alert the children should a fire occur. Regardless of the severity of the fire, the children will be evacuated immediately to our designated location across the street.

Fire Safety Drills

Monthly fire drills are performed so that the children know what to do in case of an emergency, however, licensing only requires two fire drills a year.

Power Outage

There are flashlights located in the kitchen, master bedroom, and garage. If the power remains out for some time, there are non-perishables available in the kitchen and garage for the children to eat.

Emergency Supplies

If there is a major emergency such as a severe earthquake, I possess enough food, water, and first aid supplies to last at least three days.

Evacuation

Should it be necessary to evacuate the daycare for an emergency, the children will be relocated to the old daycare site located at 4042 W. Clinton Ave., Visalia, CA 93291.

**Change of Address/Phone**

Please be sure to keep your home, work, and cell phone number updated in case of an emergency. Notify the provider immediately of any changes.

# **Sleep Safety Policy**

The recommendations for safe sleep for infants are followed at the facility to reduce the risk of SIDS. Infants will always be put on their backs on a firm mattress with a fitted sheet. If additional warmth is needed a one-piece blanket sleeper or sleep sack may be used. Sleeping infants will be actively observed by sight and sound every 15 minutes and documented. If an infant goes to sleep anyplace other than a crib, the child will be moved to a crib or pack n' play immediately. Infants may be offered a pacifier without attachments if provided by parents. An Individual Infant Sleeping Plan (LIC 9227) is required for all children under the age of one.

## **Supervision**

Supervision is critical to keeping children safe. The provider and assistants will always appropriately supervise children to ensure their health and safety. We will use good judgment and consider several factors in determining the appropriate level of supervision for children, including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about the supervision of the children in the program, please feel free to ask me.

**Employees/Substitute Teachers**

Occasionally, I have an appointment that cannot be made before or after daycare hours. Should this occur, my assistants will provide care for your child. All assistants have had background checks and meet all state licensing regulations, including first aid and CPR training.

# **Mandated Reporting of Suspected Child Abuse**

As a childcare provider, we are mandated by the State of California Department of Social Services to report any suspected child abuse and/or neglect. Additional information can be provided upon request.

**Meals**

Meals and snacks are provided by the daycare. Please do not bring your own snacks unless previously discussed with the provider. This is important since other children may have allergies. Please see Daily Routine for scheduled meals/snacks. We participate in the Child and Adult Care Food Program (CACFP) which is a United States Department of Agriculture (USDA) program that reimburses providers for serving nutritious meals to children in daycare settings. Through nutritional education, the CACFP helps develop healthy eating habits for young children that can last a lifetime. If you would like a copy of our monthly meal plan just let me know.

## **Nap/Rest Time**

All children will be required to participate in a nap/rest time between 12:30 and 2:30 PM. However, our quiet time begins between 11:30 and 11:45 AM. If a child does not sleep, they may read a book quietly. He or she may not be disruptive to the other children while they are sleeping. If this becomes a problem, you will be notified.

Sleep is important for the growth and well-being of your child, so we ask that you do not pick up your child during this time unless necessary. If picking up during nap time cannot be avoided, please notify me in advance and text me when you arrive (please do not ring doorbell) so we can quietly get your child ready for you. Nap mats, a small pillow and a blanket will be assigned to your child for their individual use. If your child cannot sleep without a certain blanket, stuffed animal, or pacifier, please bring them to daycare. Make sure these items are labeled with your child's name.

Infants sleep several times a day, as indicated by their behavior. Infants will sleep in a pack n' play, used exclusively for them. Parents with infants under 1 year-old need to supply a sleep sack or one-piece pajamas to keep their child warm and cozy during the winter since as providers we cannot use blankets of any type in their beds.

**Television**

Television viewing is limited to 30 minutes prior to nap and 30 minutes prior to closing. Most television programming is educational, but we also watch age-appropriate movies.

**Communication**

Proper communication between parents and our staff at Jungle of Fun Daycare is extremely important. We will briefly communicate with parents about your child’s overall day at pick-up. Parents of infants will be provided with a daily report. If you should have any questions or concerns about our program or a matter concerning your child, please contact the provider to schedule a meeting. Pick-up and drop-off are not the time for these discussions due to confidentiality.

**Parent Conferences**

Once a year, usually in June, the staff will conduct parental conferences to discuss the results of the assessments, goals for the future, and any concerns regarding development or behavior.

 **Special Circumstances**

Please let the provider know if there are any changes in living arrangements or other circumstances in your home such as separation, moving to a new home, someone becoming chronically ill or a death in the immediate family. Changes, no matter how insignificant they are to parents, can seriously affect a child’s behavior. If we are aware of the changes, we can better assist your child in dealing with his/her emotions and behaviors.

## **Potty Training Policy**

We strive to support your efforts of potty training at home while your child is in care. However, your child must be ready to potty train and be able to communicate when he/she needs to use the restroom. We ask that you provide two extra outfits including socks in case of accidents. Please remove soiled clothing daily. We cannot rinse out clothing items per licensing so soiled clothing will be placed in plastic baggies for you to take home. The provider will use the following methods to help your child learn to use the toilet:

* Giving the child incentives (stickers, etc.)
* Bringing the child to the toilet instead of asking if the child has to go
* Helping the child get excited about using the toilet (dripping green food coloring into the water, sugar sprinkles, etc.)
* Reading books about learning to use the toilet

**Photos/Videos**

We will be taking lots of pictures at Jungle of Fun Daycare to share with parents, use for art projects and post on our Facebook page. Ensure to fill out photo/video permission form with your desired preferences. Note: Should you post a picture of your child on our Facebook page, make sure no other children are in the photo in case their parent has opted to not sign the photo release form.

**Holidays/Birthdays**

We celebrate major holidays and all children’s birthdays. Pizza, Capri Sun’s and cupcakes/cake are provided. If you would like to bring a special treat for the children such as cupcakes or goody bags, please notify the provider at least a week in advance, that way I can plan my shopping accordingly. I purchase birthday gifts and Christmas gifts for each child, but the gifts are sent home for them to open. This prevents their gift from getting damaged or lost, as well as preventing any problems such as another child trying to take it away.

**Curriculum**

Jungle of Fun Daycare uses a combination of curriculum from various sources to provide your child with a fun and educational learning experience. Each week we will incorporate themes that often relate to specific books in addition to a monthly color, letter, and number. Each day will contain a variety of activities that promote large/small group interaction, and individual development. The curriculum provides cognitive and hands-on activities which include music, art, sensory stimulation, and imaginative play.

While in care, your child will participate in the following activities:

* Literacy and language development activities
* Expressive or sensory art activities
* Health, safety, or nutrition projects
* Puzzles, games, and manipulatives
* Outdoor play
* Large-muscle activities
* Free play
* Construction and blocks
* Music
* Selected television shows
* Individual quiet time
* Dramatic play

### **What Daycare Provides**

To assist parents in reducing the number of supplies they bring daily, the daycare will provide wipes of various brands, over-the-counter medications with written consent, topical ointments such as diaper rash ointment, sunscreen, etc. Each child will also be provided with an assigned blanket, pillow and sleeping mat for naps.

**What to Bring to Daycare**

* At least two season appropriate outfits, including socks and underwear (which will remain in your child's cubby until used)
* A jacket in the winter and a swimsuit in the summer
* Any pacifier, blanket, or stuffy your child needs to sleep
* Breast milk or formula
* Diapers

**What Not to Bring to Daycare**

* Toys
* Electronic devices such as phones or tablets
* Food, snack items or candy
* Drinks

(\*Please consider other children in care. It is not fair to the rest of the children when one or two children bring snacks and eat them in front of the other children or share with only one child.)

### **Changes to Policies and Procedures**

### Families will be notified in writing at least 30 days before changes take effect. Families will be asked to sign a statement indicating they have received these changes. The only exception to this 30-day notice would be any regulations from local, state, or federal governing entities that require changes to go into effect before the 30-day time frame.

### **Parent Grievances and Suggestions**

Please feel free to discuss any concerns or suggestions you may have with me. The provider is dedicated to promoting an open and honest relationship with parents and value your feedback. Please arrange a time to discuss important matters outside of daycare hours due to confidentiality issues and time restraints while children are still in care.

Debra Anderson

Owner/Provider

(559) 824-0326