

# GREENE'S FAMILY DAYCARE Handbook 2025-2026





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# *Greene's Family*



*Policies*



*Procedures*



# GREENE'S FAMILY DAYCARE POLICY HANDBOOK

Welcome to our daycare. Since this will be your child's home away from home, we strive to provide your child with a safe, caring, home-like atmosphere while providing for their physical, intellectual, emotional, and social development. Caring for children is complicated and vital work. It is not easy because many parts are involved in establishing relationships with children and their families. Here, we promote the emotional well-being of the children in our care, helping them succeed in school, make friends, and work well with others. Please read the policies of our home daycare. To provide child care, we have met all the requirements set forth by the State of Oklahoma's rules.

## **MISSION:**

At *Greene's Family Daycare*, our mission is to provide a loving, in-home childcare environment that cares for a small number of children. Lower numbers ensure a home-like and nurturing environment where young children can thrive and succeed.

## **ABOUT US:**

*Greene's Family Daycare* is a 5-STAR nationally accredited family Childcare home located in a beautiful neighborhood in South Tulsa, Oklahoma, in the Union School District Area.

## **GOALS:**

*Greene's Family Daycare's* goals are to provide a loving and nurturing environment where children become confident, creative, responsible, well-rounded, and independent learners who will develop a strong sense of self-worth that will enable them to make positive life choices as adults. We desire excellence in meeting the needs of children and their families for nurturing, growth, and development, relationships, and understanding.

## **PHILOSOPHY:**

We believe in the value of human diversity and the fair treatment of all people. Our values and beliefs about children are deeply rooted in the history of Early Childhood Education.

We believe that all children have the right to feel good about themselves, and it is the responsibility of all teachers to nurture their self-esteem.

We believe the home is the most essential factor in a child's development. We will always strive to support and complement the family to promote the healthy development of children and parents.

We believe loving, trusting, and respecting each child enables that child to love, trust, and respect others. Each child and family are due the respect for personal privacy demanded by professional ethics.

We believe it is crucial to meet each child's physical, social, emotional, and intellectual growth needs by providing diverse experiences in a supportive environment.

We believe each person is unique and has his or her own needs. Each person has a right to meet this need in their way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.

We believe children deserve to have capable and caring teachers whose values enable them to be excellent role models. Our educational and guidance decisions will be based on our knowledge of child development.

### **NONDISCRIMINATION:**

We will not discriminate in relation to admissions of any child based on race, creed, color, national origin, religion, sex, or disability.

### **HOUSE RULES:**

Enter and exit the daycare through the side garage door. Use of front door only when required. It is imperative that you do not wear shoes beyond the foyer or laundry room, including both children and parents.

The children will be taught by example here to respect themselves and each other. They will also be taught to respect my home, property, and possessions. Each child will have a cubby for their bags and a place to hang their jackets.

Any negative behavior will not be allowed, including but not limited to hitting, punching, kicking, biting, standing, or jumping on furniture, throwing objects in the house, using bad language, etc.

### **OPEN DOOR POLICY:**

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that doing so can prove disruptive to your child and the other children in our care. During times like these, the other children have a hard time listening and following our schedule as they are trying to watch what you are doing. 😊

### **LEARNING AND FUN:**

Your child will enjoy activities ranging from art and craft projects to games, songs, fingerplays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by “doing.”

Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. We also work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing, and talking; whichever developmental stage your child happens to be in at the time.

Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly,

our goal is to make learning enjoyable and non-intimidating for all ages. We hope that both you and your child will share our enthusiasm for our program.

## **ACTIVITIES:**

We know that children also learn through play; therefore, we do not underestimate its importance for a growing child's mind, body, and spirit. Hence, the children in our care receive a mix of both free play and structured play throughout each day. During structured play, we typically have only one group of toys or activity out at a time, allowing the children to concentrate fully on each thing they do. Age-appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each child and their various ages. Activities that we and the children participate in include, but are not limited to, the following. **Indoor activities include:** books and story-time, Legos, circle-time, tumbling exercises, music and dancing and singing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, various games, bean bag toss, blocks, large beads and string, song games, coloring, sing along story books, painting, science, puppets. **Outdoor activities include:** climbing, sliding, jumping, running, balls, racing, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will occasionally get bumps and bruises. We strive to minimize the frequency of this occurrence through constant supervision and vigilant oversight. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July, and August), we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

## **NAP TIME**

Nap times are typically around 9:00 a.m. and 12:30 p.m. Younger infants can be given a third nap in the late afternoon if needed, and older infants who no longer require two naps a day will take a single nap at 12:30 p.m. **The State requires that all children under the age of five have at least a two-hour rest period every day. No child will ever be forced to sleep; however, good, regular sleep schedules are encouraged.**

## **DAILY SCHEDULE**

This schedule is designed to provide you with an overview of your child's daily activities. Actual times and activities may vary depending on the time of the year, weather, age, and temperament of the children. Age-appropriate activities are scheduled with the flexibility allowed to respond to the needs of each child and their various ages. Throughout each day, we practice reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing, and talking; whichever developmental stage your child happens to be in at the time.

- **7:30 am - 5:30 pm** cuddles, love, and affection
- **7:30 - 8:30** drop-offs, welcome children, free play and/or structured-play, story-time, toys, etc.
- **8:30 - 9:00** breakfast, clean-up/wash-up, change diapers, feed bottles

- **9:00 - 10:00** naptime (depending on age), flash cards, arts and crafts, story-time, centers, learning time
- **10:00 - 10:30** AM snack
- **10:30 - 11:30** outside playtime
- **11:30 - 12:00** change diapers, clean-up/wash-up, free-play and/or structured-play, music, dance
- **12:00 - 12:30** lunch time, clean-up/wash-up, feed bottles, nestle into cribs
- **12:30 - 2:30** naptime and/or quiet time
- **2:30 - 3:00** change diapers, free-play and/or structured-play, books, flash cards, learning toys, etc.
- **3:00 - 3:30** afternoon snack, clean-up/wash-up
- **4:00 - 5:30** pickups, outside play (depending on season), puzzles, musical instruments, story-time, free play

## **BRIGHT WHEEL**

We utilize an extremely informative mobile app called **Bright Wheel** to keep parents up to date with their child's day. As soon as an event is saved, it is immediately synchronized on each parent's account. Everyone has access to real-time information, such as when your child was given a bottle (if applicable), what they ate and drank (for children under one year old), when diapers were changed, what type of diaper was used, their nap schedule, and any other pertinent details.

## **GUIDELINES - What Is Asked of Children:**

1. All food and drinks must be kept in the kitchen area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name-calling, foul language, or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair.
6. No pulling or picking of plants, grass, trees, or flowers.
7. No picking up, pulling, poking, or squeezing of younger infants.
8. All kitchen and bathroom cupboards are off limits to daycare children.
9. Take turns and share.
10. Help clean up.
11. Good manners, politeness, and kindness (through daily encouragement and teaching).
12. Laugh, smile, play, and be happy.

## **COMMUNICATION:**

To provide the best possible care, please do not hesitate to communicate any needs, wants, or concerns you may have regarding your child. **It is only through effective interaction between parents and providers that high-quality, nurturing care can be achieved.**

## **BEHAVIOR MANAGEMENT AND GUIDANCE:**

We believe that guiding a child is achieved through patience, consistency, and positive reinforcement. We also strive to teach the children in our care manners, kindness, and respect for others. One of the ways we do this is by setting the example as providers. We understand that our actions and reactions speak much louder than our words. The children are frequently explained and shown the rules of the daycare, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (such as hitting, aggression), hurting others, or damaging property, the following developmentally appropriate guidance techniques will be used.

These techniques are as follows: (In the event of negative behavior, we will address it in one of the following ways.)

1. **Positive Reinforcement:** The child will be encouraged when they demonstrate acceptable behavior.
2. **Redirection:** The child is redirected to another activity and allowed to try again at a later time.
3. **Talking:** Once a child reaches age two, they can be talked to about their behavior, positive or negative. They will be told in understandable terms why their behavior should not continue. Typically, this is highly effective.
4. **Take A Break:** When a child is old enough to understand the concept of take a break (TAB) (usually around 18 months), the child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used as a last resort when a child repeatedly refuses to follow our directions or listen to our words, exhibits temper tantrum-type behavior, or hurts themselves, others, or property. When the child shows that they are ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group after reviewing what unacceptable behavior was that led to them taking a TAB.
5. **Last Resort:** When a child's behavior is consistently upsetting or poses a danger to others, a video call may be arranged for the child to speak with their parent. A workable solution can almost always be found; this may also include a suspension from daycare (non-refundable/ care is paid for by space, not by time).
6. Extreme behavior issues will result in a conference being called with the parents to develop a home and school behavior support plan, if the problems cannot be resolved within the specified timeframe of the plan. Care will be terminated with or without notice. \*Behavior plans are not required in extreme behavior cases. Care can be terminated IMMEDIATELY.

**Note:** Sometimes, if both a parent and a provider are in the same area (examples would be during drop-off and pick-up times), a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

### **GROSS MISCONDUCT & TERMINATION:**

We will communicate with you immediately if your child is frequently and deliberately causing harm to himself or others, and/or is frequently and intentionally destructive, or engaging in any behaviors/actions that are unsafe for care to continue. This behavior will not be allowed – immediate termination will ensue if the behavior persists after parents have been informed of the first unsafe concern.

Threatening behavior, profanity, or other inappropriate actions from a parent, guardian, or pick-up person are grounds for immediate termination. All initial payments made will NOT

be refunded. **Greene's Family Daycare** can terminate care at any time with or without notice and with or without cause.

## **EXCESSIVE CRYING, SCREAMING & NAP DISRUPTION**

Excessive crying from a child or infant after 30 days or less (days may vary by age and situation) of attending daycare is grounds for termination. Excessive screaming from a 2-3-year-old after two weeks is grounds for termination (mainly if it is occurring during nap time). We will try changing the child's nap area to address any nap disruptions (such as constant crying, screaming, frequently getting out of the cot or pack-n-play, or jumping on the cot). After the third nap area is unsuccessful, we may have to terminate care if the behavior hasn't improved and continues to interfere with nap time. The child may require a smaller setting or one-on-one care.

## **TWO-WEEK NOTICE:**

In the event a parent decides to terminate care, a two-week notice is required. **During the two-week notice time frame, you will be expected to pay each week in full, regardless of whether your child attends daycare or not.**

There is a two-week trial period, during which either party may terminate this agreement at any time (including if a child is not adjusting well). At the end of the two-week trial period, the contract will be in full effect, and the terms of the handbook will also be in effect.

If an infant is unable to sleep safely in a pack-in-play or crib, safe on their back, within three weeks of care, daycare will be terminated.

If, at any time, we become incompatible due to non-compliance with our rules (including respecting our home) or a lack of trust or confidence, care will be terminated **immediately**.

It is the parents' responsibility to stay up-to-date with the handbook, as policies are regularly updated and added throughout the year. The handbook can always be viewed online; note the revision dates for changes. If, at any time, a parent disagrees with a handbook update policy, they may provide a two-week notice to terminate their contract.

## **COURT FEES & REQUESTED DOCUMENTS:**

If **Greene's Family Daycare** must go to court with a parent, a \$150 per day fee must be paid 24 hours in advance to close the daycare or hire help to attend court. A balance may also be collected to cover court fees and loss of wages fees (closing childcare to attend court) that the daycare may incur while attending court or taking a parent to court.

If documents are requested, a fee applies to all printed or PDF copies requested. The cost is per the requested document: \$10 per PDF document and \$20 per printed document. The fees cover our time, paper, and ink costs.

## **PHOTO RELEASE:**

Parents/Guardians and siblings, by being present on our property during daycare events or field trips, you grant us permission to photograph you during these events and post the pictures on our Facebook page or website.

## **VACATIONS/HOLIDAYS:**

We are closed on the following holidays, and you are required to pay for the days off. The following are considered days off and paid holidays for the providers:

- **New Year's Eve, New Year's Day** (if it falls on a Sunday, Monday will be the observed holiday),
- **Martin Luther King Day**
- **Presidents Day**
- **Spring Break** (CLOSED 3 days)
- **Good Friday**
- **Memorial Day**
- **Juneteenth** (if the federal holiday falls on a Saturday, the Friday before will be observed; if it falls on a Sunday, the following Monday will be observed)
- **July 4** (if the holiday falls on the weekend, the Friday before or Monday after will be observed as the holiday) (GFD can close for 2 days depending on the day the holiday falls. Especially, if it falls on a Thursday!)
- Two days will be taken for the provider's birthday if chosen
- **Labor Day**
- **Fall Break** (CLOSED 3 days)
- **Thanksgiving Break** (includes the day before, the day of & the day after Thanksgiving)
- **Christmas Eve** (if it falls on a Saturday or Sunday, the Friday before will be observed)
- **Christmas Day** (if it falls on a Saturday or Sunday, Monday will be the observed holiday) A 4 to 5-day break in addition to the Christmas & New Year holidays off will be observed to allow the daycare staff to spend time with their kids and family during Christmas break.

## **All closings will be posted ASAP.**

We take two weeks of vacation every year. These weeks can be taken together or broken up into parts. You will be given at least a two-week notice. All weekly fees still apply to reserve daycare spots. Should your family go on vacation, we expect your regular full payment on its due date (Friday before care starts by 6:30 pm). Payments can also be made in advance to avoid late fees.

## **BIRTHDAY/HOLIDAY PARTIES:**

You may bring, if you wish, mini cupcakes or a small, healthy snack to share for your child's birthday, but it is not mandatory. We do celebrate a few holidays with a small party; at times, we may provide a sign-up sheet on the parent board for you to sign up to bring items.

For Christmas, I ask that instead of buying gifts for other children in care, each parent purchase a gift for the daycare that the children may open and share here, but this is not mandatory. You can spend as little or as much as you would like. I will give out and post an "Amazon wish list" after Thanksgiving. The wish list is to offer suggestions of the children's wants and interests. Some of the items the list might include are: a replacement for a broken toy, an educational video or CD, books, games, art supplies, and toys. I prefer that your child not know what you are buying, making it more special. Gifts are to be wrapped and labeled "Greene's Family Daycare".

## **DROP-OFF/PICK-UP CHILDREN:**

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food, such as half-eaten breakfasts, breakfast bars, candy, donuts, or gum, with the children.

Please make your goodbye brief (no more than a couple of minutes): the longer you prolong departure, the harder it gets for both parents, and especially for your child. Never leave without saying goodbye to your child. **Please ensure you are in control of your child during drop-off and pick-up times.**

No one other than the parent or person designated by you will be allowed to pick up your child without **advanced written permission indicating the person's name and relationship to your child**. If there is a court order preventing one parent from having contact with the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

The door will open at 7:30 am and no earlier; all children must be picked up by 5:30 pm. Pick-up is always 5:30 pm **SHARP**. Please arrive on time. If you are late for drop-off or pick-up, please let me know as soon as possible so we can adjust our schedule if necessary. At 5:31 pm, you are considered LATE.

Children must be picked up by their contracted pick-up time if it differs from the regular daycare times. Late pick-up after your contracted time will result in late fees.

## **NO LATE DROP-OFFS AFTER 10 AM.**

Please ensure your child has had a good breakfast at home if they arrive after 8:30 a.m.

All children over 12 months are expected to arrive fully dressed (shoes included) and ready for the day. Please do not bring your child in pajamas and their clothes in a bag. They will remain in their pajamas the entire day. Please bring them prepared for the day.

At drop-off time, make sure that you say goodbye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured that the tears will stop once you are out of the driveway. This also helps to make the child feel secure, knowing that you are consistently coming back after leaving them.

When you walk in to pick up, you are in charge/responsible for your child(ren). Sometimes children will "test" to see who is really in charge. A child who has been well-behaved all day will suddenly bounce all over the house when a parent arrives. The respect you show us, our home, and our possessions will speak volumes to your child.

When you drop off or pick up, do not linger. Five minutes is typically more than sufficient. During daycare hours, we have a job to do. If you need to speak with me, please send a text, or we can schedule a call at a quieter time during our work hours.

If a pickup person is sent, please ensure they can properly install a car seat. **GFD CAN NOT** help or assist in installing the car seat or lend out any of our car seats due to liability

reasons. If **GFD** is aware that the pick-up person does not have a car seat or the incorrect type of car seat, we cannot allow the child to leave, in accordance with **DHS** policy. If applicable, the parent will incur the regular late pick-up fees (after 5:30 pm) until the pick-up person installs the correct seat or the parent retrieves the child's car seat.

## **FEES:**

Tuition is based on the contracted price and not attendance. Rates are subject to change within the year, and a 30-day notice will be given. Tuition will be required weekly regardless of the daycare closing due to the following reasons. In addition, no refund or credit will be given due to: state and/or federal emergencies/disasters that result in school closing, weather emergencies of any nature that result in school closing, aka acts of God, snow days, teacher walkouts, illnesses, vacations, any, and all emergencies that close the daycare that is of no fault to the provider and any days missed due to illness or the child being suspended from the program due to behavior. If you choose to withdraw your child due to the closing for any of the reasons stated above, you will be required to pay the full 15 days of tuition, regardless of whether the child can attend during those **15 days**. Terminating or extending pass graduation but leaving care right before a daycare vacation (we take two weeks of vacation separately each year) will **STILL** require payment for the daycare vacation week, unless the child leaves a month before our vacation weeks to give us enough time to enroll a new child.

Parents or guardians pay daycare fees every week, which include all Brightwheel ACH or credit card fees. Childcare hours will be contracted per child but may not exceed 10 hours a day. Fees are expected in advance and must be paid by 6:30 pm on the Friday of the week before care starts. If you select a two-week or monthly pay period, you can pay in advance on Bright Wheel, and it will display a credit balance. The system will then deduct weekly payments from your balance as they are posted weekly. Payments not made within three days of the due date will result in an automatic termination.

All weekly payments are due by the end of the day on Friday (5:30 p.m.) unless otherwise contracted. If you use Brightwheel for payment, it will bill on Friday mornings. Late payment fees are \$20 per day. All co-payments are due on the first of the month by the end of the day (5:30 pm).

Brightwheel does not notify us of a failed payment until 2-3 days after your bank contacts them. This can result in 2-3 days of late payment fees and any bank fees incurred for refunding money back to Brightwheel due to your failed payment. Please ensure the correct amount of money is in your account on Thursday nights to cover tuition.

**Greene's Family Daycare** hours are (7:30 am-5:30 pm). Please notify us as soon as possible if you will be arriving late for pickup. We may not always be available after hours. Please remember that we work a 12-hour day and may have other plans after hours. Communication is important. We want to be here to assist you as much as possible. After three un-notified late pick-ups, care **may be** terminated without notice.

A late pickup fee of \$10.00 for every 15 minutes late will be applied to childcare fees (if you are running late for pick-up, Ex, stuck in traffic, stayed late at work, stopped for gas, etc.). These fees are expected to be paid immediately at pick-up. Payment can also be made via your auto-pay account if it is set up for automatic payments. **I do accept checks**. Care will not resume until payment is made.

Recurring late pick-ups will incur an additional \$5 for every 15 minutes a child is picked up late per day. The late fee will NOT be reset until the client has been on time for two consecutive weeks. (Ex: Day 1 late 30mins = \$20, Day 2 late 30mins = \$30, Day 3 late 30mins = \$40 etc....) Recurring late pick-ups are also grounds for termination.

Late fees will start to apply at 5:31 pm. **WE CLOSE AT 5:30 pm.**

\*Callings saying you are running late WILL NOT stop the late fee charges. Please keep us informed if you will be late, and please be prepared to pay your late pick-up fees **AS SOON AS YOU PICK-UP.** Please try to pick your child/children up on time. We understand that things happen that are out of your control. Our time still needs to be covered in these situations as well.

Children must be picked up by their contracted pick-up time, which may differ from the regular daycare hours. Late pick-up after your contracted time will result in late fees.

Swipe cards or phone apps **must** be brought in daily to check kids in and out, as you sign in or out in the garage. After two days of no swiping, care will cease until the account is brought up to date.

Should we receive an **NSF returned** to us, you will be charged a fee of \$25.00, plus any costs our bank imposes upon us. A **second NSF** will result in all payments being made **in cash** and with any associated fees that may be applicable.

Fees are expected to be paid regardless of whether your child attends daycare. **You are paying for your space, not attendance.**

If an excessive number of days (5) are missed without payment, your care will be dropped on the 6<sup>th</sup> day, which applies to all clients.

If you need an alternative form of payment set up because you cannot connect your bank account via Bright Wheel (or the current payment system we are using) or pay in cash, a \$20 fee will be charged to set up payment through an additional system to process your payment. Additionally, any fees the other system charges will be billed to you on a weekly basis.

We require a two-week written notice if you wish to terminate your childcare services. If none is given, a two-week additional payment must be made, regardless of whether your child is present. If we can no longer provide care for your child, we will give you at least a two-week notice, provided that care can continue safely for the remaining two weeks for all parties.

Daycare prices may increase yearly based on the current rates in the area for childcare. The weekly price increase for care will not exceed \$50, if there is a weekly price increase. A one-month notice will be given if there is a rate change within the contract year.

Upon enrollment, parents must pay a registration and supply fee, in addition to the fee for the last week of care. Registration and enrollment fees are non-refundable. Car seat usage fees are \$40 per child and are included in the enrollment fee (non-refundable). The car seat fee is a one-time fee. All contracts renew in July (no matter the enrollment date).

We do not hold spots without the whole week's payment until the child is ready to attend. (Ex. Baby will not attend daycare until four weeks from now. If you want a full-time spot, the parent must sign the contract. Each week, full payment is due to hold the place for your child.) And the last week of care must also be paid, including enrollment fees. These payments are non-refundable. They are for securing your spot so no one else gets it. Parents may also change their start date and start coming sooner.

We also attend field trips or may have in-home field trips. Extra fees may apply for field trips throughout the year. Parents will be given a one or two-week notice to pay for the field trip.

### **DHS- SUBSIDY CLIENTS:**

**Two days of no-call and no-show releases your child's spot, and we will start looking for someone else to fill it. Four late pick-ups after we have closed at 5:30 p.m. (private pay parents are charged a late pick-up fee that cannot be applied to subsidy clients) within a school calendar year will result in termination of care.**

At any point, if DHS drops your subsidy payments for any reason, you will become responsible for regular payments at the current private pay rate, which will be due before care continues, just as private payments are required. Plus, a deposit of last week's care payment will be due ASAP. If your DHS account is reactivated and we can enter previous swipes, your payments will be refunded after DHS has approved your swipes.

If there is a subsidy audit and the provider is **REQUIRED** to pay back monies for times the parent/guardian **misused their daycare services** and the parent is found at fault, the provider reserves the right to sue the parents for all monies paid back to DHS subsidy including fines, loss of potential income, closing daycare fees at \$150 per day, court fees, and any other financial losses that occur due to dishonesty and not following the rules of the subsidy program.

### **SAFE SLEEP:**

The Safe Sleep Policy aims to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUID) in children under one year of age. SIDS can also occur in children up to age five; the risk decreases after six months. Pamphlets on safe sleep are located by the sign-in book.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

### **SLEEPING:**

Each child will be provided with a safe and comfortable sleeping space, complete with separate bedding. Infants will sleep in portable cribs with waterproof mattresses or pads. All infants will sleep on their backs according to the American Academy of Pediatrics guidelines.

## **SAFE SLEEP PRACTICES:**

1. Infants under one (1) year of age will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have a doctor's note on file at the facility with clearly written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions, why the child cannot sleep on his back and details of the specific sleeping position the child must sleep in. All notes will be submitted to DHS for approval. Caregivers will put the infant to sleep as specified in the written instructions.
2. Sleep sacks require a written permission slip and will only be used until 3-4 months old.
3. When infants can easily turn from their stomachs to their backs and backs to their stomachs, they shall be initially placed on their backs but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their backs to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.
4. Infants who are unable to sleep in a pack & play on their backs with no blankets will be terminated from care for safety reasons within the first three weeks of care. We will work with you on training your baby to sleep safely. Practicing must continue at home daily. If your baby is unable to sleep by the end of the three weeks, care may be terminated then or sooner if it is just too much of a disruption during nap time for the other children.
5. Before attending daycare, infants/toddlers must be able to sleep in their bed ON THEIR OWN. For excessive crying (lasting 30 days or more), please refer to the excessive crying termination policy outlined in this handbook.

## **DROP-IN CARE:**

**Greene's Family Daycare** books open spots as needed, and these spots are held until parents call or text to request care. If you decide not to come, we cannot always re-book those spots once we have turned others down or booked extra help. Please be considerate of our time and business when booking care days for drop-ins. We are here to help from 7:30 am to 5:30 pm if you need us. **\*Non-payment** will lead to loss of future care. Kids dropping in for care will not be accepted on field trip days if they are not regular drop-in children. **Ex.** Just dropping in to be able to go on the field trip. Children who attend field trips must attend two days a week, or a sibling we have cared for in the past throughout the year, on school breaks. During field trips, drop-ins must pay \$5 per field trip for car seat usage, in addition to any applicable entrance fees.

## **MEALS:**

Each day, we provide four nutritious and well-balanced meals/snacks. We provide morning breakfast at 8:00 a.m., a snack at 10:00 a.m., lunch at 12:00 p.m., and an afternoon snack at 3:00 p.m. Milk is served with all meals and snacks, and 100% juice is occasionally available. Water is offered throughout the day. We provide a wide variety of baby food for younger infants. The meals

and snacks for each week vary constantly to ensure the children receive a well-balanced diet. You can see samples of our meals on our Facebook page.

## **SPECIAL DIETS:**

If your child has any specific dietary needs due to being a vegetarian, having allergies, or following a particular religious or non-religious belief, please let us know. If the meals we serve do not meet your criteria for whatever reason, that is perfectly fine; however, in this case, all the child's meals and snacks will have to be provided by the parent.

## **INFANTS:**

Infants must have (4) bottles here with a whole can of formula or bring breastmilk daily. (Bottles will be labeled with the child's name once here, if not already labeled, if there are bottles similar to your child's, but you are welcome to use your stickers and other labeling items if you want to.) All babies under age 1 **MUST** have formula or breastmilk and will be fed at least every 3 hours. Plan on 1 - 1.5oz for every hour here. **ALL INFANTS MUST BE BOTTLE TRAINED BEFORE STARTING CARE.**

## **BREASTMILK:**

Please ensure breastmilk is in a dated bag/bottle with the baby's name or a carrying case. An extra bag of frozen breastmilk for "just in case" is allowed to be stored in the freezer.

## **FORMULA:**

Please keep a can of formula here. Please provide one clean bottle and a clean nipple for every feeding expected. Please provide nursery water if you prefer not to use filtered water from the fridge. Bottles will stay here unless you ask to wash them yourself. We will sterilize them nightly by running them through the hot cycle in the dishwasher.

We start Baby Lead Weaning at 6 months old. Information on Baby-Led Weaning can be found online by searching for the title. Enrolling in our programs means you understand the benefits and risks of Baby Lead Weaning and agree to them. You also agree not to hold GFD harmless in the event of any tragic outcome.

Babies on solid foods will have that provided for them. Babies around 9-10 months old should be able to feed themselves small pieces of solid foods. Solid foods will not replace formula or breast milk before age one at daycare. All bottles will be discontinued around 11 months and switched to sippy cups. Regular milk will also be introduced around 11 months, unless you provide a doctor's note and specify an alternative milk you would like your child to drink. We will **NOT** serve RAW UNPASTEURIZED GOAT milk. A doctor's note must accompany all other milk substitutions on our milk substitution form, and all milk must be provided in sealed, labeled containers.

## **ALLERGIES:**

If your child has food allergies, please let us know ASAP. We are well-versed here. We will need a list of safe and unsafe foods, and you will need to keep an EPI-Pen here. Outside food is not permitted. An allergy waiver will be required if we are not free of the allergen, and possible exposure may occur. Ex: we are not nut-free; there is a risk of exposure.

Any changes to the nutrition plan while in care must be documented by a doctor's note and submitted to the food program. Special dietary restrictions should be explicitly

detailed on a doctor's note (Medical Doctor). Please include what we are substituting for. If we do not have the substitute items in your daycare pantry, the parent or guardian will need to provide them on a weekly basis.

## **SAFETY:**

Your child's safety is paramount. ALL lower cabinets (kitchen and bathroom) have safety locks. Cabinets that could pose a problem (i.e., medicine cabinet) are also locked. All electrical outlets have childproof safety covers. We have smoke and carbon monoxide detectors, as well as a fire extinguisher, in the kitchen and playroom. Emergency numbers are posted next to the phone. We also have two first aid kits and several flashlights/lanterns. Tornado/storm and Fire drills are practiced monthly and logged. We have taken classes in Infant/Child CPR and First Aid.

Any lawsuits brought against the daycare, owners, or employees will **ONLY** pay out what the daycare insurance company pays out per claim. By signing the handbook, you agree and understand you CANNOT sue or attempt to file any claim for any of the owners' or employees' personal belongings (including, but not limited to, household items, house, savings, retirement, other monetary accounts, etc.).

## **CLOTHING:**

Do not send your child to daycare in "dress clothes". Play clothes only. Although we try our best to keep the children clean, accidents happen even in the best circumstances. We are here to have FUN and learn while playing.

Ensure your child has a complete change of clothing here, including **underwear** and **socks**. Please provide an alternative change of clothes, in case the one provided is used, or if the season changes, or your child outgrows it.

**NO** triangle hair clips or bobby pins will be allowed. Children tend to pull them out and end up with them in their mouths or on the floor, where someone else can pick them up and put them in their mouths. If it is a choking hazard, PLEASE keep it at home.

Provide a summer-type jacket to be left here if needed. Please refrain from purchasing a new coat for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally, during the warmer months, a child may come without a coat due to the warmer morning temperatures. Should the day turn chillier, he/she can still play outside in comfort.

Please refrain from bringing your child in thin, strappy sandals or flip-flops. Only shoes that cover the entire foot should be worn, or sandals with larger Velcro or buckle straps to keep the foot and shoe securely in place. This is to avoid a child's foot getting caught by a strap on a toy, etc., while playing, walking, or running. If your child is brought to daycare in shoes that do not protect their feet, as stated above, you will assume all risk if an injury occurs while they are in daycare **without proper footwear**.

During the summer months, we will occasionally use our water play toys or a sprinkler. You will be notified in advance. Please provide a swimsuit or swim diaper if you wish for your child to participate.

During the winter months, make sure your child has the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and a hat (a hoodie that ties is not a substitute for a hat). If your child does not have the appropriate clothing, he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, that is fine.

### **POTTY TRAINING & PULL-UPS:**

All children attending **Greene's Family Daycare** must be completely potty trained by age 3. Any child not trained by age three will require a doctor's note. Pull-ups will only be worn during naptime or transportation until the child is completely potty trained.

Pull-ups will be worn until the child demonstrates the ability to use the potty independently without prompting, thereby reducing the number of accidents on the carpet and rugs.

Fees will apply if a child is not potty trained by the age of three and still requires diaper changes. \$25 per month will be used for childcare fees until the child is completely potty-trained and accident-free for two consecutive weeks. Three accidents within a one-week period will result in a restart of the monthly fees. All fees are due on the first of each month, unless an alternative payment date is agreed upon within the month.

### **MANDATED REPORTING:**

As licensed childcare providers, we are mandated reporters. All providers must report suspected physical abuse, sexual abuse, sex trafficking behaviors, or neglect of a child to the agency or police as required by Oklahoma Statutes.

### **QUIET TIME:**

Every day between 12:15 pm and 3:30 pm, we have quiet time. All children will lie down to rest for a nap. We kindly request that you refrain from visiting and calling during this time, unless it is an emergency or you have a scheduled appointment in advance. The time before and after nap is a busy time as we prepare the kids for bed or get them up from a nap.

### **NO TOYS OR OUTSIDE ITEMS:**

Please do not allow your child to bring anything else into the daycare setting: no toys, candy or snacks, money, watches, etc. Checking the pockets of older children may be needed.

### **REMINDERS:**

All parents are required to read the information on **Brightwheel** and display it on **bulletin boards** by the cubbies or **main door** (when used) to stay up-to-date with current daycare information.

## **CLEANLINESS:**

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, to help minimize and/or prevent the spread of germs. Our house is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, bleach, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing table is cleaned and disinfected between each diaper change. Toys are cleaned and disinfected regularly, and water-play tables are thoroughly cleaned and disinfected before being filled with water and carefully supervised during use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands, before and/or after engaging in a thorough list of activities and meals.

## **ILLNESS:**

Should your child become ill at daycare, we will contact you to arrange for them to be picked up. You need to be here within 45 minutes of a phone call to receive them, or you will incur a sick child charge of \$2 per minute after the initial 45 minutes. Illness is defined as a fever over 100 degrees, two diarrheas or runny stools, any vomiting, rash (diaper rash exception), sore throat, swollen glands, eye discharge, red or pink eyes, mouth sores, coughing, stomach pain, green persistent runny nose, lethargy, persistent crying, or other unusual behavior, or signs that indicate an illness. GFD cannot be held responsible in ANY WAY if a parent, grandparent (or any pick-up person sent by the guardian), or child catches an illness while in daycare; This includes an illness from a national pandemic that can lead to death or life-long issues. Children and parents exhibiting any symptom of a national pandemic must show proof of a negative test result before returning to childcare.

If your child exhibits any of the symptoms above, please keep them home until cleared by a doctor as 100% non-contagious (documentation must be provided) or symptom-free for 24 hours by 7:00 am without the use of any medications. (No fever on Motrin does not equal "No fever") Please do not bring your child, hoping they will be fine if you know they have had diarrhea at home or a fever, etc. This is unfair to the healthy population of children and adults who do not want to catch whatever your child may have. If you cannot take time off work as needed or do not have sick days or backup care, I would suggest that a daycare may not be the best option for you. A nanny in your home may be a better solution.

If a cough is severe enough to interfere with sleep or daily activities, your child should stay home and rest or seek medical attention. Children with CROUP, RSV, or any other contagious infection must remain home for 3-5 days, depending on the illness, or until the cough has resolved. ALL siblings must stay home to reduce the spread of ANY contagious infection.

Fifth Disease and Hand, Foot, and Mouth (HFM) are HIGHLY CONTAGIOUS. Prepare to keep your child home for 10-14 days until the rash from the 5th is gone, and ALL of the sores from HFM have scabbed over and healed. Children with sores **WILL NOT** be permitted in daycare. Even with a doctor's note saying they can return. ALL siblings must stay home as well. HFM remains active in a child's poop for 30 days. Handle diapers

carefully and use toilet cleaning products with sanitizers to reduce the risk of spreading it to your other children or yourself, and increase the time spent out of daycare.

Children must also be lice and nits-**FREE** to return to daycare. We will conduct lice checks three times a year. Lice shampoo sold at Ultra Beauty, called Fairytale, can help eliminate lice and nits. Children will not be allowed to enter the daycare if lice or nits are still present. A note from the health department may be required, confirming that the child is lice- and nit-free before returning to daycare. Reoccurrences of lice will require the parents to pay for cleaning fees and sprays needed to sanitize the daycare on the 2<sup>nd</sup> occurrence and thereafter. <https://www.ulta.com/rosemary-repel-shampoo?productId=xlsImpprod2470041>

Constipation is also an illness that can interfere with care and make it hard for your child to remain in care for the day. Please **DO NOT** give your child **ANY** poop aid before coming to daycare, leaving us with a **MASSIVE** load to clean up and a child to wash. If your child is having a tough time pooping and is uncomfortable (constant crying, clinging, etc., are signs), please **STAY HOME** with your child until he can poop regularly. Please keep in mind that we have several children to care for, and having to care for a sick child who was dropped off sick is grounds for termination of care.

If **OUR** children become sick, we will separate them from the group and let you know our child is ill. Depending on how sick they are, you can decide to find alternative care for your child or let them finish out the day if we can manage it. If it's something that will require me to take my child(ren) to the doctor, you will need to get your child(ren). We will reserve ten paid sick, emergency, or personal days per school calendar year for our staff. (So, the first ten days our staff or our kiddos are ill or if there is an emergency that would require us to close daycare, you are still paying for care those days even though we are closed; on occurrence number 11, any other sick/emergency/ or personal days become free to you.)

### **BEREAVEMENT TIME:**

A maximum of five (5) days off with pay is permitted upon the death of a regular staff member: spouse, child, brother or sister, parent or guardian, son-in-law or daughter-in-law, mother-in-law or father-in-law, brother-in-law, or sister-in-law. Direct step relations are included in this category. A maximum of three (3) days off with pay is permitted upon the death of a regular staff member, or a direct relative: grandparent, grandchild, nephew, niece, aunt, or uncle. Two (2) days off with pay are permitted upon the death of a regular staff member, directly related: first cousin. The allotted days off with pay do not have to be consecutive. However, the allotted time off should be used within a year of the family member's death.

### **ADDITIONAL TIME OFF:**

We hope you understand the profound impact that death can have on an individual or their family. Therefore, additional unpaid time off may be granted after all sick, emergency, and personal days have been exhausted. Additional unpaid time off may be necessary, depending on circumstances such as distance, responsibility for funeral arrangements, and care of the deceased's estate or minor children. We hope we can count on your support during these times of grief and bereavement if this time is ever needed.

## **PACIFIERS:**

Pacifiers are wonderful for small infants who need to suckle and don't have a mother or bottle available 24/7 to fulfill that need. We are huge fans of pacifiers for small ones! However, there comes a time when they are no longer suitable to use all day. For daycare, the recommended age is 1. Around 13-15 months of age, we will begin to put the "binky" away all morning and only allow it at naptime. We will wave goodbye to the binky and let it "sleep" while we play after a nap. If the child becomes fussy in the evenings, it may recur, but the goal is to completely wean the child to naps only by 18 months of age and then completely wean them off naps by age 2. Pacifiers must be replaced with new ones every 2-3 months for safety reasons.

## **JEWELRY/TEETHING NECKLACES:**

Jewelry of any type, including teething necklaces, is **not allowed** at daycare for safety reasons. There is no exception if they are knotted, break away, or are tight-fitting, etc. No jewelry (necklaces, bracelets, earrings, rings, pins, or charms on shirts, etc.) or teething necklaces are allowed.

## **SUPPLIES:**

Parents are responsible for supplying the following items: formula, bottles, diapers, wipes, diaper creams, weather appropriate clothes and multiple change of clothes, jacket, Velcro shoes and/or slip on gym shoes that stay on feet (no flip-flops please, toes must be covered here), pacifiers (if needed for age one and under), a swimsuit and water play shoes (for water play June-August).

There is a possibility that your child will get dirty throughout the day due to food, paint, markers, dirt, bubbles, and other substances. So, please dress your child accordingly for play. Wet, dirty, and soiled clothes will be put in a plastic bag in your child's cubby to be taken home and cleaned. We are not responsible for replacing stained or soiled clothing. We are here to have a good time, and sometimes we'll get a little messy.

**Note:** Please periodically check your child's locker to ensure they still have all the necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do the required items for your child at daycare. **We greatly appreciate your adherence to this subject, as it helps make our day and the children's day run more smoothly when all their necessary belongings are with them at daycare. This way we can care for your child in the best possible way.**

## **DIAPERS AND WIPES:**

It is the parents' responsibility to provide diapers, pull-ups, wipes, and diaper cream for your child. **It is also the parents' responsibility to periodically check if their child needs more diapers, wipes, and cream (not the providers).** Each child has his or her own clearly labeled diaper bin. Diapers are checked frequently and changed every two to three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing table is cleaned and disinfected between each diaper change, and the childcare provider performs hand washing after each diaper change.

Cloth Diapers: Bring enough inner inserts and covers/shells to change the entire diaper at each change. I am not allowed to reuse covers or shells. You need a zipping wet bag that is big enough to hold all your soiled diapers. **According to DHS requirements**, soiled diapers are not allowed to be rinsed; therefore, you will need to do so at home. Expect babies to go through about six changes per day, and bring a few extras. Ensure the inserts you provide last at least 2 hours without leaking or through a long nap. If you choose to use cloth wipes, please do not bring them soaked in any solution; dry is fine, and we will wet them before use.

Spare diapers or pull-ups provided by the daycare when a child is out will incur a \$1 fee per diaper or pull-up. This fee will be added to your weekly tuition and billed on Brightwheel. You can also pay cash at pick-up. Please ensure your child's cubby is stocked with diapers, wipes, and spare clothes to avoid any additional fees.

### **INFANT SUPPLY LIST:**

- Diapers -1 entire large pack or box of the current size used
- Wipes –2 packages of non-scented wipes
- Pacifier, if used (bring 2 of these, in case they cannot sleep without it). We stop pacifiers at age 1.
- Extra clothing (multiple sets!) and a jacket
- Any medications or rash creams needed, and medication forms
- Filled out enrollment forms
- Breastmilk or formula for all babies under age 1.
- Four bottles with clean nipples and lids to cover the nipples. We will not wash or reuse bottles, nipples, or lids throughout the day.

### **ITEMS LEFT AFTER CARE ENDS:**

Items left at daycare more than 2 weeks after unenrollment will become the property of ***Greene's Family Daycare***, as they have been abandoned. Items remaining past two weeks will be given away, donated to charity, or remain the property of ***Greene's Family Daycare***.

***Greene's Family Daycare*** will not hunt you down to give you your child's belongings. If they are not picked up on the last day of the two weeks, the item(s) left behind will become the property of ***Greene's Family Daycare***. You are responsible for collecting or arranging to collect your belongings within the 2 weeks following unenrollment.

**Assume all these items will remain here. Please label everything with your child's name.**

**Please send your child to daycare with all the necessary supplies they will need. Failing to bring supplies regularly can result in the termination of care, which applies to children of all ages.**

### **CHILD CARE DAMAGE FEES:**

Although the materials, supplies, and equipment at the daycare were chosen with durability in mind, misuse or misbehavior may cause permanent damage. Parents are responsible for 100% of any damage above and beyond normal wear and tear caused by

a child. Parents are also 100% responsible for damage to the provider's home or a neighbor's home that may occur during care hours that a child has caused. Ex: Continuing to throw rocks after a warning and breaking a neighbor's window. The provider will provide the parent with a copy of the receipt, if available, or an estimate that shows the replacement or repair cost. That amount will be due the following Friday by 5 pm. The daycare provider can choose to terminate a parent's contract if the parent does not pay for the item, and the provider will proceed with the process to take the parent to court if needed for the loss/damage and include court fees, sub fees and loss of wages fees (closing childcare to attend court).

### **INCLEMENT WEATHER:**

**We close with Union Public Schools during inclement weather or for any public safety reasons. Please look out for text messages from us during school closings. Schools sometimes close for public safety reasons or based on weather reports, and then the weather switches, and the roads are passable. If we agree to close the school, we will also close the daycare. We understand some employers will still REQUIRE their employees to come to work if the weather improves. If we open or have a later start to allow the roads some time to warm up or clear, you will assume ALL risk and responsibility while you and your child(ren) are on the daycare property and hold Greene's Family Daycare and its owner and employees harmless. \*All inclement weather and public safety closings are still paid full days. Greene's Family Daycare & its employees won't be held liable for any injury or death that occurs while on the daycare property during inclement weather or acts of God. Parents have the choice to pick up their child early, remain home with them, or not attend daycare if they feel it is unsafe to travel, as emergency services may be slowed down due to weather or other emergencies.**

**If power or water is lost, we will be required to close the daycare per DHS regulations, and all children must be picked up immediately due to the loss of water or power. Safety closings are still paid in full on the designated days.**

**Any child left here overnight due to bad weather and the parent being unable to pick up will incur a \$50 overnight fee per night, in addition to their regular daily rate. These fees will also include weekends if they occur on the weekend.**

### **LIABILITY WAIVER:**

By signing the handbook agreement page (the last page of the handbook), I, the undersigned, hereby hold harmless, waive and release *Greene's Family Daycare*, their childcare workers, officers, representatives, agents, organizers, and successors from liability as a result of personal injury, death or personal property damage occurring while the above child/children and/or parents/guardians are on the daycare property during inclement weather or national, state and city emergencies.

## REPORTABLE DISEASES:

The Oklahoma Health Department requires that parents or guardians notify me within 24 hours of the diagnosis of any serious contagious illness or parasitic infestation listed below. Some diseases are immediately reportable to the Oklahoma Department of Health. The Oklahoma Public Health office can be reached at 405-271-5600 or 1-800-522-0203 (available 8 a.m. to 5 p.m. CST). We will notify you of any confirmed case the same day I am notified by a parent/guardian. Your child's name or any other child's name will not be disclosed. If you have any questions regarding the contagious period, symptoms, or policy of an illness, please ask.

Acquired Immunodeficiency Syndrome
Amebiasis
Anaplasmosis
Anaplasmosis
Anthrax
Arboviral Disease
Babesiosis
Blastomycosis
Botulism
Brucellosis
Campylobacteriosis
Cat Scratch disease
Chancroid
Chickenpox
Chlamydia trachomatis infection
Cholera
Coccidioidomycosis
Cryptosporidiosis
Cyclosporiasis
Dengue Virus Infection
Diphtheria
Diphyllobothrium latum infection
Eastern equine encephalitis
Ehrlichiosis symptoms
Encephalitis
Enteric Escherichia coli infection (E.coli)
Enterobacter Sakazakii
Giardiasis
Gonorrhea
Hemophilus influenza disease
Hantavirus infection
Hemolytic uremic syndrome
Hepatitis (A, B, C, D, and E)
Histoplasmosis
Human Immunodeficiency Virus (HIV)
Influenza (unusual case or lab confirmed)
Kawasaki disease
Lacrosse encephalitis
Legionellosis
Leprosy (Hansen's disease)
Leptospirosis
Listeriosis
Lyme Disease
Malaria
Measles

Meningitis
Meningococcal disease
Mumps
Orthodox Virus
Pertussis
Plague
Poliomyelitis
Psittacosis
Q Fever
Rabies
Retrovirus infections (other than HIV)
Reye Syndrome
Rheumatic Fever
Rubella and Congenital Rubella Syndrome
Rocky Mountain Spotted Fever
Salmonellosis
Severe Acute Respiratory Syndrome
Shigellosis
Shingles
Smallpox
St. Louis encephalitis
Staphylococcus aureus
Streptococcal Disease (group A, B and S)
Syphilis
Tetanus
Toxic Shock Syndrome
Toxoplasmosis
Transmissible spongiform encephalopathy
Trichinosis
Tuberculosis
Typhoid
Typhus
Tularemia
Typhus
Unexplained (deaths or critical illness)
Vancomycin
Varicella (Zoster disease)
West Nile Virus
Western equine encephalitis
Yellow Fever
Yersiniosis
Unusual case of any illness

## COMMON CONTAGIOUS DISEASE:

These are not reportable to the state, but I will need to be aware of any positive cases that arise. Once again, you will be notified the same day, and no child's name will be disclosed.

Bronchitis Acute (Chest Cold)/Bronchiolitis
Chicken pox
Conjunctivitis (Pink Eye) Viral Pink Eye – home 2-3 days
Croup
Cytomegalovirus (CMV) infection
Diarrhea (infectious).
Enterovirus (non-polio) infection
Fifth disease
Hand Foot and Mouth disease
Head Lice
Herpes (oral infection)
Wingworm
Methicillin-Resistant Staphylococcus aureus
Mollusca Contagious
Mononucleosis (infectious)
Pinworm infection
Pneumococcal Infection

Pneumonia
Respiratory Infection(viral)
Respiratory Syncytial Virus (RSV)
Ringworm
Roseola
Rotavirus infection
Scabies
Staph skin infection (excluding impetigo)
Streptococcal Infection (strep throat/scarlet fever/ perianalcellulites)
Vancomycin-Resistant Enterococcus (VRE) Colonization and Infection
Viral Gastroenteritis caused by Norovirus (Norovirus)
Yeast Infection
Warts

## MEDICATIONS:

Before administering prescription medication, I must have written permission and clear instructions for each medication. Medicine labeled with the child's name and current prescription information constitutes instructions.

Non-prescription medications will be administered with parental permission, according to the manufacturer's instructions, unless a licensed physician provides written instructions. Parents must sign a permission slip for each medication.

## VACCINATIONS:

After their 1st vaccinations, the child must stay home 24 hours before returning to daycare. This time allows the parent time to monitor the child for possible reactions. It's best to schedule these appointments on Fridays or 1<sup>st</sup> thing in the morning so your child is ready for daycare the next day.

## EMERGENCY BACK-UP:

If, for any reason, we need to leave for an emergency, we will have an adult available to come in for a short period until you arrive. If you are ill or on vacation and cannot provide care, you will need to have your own backup arrangements in place. We will notify you as soon as possible when we are unable to provide care for your child.

In the event of an emergency or natural disaster that displaces us and the children being cared for in the home, we will relocate to **9008 E 60th St. S., Tulsa, OK 74145**, until it is safe to return to the daycare location. Should your child require emergency medical attention, we will need written permission to take any necessary steps for their well-being. We will notify you as soon as possible. You will be responsible for all medical expenses incurred.

# BEHAVIOR CONTRACT

## AGGRESSIVE BEHAVIORS

Hitting, pushing, shoving, and other similar behaviors are all developmentally normal aspects of early childhood that we encounter regularly, and we follow the discipline policy outlined in this handbook. Children may go through stages where they become more aggressive. These aggressive stages can include biting, scratching, and hitting. We define aggressive behavior as acts that injure another child. While these stages are developmentally normal, they are not acceptable. We work very hard to extinguish these behaviors, but in a group care environment, the children's well-being is our priority. It must take precedence over our personal feelings for a child or family.

We will also consider the causes of aggression in certain situations. If another child is the constant cause of the aggression, that child may be terminated if you and I cannot get the behavior to stop that is causing the aggressive behavior from another child.

For acts of aggression, we will follow the following steps:

- **FIRST ACT:** We consider this an isolated incident. The child will be closely monitored for any repeated behavior.
- **SECOND ACT:** We consider the problem to have now become an ongoing issue. We will work with the parent to come up with a behavior and intervention plan we can both follow to remain consistent, avoiding circumstances that caused the aggression and limiting the child's access to others when needed. Eventually, the child will be slowly integrated back into the regular daycare schedule to see if the interventions will work.
- **THIRD ACT:** We consider the issue now habitual. A possible daycare suspension will be provided. The number of days will depend on the infraction and severity of injury to others or damage to daycare property. We will continue to follow the behavior plan.
- **FOURTH ACT:** Childcare will be terminated.

By signing below, I acknowledge that I understand and agree to abide by the behavior contract and the aggressive behavior contract, as long as my child is enrolled in Greene's Family Daycare.

Aggression toward others and "not listening" are two of the biggest challenges in childcare settings. Safety is of paramount importance in childcare. Intervention is needed when the safety of children and teachers is threatened because of children who hurt others or have trouble following rules.

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*Parent Signature*

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*Date*

**\*Please sign this page and promptly give it to your childcare provider.**

# FIELD TRIPS

## PARENT/GUARDIAN PERMISSION AND RELEASE OF LIABILITY FOR ALL GREENE'S FAMILY DAYCARE

I, \_\_\_\_\_, am the parent/guardian of \_\_\_\_\_

I hereby give my consent for my child to participate in all scheduled outings organized by Greene's Family Daycare (GFD). I understand that although the child will be supervised by GFD faculty and staff, I assume the risk of my child's participation in the event(s) at all field trips, and I have medical insurance for my child. I acknowledge that I will not seek to have the daycare held liable in the event that any accident, injury, loss of property, or any other circumstance or incident occurs during or as a result of my son's/daughter's participation in any field trip he/she participates in while at daycare. This release of liability includes accident, injury, loss, or damage to the child and other individuals or property that may result from the child's participation in the event. I understand that field trips begin when the child leaves the daycare home until they step back in. I hereby acknowledge and confirm that I hold Greene's Family Daycare, including its officials, agents, and employees, harmless from any claims arising from my child's participation in the field trip event(s). I have read, understand, and accept all of the statements recited above and accept full responsibility as described.

\_\_\_\_\_

**Parent's/Guardian's Signature**

\_\_\_\_\_

**Date**

Note: If you do NOT sign the field trip liability waiver, you agree to keep your child out of daycare on field trip days. \*All regular daycare fees will be due, and NO discounts will be provided.

**\*Please sign this page and promptly give it to your childcare provider.**

# SMOKE-AND VAPE-FREE AT-HOME CHILDCARE POLICY

The purpose of the ***Tobacco-, Smoke-, and Vape-Free*** section of this smoking and vaping policy is to create a tobacco-free environment, encourage smokers to quit, and ensure that all employees, parents, visitors, vendors, and contractors are protected from exposure to secondhand and thirdhand smoke.

## INTRODUCTION

Tobacco use is the number one cause of preventable death in the United States and kills more than 7,500 Oklahomans every year. In recognition of the fact that all forms of tobacco products are hazardous to human health and that there is no safe level of exposure to secondhand smoke, it shall be our *organizational* policy to prohibit all use of tobacco products.

## COMMENT ON TERMINOLOGY

Changes in state law in 2019 use the terminology “smoke-free” instead of “tobacco-free” to create “smoke-free” in order to create “smoke-free locations” in certain public areas where Oklahoma prohibits the use of tobacco, nicotine, marijuana, or other lawful products consumed in a smoked or vaporized manner. This Policy uses the term “tobacco-, smoke-, and vape-free” in order to include all lighted and vaped products, as well as other forms of tobacco use that might be inadvertently left out of the new “smoke-free” language. While the focus of this policy is to address the hazards of tobacco products, this terminology is being used to best align with state law. (63 Okl. St. Ann. §1-1523 (2019))

## DEFINITIONS

For the purposes of this policy, the following definitions apply:

**Organization Property** means any real property that is owned, leased, managed, or otherwise controlled by the organization.

**Employee** means any person who performs work or services for the organization, including, but not limited to, full-time employees, part-time employees, temporary employees, independent contractors, subcontractors, volunteers, and interns.

**Parents:** a person who has a child.

**Visitors:** means a person who visits, socially or professionally.

**Vendors:** One that provides products or services to a business for a fee.

**Smoking** means lighting tobacco, nicotine, marijuana, or other products for consumption.

**Tobacco Product** means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco that are used in manufacturing a component, part, or accessory of a tobacco product). This includes e-cigarettes and vapor products. The term Tobacco Product does not

include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

### **COMMENT ON TRADITIONAL AND SACRED USE OF TOBACCO**

This document acknowledges the traditional and sacred use of tobacco among American Indian people living in Oklahoma. Whenever the word tobacco is referenced in these materials, it refers to the use of commercial tobacco.

**Tobacco-, Smoke-, and Vape-Free Location** means the use of tobacco in any form is prohibited, and the use of tobacco, nicotine, marijuana, or other products consumed in a smoked or vaporized manner is prohibited.

**Vaping** means using a device to heat, aerosolize, or vaporize tobacco, nicotine, marijuana, or other products for consumption.

### **APPLICABILITY**

This policy applies to every employee, parent, visitor, vendor, and any other person present on the organization's property or at an organization-sponsored meeting or event at all times.

### **PROHIBITIONS**

We are committed to ensuring that our organization is a tobacco-, smoke-, and vape-free environment at all times; that means:

- No one is allowed to use tobacco/nicotine products not approved by the FDA as a tobacco cessation medication, including but not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco, electronic smoking devices (e-cigs & vapors), combustible marijuana, or other simulated smoking products in all indoor facilities and their immediate perimeters. This restriction is in place at all times.
- No one is allowed to smoke, vape, or use tobacco products on all owned or operated properties, including outdoor spaces, parking areas, and personal vehicles.
- Employees are not allowed to smoke, vape, or use tobacco products during their employment hours, except off the premises during regularly scheduled breaks, if applicable. This rule applies during all hours of employment.
- Employees shall not be present at work with strong tobacco odors on their clothing. Individuals not in compliance will be asked to remedy this situation, which may result in the use of unpaid time.
- There will be no tobacco use in vehicles when transporting the child to or from the daycare facility or authorized activities.
- Field Trips, walks, and all outside activities will be tobacco-free, smoke and vape-free.
- Ash receptacles, such as ashtrays or ash cans, are not permitted on the daycare facility or authorized activities location.

## TOBACCO CESSATION SUPPORT

- Employees and family members interested in quitting tobacco use will be referred to the [Oklahoma Tobacco Helpline](#) and other cessation resources, if available.
- The Organization will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or [OKHelpline.com](#)) to ensure awareness of the statewide services that are available.

## IMPLEMENTATION, SUPPORT, AND ENFORCEMENT

- Signs informing people of this policy shall be posted, at a minimum, at entrances to all buildings on Organizational-Property.
- A copy of this policy shall be included in the Organization's policy manual and employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory. A letter will be sent out to parents informing them of the policy.
- A violation of this policy by an employee will be handled in accordance with the Organization's standard disciplinary procedure.
- A violation of this policy by any person other than an employee shall be handled in the following manner:
  - First, **Greene's Family Daycare** will request that the violator stop using the tobacco product.
    - If the violator refuses to stop, **Greene's Family Daycare** will request that the person leave **Greene's Family Daycare's** Property or the daycare's field trip, meeting, or event.
    - If the violator refuses to leave, **Greene's Family Daycare** will call 911 for a police escort of the daycare premises, field trip, meeting, or event.

**Greene's Family Daycare** has adopted a smoke and vape-free policy, including its implementation and enforcement.

Daycare Name: Greene's Family Daycare Effective: 07/01/2015

Effective Date: \_\_\_\_\_

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

**\*Please sign this page and promptly give it to your childcare provider.**

## HANDBOOK & CONTRACT AGREEMENT SIGNATURE PAGE:

### Recognition of Receipt of *Greene's Family Daycare* Handbook & Receipt of Contract Agreement:

My signature below indicates that I have received and reviewed ***Greene's Family Daycare*** (GFD) Handbook and agree to abide by the rules within each agreement.

I understand and will abide by **ALL** the policies listed in both agreements (Handbook & Contract). I understand it is my responsibility to stay updated on the handbook policies and check the website periodically for updates. I will ensure I sign a new addendum or set a two-week date to terminate care if I disagree with any changes. I understand that I can NOT alter this contract or exclude any part of it to my liking. By signing below, I agree to comply with all terms of this contract. Should I violate any portion of this agreement, my childcare privileges will be terminated immediately.

By checking this box, I/we confirm that I/we have read a copy of the GFD handbook.

**Parent/Guardian Name:**

\_\_\_\_\_  
**Parent 1**

\_\_\_\_\_  
**Parent 2**

**Signature:**

\_\_\_\_\_  
**Parent 1**

\_\_\_\_\_  
**Parent 2**

**Date:** \_\_\_\_\_  
**Parent 1**

\_\_\_\_\_  
**Parent 2**

**Child's Name:** \_\_\_\_\_

**Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*This contract will remain enforced until your child no longer attends ***Greene's Family Daycare***.

**THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE. THE NEWEST VERSION WILL BE POSTED ONLINE FOR REVIEW DAILY, AND AN ADDENDUM PAGE WILL BE PROVIDED FOR NEW SIGNATURES BY THE SIGN-IN BOOK.**