



Fun Shine Childcare

CHILD CARE POLICIES AND PROCEDURES

1) Admission and registration procedures.

An interview and tour with you AND your child will be completed prior to your child being accepted into care. If after the interview and tour, we feel that my home will be a good fit for your child then you will need to provide the following information before your child's first day of care:

- Contract with information of parents, emergency contacts
- Permission to photograph
- Emergency medical & transportation authorization - notarized
- A copy of their Immunization record & Health appraisal and health care plan (if applicable).

All these records will be updated on a yearly basis, or as information changes. It is the parents' responsibility to keep the provider informed of any changes, especially of emergency contact information.

5.1 2) Health Screenings

Your child's health is important to me. Health screenings allow early detection of any potential problems; therefore, you will be asked on your enrollment paperwork to ensure your child has had a hearing, vision and dental screening in add to your health evaluation. If you need a list of locations in which you can access these screenings, please let me know and I would be happy to provide you with resources. They are also located in our resource binder near the sign book.

5.2 3) Health Insurance and Medical Home

The medical home, also known as the patient-centered medical home, is a team-based care delivery model led by a health care provider that is intended to provide comprehensive and continuous medical care to patients with the goal of obtaining maximized health outcomes. Your child's health is important to their development, so we will also ask that you provide information regarding your health insurance and whether you have a medical home. If you need assistance in locating these services, please let us know and we would be happy to direct you to the appropriate resources.

2.1 4) Translators

I will strive to provide appropriate communication with all our families. If the need should arise for the use of an interpreter, one will be provided to ensure quality care to our families.

6.1 5) Home Language

I shall provide support to children whose primary language is one other than English or who use sign language to encourage and support their full participation and involvement in my program. At least one provider will be bilingual if there is a dominant second language in the program.

2.4 6) Transitions

I pride myself on Continuity of Care. Continuity of care means that the child and caregiver stay together from birth to they start kindergarten (approximately age five) to build a close relationship for all to flourish. As a Family Child Care Home, I can offer what some child care centers can't, deep bonding between child and caregiver in the most important time of life.

In supporting continuity of care, I offer transitions in several ways. When a child is transitioning to our care we want to be as supportive as possible. We encourage your child and family to join us for a few hours on a day before their official start date so to ease into the care. This way you can provide a decrease in separation anxiety by our program for a limited amount of time. Once you and your child have started on a normal attendance schedule, we encourage you to check in with me frequently about how your child is adjusting. After the 30-day trial period is up, we will sit down to discuss any adjustment issues or concerns you may have regarding your child.

When a child is leaving us, either to attend a different child care or starting kindergarten. Families will be asked to attend a parent teacher conference a few months before the child is due to leave so can review kindergarten readiness and how the child will transition out of care. It is important for not only your child but the other children in care to have the opportunity to say goodbye to their friends and extended family members. If resources are necessary for a smooth transition to the new care settings for your child, they will be shared at this conference.

7) Authorization of parents or other designees to pick up children.

Children will be released only to persons listed on the enrollment form. Anyone not known to the provider will have to present ID and a written AND verbal conformation from either parent that the person can pick up the child.

Either parent has the right to pick up their child regardless of whether they are on the enrollment form as an approved person. The only time this is not allowed is if there is a court order that specifically states a restriction in parental pickup/contact. In that case I will need a copy of the court order to legally prevent the parent from taking their child.

If any person arrives to pick up a child and appears under the influence of drugs or alcohol I will ask to call someone else to provide the transportation. If the person refuses to allow someone else to come, get them and drives away with the child I will call 911 and report it immediately to the police.

ALL RATES EFFECTIVE JULY 2026

8) All itemized fees or individual fee agreement.:

Fee for full-time **UNDER 2 OR not POTTY TRAINED** is \$350.00 per week.

Fee for full time **OVER 2** is \$ 300.00 per week

Fee for **ALL** daily care is \$100 per day (Min 2 days)

Fee for DROP-IN care \$90 per day

*\$25.00 per week school transportation fee **NO TRANSPORTATION OFFERED AT THIS TIME**

All fees MUST be paid prior to care.

All payments are due as agreed upon admission, If you need to change your current arrangement PLEASE DO SO IN A TIMELY manner, not the day payment is due, Beginning January 2025 ANY payments not paid on agreed date will be charged 50.00 Late fee per week, This includes if you are on Vacation, On leave etc.. you are responsible for a timely payment and are welcome to leave a postdated check, this also includes partial payments not paid in full are considered late. I am unable to make payment arrangements, if your payment is Due on Friday, YOU MUST PAY FRIDAY, it will be considered late and incur a \$25.00 late fee.

A written letter two-week notice is required for termination of care, for ANY reason A 4 week notice for more than 1 child in care. There are NO refunds for any reason.

Please Initial _____

9) Procedures for picking up children late.

If you are late picking your child up than the time we have arranged/closing time, you will be charged \$15 for the first five minutes and a dollar for every minute there after until your child is picked up. These fees will be required to be paid prior to your child returning for care. If I have not heard anything from you in the first hour you are late I will then call the emergency contacts, you have provided. If the emergency contacts cannot be reached after that hour, then the authorities will be called.

10) Parent and provider responsibilities for special activities or programs outside of the licensed facility, such as inclusions and/or exclusion of children and the payment of additional fees. At this time field trips are not offered, if it becomes an option in the future you will be given forms advising you of all the details.

11) Hours of operation or individual hour agreement to include regularly closed days and applicable special program hours.

Child Care will be open Monday-Friday from 6:00am to 5:30pm. Each parent will have their own contact with the provider designating their Ten-hour window for drop off and pick up hours. If you do not abide by the designated drop off and pick up hours in your contract, early and/or late fees will be applied. YOU MUST PROVIDED A REGULATED SCHEDULE OR PAY THE DROP IN FEE. Please be considerate if your child is not coming , TEXT OR CALL. If you are not here by 9:00 a.m. please feed your child breakfast.

I will be closed on MAJOR Holidays such as New Year's Day, Martin Luther king, Presidents Day, Memorial Day, 4th of July, (and the day after in 2025) Labor Day, Columbus Day, Thanksgiving and the day after, Christmas Eve Day and Christmas Day, New Year's Eve Day. All holidays are PAID. Any vacations you take are also paid for. Please Initial _____

If I fall ill I will notify you the night before so you will be able to find other care

12) Procedures for managing a situation where children remain after the scheduled closure of the facility and the parent, guardian or other emergency contacts cannot be reached.

If your child has not been picked up within 1 hour after closure and I have not heard from you I will begin to contact the emergency contacts on your enrollment form. If no one can be located within one hour I will then contact local authorities. I will provide meals and snacks until the child is picked up.

13) Activities and snacks for children who remain at the home after closing.

In the event you are unable to pick up your child on time I will feed your child dinner. They may also have access to appropriate games and toys. If on the off chance that I need to go grocery shopping or do other family activities, I may have to take your child with us and you may have to meet us at another location to pick up your child.

2-7 14) Parent Teacher Conferences

I will begin an evaluation of your child then Parent/Teacher Conferences will be conducted every 6 months. At that time, we will review your child's assessments to evaluate progress, set goals for the next 6 months, and discuss any questions or concerns. All parents/guardians are expected to participate in these conferences if possible. The conferences can be scheduled to accommodate even the most challenging schedules.

15) Services offered for children with special needs in compliance with the Americans with Disabilities Act.

I accept children based on the Americans with Disabilities Act. If the child must see a therapist, you either must provide transportation or they must -come to the facility. I will not provide transportation. I will make any reasonable accommodations for your child.

My physical limitations with the situation will be discussed at the time of the interview/enrollment process.

16) Acceptance of non-immunized children and notification if the providers own birth, adopted ,or step children have not been immunized.

I accept children into my care that may be exempt from some or all immunizations. Be advised that your child may be in care with children that are not fully immunized.

17) Substitute care, and the clarification of responsibility for obtaining back-up care.

I will provide substitute care when I will be away from the home for my own appointments. In addition to my Substitute I have a permanent FULL time assistant who has all the necessary qualifications.

18) How and by whom children are supplied with appropriate clothing and equipment necessary to participate in indoor and outdoor activities, including helmets, wrist protection, elbow and knee pads when riding a scooter, bicycle, skateboard or rollerblades.

Each child an extra set of clothing in case of accidents.

19) Storage, loss, damage or theft of the providers or child's personal belongings.

Each child will have a specific place that they can leave extra clothes and supplies in. If your child intentionally causes damage to my property or theft occurs you, as the parent will be responsible for compensation depending on the item.

Please do not send your child with ANY personal toys especially high-priced electronics or jewelry that cannot be replaced. It will have to leave with you when you drop them off or it will be confiscated until you arrive at pick up time.

20) Scheduled and unscheduled trips away from the family child care home; the requirement of notification of the excursion prior to the event and need for signed permission from the parent(s) or guardian(s) for the excursion and a phone number where the provider can be reached during a field trip.

Parents will need to sign a permission slip for scheduled field trips and activities as well as the occasional unplanned excursions. Parents will be notified verbally or by

text of any field trip or scheduled activity. Each parent will be provided with my cell phone number, so they can call or text me at any time.

21) Transportation availability & vehicle restraint requirements

If then, I will use a van and need a car seat for your child on days we will be taking a field trip. First Aid kit & Fire Extinguisher and emergency kit are kept in the vehicle.

22) Written authorization or denial for media use including, but not limited to, television shows, video, music, software used at the facility and time limits for all media use.

Parents need to give written permission for their child to participate in the following media use. We watch G rated movies and TV. We do not play video games but do listen to children's and classical music.

23) Meals, snacks, and parental notification of menus, and how children with food allergies are accommodated.

Breakfast is served at 8:30, lunch at 11:00, and a snack at 3:30. Foods served will be nutritious and delicious and meet your child's daily nutritional requirements for the meal or snack served. If your child has a food allergy I need to know so that access to that food can be limited. If you are 30 min later then when the meal is served you MUST feed your child before they come.

24) Policy on transitioning a child from either breast feeding to a bottle and/or a bottle to a cup.

For infants that have only breastfed it will be an easier transition for your baby if you begin introducing a bottle at least two weeks before care begins.

If you feel your baby is ready to begin the transition to a sippy cup prior to a year of age, please talk with me so that we can work together on this process. I have them on a sippy cup by 12 months and using a regular cup at 18 months.

25) Behavioral guidance and discipline appropriate to the age and development of the child.

In my family child care center, the children who are too young to understand natural consequences will be redirected to an acceptable activity. Older children will be given choices that clearly explain the consequences of their actions. If nothing else works then timeouts will be used. They will be in timeout 1 minute for every year old they are. i.e.: A 2-year-old gets 2 minutes in timeout. We will talk about the choices they made that caused them to have to sit out for a minute, and what they

can do that would be a better choice in the future. Throughout the day, I use positive reinforcement to try to catch children doing something “right” and celebrate their good choices.

26) Rest time and equipment.

Infants and toddlers will be provided with a crib or a pack-n-play meeting National Safety Standards. They will form their own sleeping and waking patterns. Preschool age children will have their own nap mat, sheet/blanket, and a pillow. If preschool or school age children do not fall asleep after 30 minutes they will be offered an age appropriate quiet activity. Rest time in the home is from 12:00 pm to 2:30pm.

27) Diapering and toilet training, including, but not limited to, process, communication, time frames, supplies, and expectations.

When your child is in diapers you will need to provide diapers, diaper wipes, diaper rash/ointment/cream and extra clothing.

I prefer children potty trained or in the process of being potty trained prior to the age of 3. I do not have a specific method I use as my experience has shown me that each child will follow their own time frame and the same strategy may not work for every child. It is important for all the child’s caregivers to be consistent and to communicate about readiness, successes, and ideas during this process. It is also helpful to dress the child in clothing that is easy to remove and put back on as they are toilet training. Additional extra clothing may need to be provided by the parents during this time, as well.

Potty training is a JOINT effort, we need to work together to ensure the success of your child’s toilet training.

28) Provision of daily outside play time.

All children will play outside daily, weather permitting. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside.

29) Use of and how often sunscreen is applied, including authorization for use of sunscreen, and how infants are protected from sun exposure without the use of sunscreen.

Parents must provide sunscreen for their child. Written authorization for the application is needed. During the summer months and nice weather please apply sunscreen to your child before you arrive. I will reapply according to our activity and manufacturers recommendations. Please provide a sunhat for your infant as sunscreen cannot be applied to children under 12 months of age. Infants will have outdoor playtime but will be in the shade whenever possible.

30) Protection of children from exposure to second (2nd) hand smoke.

Children will never be exposed to second hand smoke in the home or care. If visitors smoke they will not be allowed to smoke in the home or in the play yard. I ask that all parent's respect my NO SMOKE policy on my property.

31) Notification of parents or guardians for handling children's illnesses, accidents, injuries, or other emergencies.

If your child becomes ill and needs to leave care, you will be asked to pick up your child within one hour. If your child is injured and requires medical attention you will be notified immediately. Small bumps and bruises are an everyday event for most children. If you would like to be notified each incident, please let me know and I will do my best to keep you updated as they happen. Otherwise you will be notified at the end of the day. Other emergencies will be handled on a case by case basis.

32) Specific circumstances and symptoms for not admitting ill children and conditions for re-admittance.

Your child will need to be free of fever or diarrhea for 24 hours before they can return to care. If your child has been put on antibiotics they will need to wait 24 hours before returning. I reserve the right to request a statement from the child's health care provider if I see necessary. If the child comes down with a rash or something of that nature but it is non-contagious I will need a doctor's note stating so.

33) Sorting, administering, recording and disposing of children's medicines in compliance with the State Department approved medication administration course.

If your child requires medication you and the health care provider will need to complete the required authorization forms. The medication will need to be in the original container and given directly to me. It will be stored inaccessible to children. Some medication will be required to be counted by me and the parent at the point of drop off and pick up. Any unused medication will be given to the parent to dispose of.

34) Adverse weather precautions to include temperature extremes; inclement weather expectations and procedures, and fee expectations if home is closed during inclement weather and notification of how to find out.

This home will be open in most extreme weather cases, however if you are off for the day because of the inclement weather please keep your child home and safe with you. Payment will still be expected for those days. If the weather turns bad during the day, please come as soon as it is safely possible. Your child will be well cared for until you are able to arrive. If you are not sure if I am open, please call or text.

2-10 35) Referrals to Community Services

We care about you and your family needs. If you need assistance being connected to mental health, physical health, educational or developmental screenings, we are here to help. Please let us know if you believe you or someone you love can benefit from these services and we will help you locate and contact them. We have many resources in our Resource Binder located by the sign in book.

36) Emergency response procedures that explain, at a minimum, the lifesaving procedure that will be followed and how the home will function during a fire, severe weather, lockdown, reverse evacuation, or shelter-in-place emergency.

If we have an emergency that causes evacuation there will be a kit on hand that contains food, water, blankets and emergency contact numbers for the children. If you arrive at the home and no one is there due to an emergency, we will be at the King Soopers on Tutt Blvd and Stetson Hills. I will make every effort to contact the parents in this situation. For emergencies that require that we take shelter in the home such as severe weather, or lockdown, there is an emergency preparedness kit in the basement with everything needed for the children.

2-11 37) Individual Plan

I will contribute and collaborate in community service that aid in meeting the outcome or goals of Individual Family Service Plan (IFSP) or Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans, or other Individual plans if the need arises. I will be happy to provide the appropriate activities to support the goals your child is working on if we are included in the therapy goals.

5.3 38) Resources

I care about the families enrolled in my family child care home and will assist in helping our families locate service to meet their needs including but not limited to: mental health supports, medical supports including a nurse consultant for the program; developmental screenings, academic screenings and more. I can conduct these screenings twice a year if needed and we will discuss the results with you at a parent teacher conference. I will then help by providing the phone numbers, websites, or additional resources to get in contact with Child Find, mental health supports, medical supports, etc. if necessary. Resources are available in the resource book near the sign in book.

Developmental Screenings

Recognizing delays in development help ensure early intervention for children. Your child will be assessed for proper development within 90 days of enrollment and then every 6 months. At the end of the screening, all families will be notified as to their child's strengths and needs at a parent teacher conference. These screenings may be done using tools such as Teaching Strategies Gold and/or Ages & Stages or other screenings tools that are available. Children who score at the cut-off will be placed on a monitoring list and will continue to monitor the children. Children who score above the cut-off will be referred to the appropriate agency for further evaluation after it is discussed at our parent teacher conference. Families of children who need to be referred for further evaluation in language, motor social, or cognitive domains will be given information to make the referral for Child Find in their appropriate school district.

39) Reporting of child abuse, including the name of the county department of social/human services and phone number of where a child abuse report should be made.

Suspected or known child abuse should be reported to El Paso County at 719-444-5700.

40) Filing a complaint about a family child care home, including the name, address and telephone number of the Colorado Department of Human Services, Division of Child Care, where a complain may be filed.

Complaints about a family child care home can be made to The Division of Child Care at 303-866-3755 or 1-800-799-5876. 1575 Sherman St. Denver Colorado 80203.

41) Where a parent may obtain the official Rules Regulation Family Child Care Home, including the Secretary of State's website.

The official Rules Regulating Family Child Care Homes can be obtained at the Division of Child Care 1575 Sherman St. Denver Colorado 80203, or at www.cdhs.state.so.us/childcare or <http://www.sos.state.co.us/CCR>

42) Regularly identifying on a routine basis recalled toys, equipment and furnishings and developing a plan to remove the recalled items from the home.

I regularly receive emails updating me on current recalls. I regularly check my equipment for safety and value any input and knowledge you may have. I check www.childcareconnections.net and www.safetoys.org.

43) Safe Sleep

Infants up to twelve months of age sleep according to their own schedules and are laid down on their backs with no soft bedding or anything other than a light weight blanket and pacifier. Each infant will be provided with a crib or approved by CPSC standards. A pacifier will be offered to each infant when being put down to sleep, unless the parents directs, in writing, otherwise. The temperature in the room be monitored the infants are comfortable.

After lunch all children participate in quiet time/rest time. Children are not required to sleep and may be given quiet activities.

44) Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of the life upon it.

3.1b 45) Quality Improvement Goals

I will strive to provide a high-quality Family Child Care Home. To do it will be an ongoing process. Through this commitment we will be updating our plans, goals, and program as often as necessary. To insure openly sharing our quality commitment plan with you and your family, these updates and improvements will be shared through our policy handbook, newsletters, and/or handouts as they arise.

3.2 46) Code of Ethics

I follow the NAEYC code of conduct/Ethics,

www.NAEYC.org

Parent Signature

Date



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