

Parent Handbook

PJ's Childcare Center

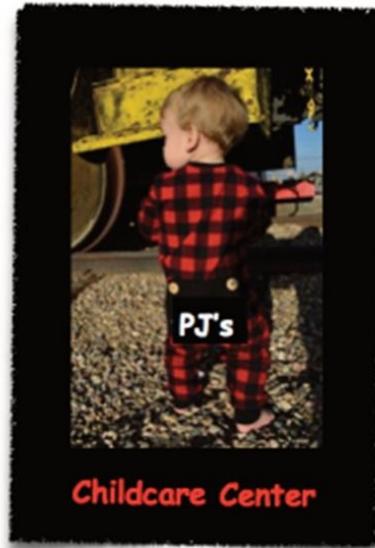
1551 Lower Newton Rd.
St. Albans, VT 05478

pjschildcarecenter@gmail.com

802-528-5533

**Licensed Early Childhood Program
Serving children 6 weeks- 12 years**

Hours: M-F 6:30 AM - 6:00 PM



Find us on  [@PJs Childcare Center](https://www.facebook.com/PJsChildcareCenter)

Welcome

Welcome to PJ's Childcare Center. PJ's is a licensed center by the state of Vermont. We are licensed for up to 59 children, serving children from the age of 6 weeks to 5 years.

Disclaimer

No enrolled child or their families will be discriminated against based on their age, race, color, sex, creed or any disability, national origin or ancestry.

Mission Statement

Here at PJ's Childcare Center our mission is to provide high quality childcare by nurturing the "WHOLE CHILD" in areas of physical, intellectual, emotional, social and cognitive development. Your child will follow a comprehensive play-based approach to learning through exploration and playing in a variety of fun ways in a safe and healthy environment. Our foundation of a strong play-based curriculum provides each child with life long abilities to independently grow and learn. Our goal is to help the children become lifelong learners.

Our Values

- A. Create a place where you, your kids, and staff can learn new skills and feel good about learning;
- B. Are aware that families and staff come from many different backgrounds, and work together as a team to talk about and honor different cultures and diversity;
- C. Encourage you to help make choices about the program by being part of Policy Council (part of Head Start's "government"), and/or by letting Head Start know what you think about the program;
- D. Keep kids healthy;
- E. Respect all parts of your child's growth, including social, emotional, learning, and physical growth;
- F. Build a community in which you and your child feel like part of a group;

G. Connect you with area agencies that provide services to children and families; and H. Develop services that support you and your child after you leave Head Start.

Open Door Policy

Here at PJ'S we have an open door policy. At any time during the day you will be granted full access to the program. We request when you are visiting that you do your best to not disrupt the normal daily routine.

Waiver

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If PJ's does not exercise a right that is provided in this agreement it does not mean that PJ's has given up that right. Failure to enforce one or more terms of this contract does not mean that PJ's waives the right to enforce any other terms of this contract. PJ's reserves the right to make any policy or financial changes at any time and only if it does not compromise the wellbeing or quality of the care your child(ren) receives. If any financial changes or policies are added, modified or no longer enforced a two weeks notice will be given.

Hours of Operation

Our hours of operation are Monday thru Friday, 6:30 am to 6:00 pm, January thru December. We ask you to respect the hours of operation and avoid being early for drop off and avoid being late and/or lingering too long after pick up.

Rates

PJ's Childcare Center only offers full time care. Our weekly rates are as follows:

6 weeks up to 2 years	\$240
2 years	\$220
3 years to 5 years	\$200

If for any reason you leave and come back at a later time, if rates have had an increase you will be enrolled at the new rate.

Deposit

A \$50 deposit will be required to reserve your space/enroll your child. This is non-refundable and will be applied to your last week of care if you ever leave or when your child graduates out of the program.

Trial Period

There is a two week trial period. During this time either party can terminate the contract for any given reason and at any time within the two weeks without notice. This can be done via phone, e-mail, a written letter or in person. NO REFUNDS will be given during this time. After the two weeks trial period a two weeks notice will be required to terminate care. We will check in with families on day 7 of attendance to see how each party is feeling.

Enrollment

Enrollments are based on availability. You must bring the following forms prior to first day of attendance or on the first day:

1. Admission Forms
2. \$50 Deposit
3. Child's immunization certificate or Vermont Department of Health approved exemption document
4. Most recent physical or child wellness form
5. Non-prescription medicine form (if applicable, such as diaper cream, sunscreen in summer)
6. First weeks payment
7. Permission to photograph
8. Verification of policy handbook, signed and dated

Your child will not be allowed to attend if all forms are not filled out completely, signed, dated and first weeks payment must be paid in full at the time of drop off.

Contracted Times

A normal full day at PJs will be no more than 9 hours. Each family will be asked to fill out a contracted time form at enrollment. The contracted time cannot exceed 40 hours per week. Please keep in mind with families on subsidy allotted hours may differ for each family has a certain amount of hours they can attend per certificate. If you need more hours per week please talk to the director or owner and we will come up with a schedule that works for both family and center. We ask that you respect the amount of hours each family is allotted and fill out the contracted time form according to the eligible hours. If contracted time form exceeds the allotted hours given, there will be a weekly fee added to your tuition.

Payments

All services are prepaid and are due the Friday before the week of childcare is provided. Personal checks, cash, money orders and bank checks are acceptable forms of payment. CREDIT CARDS are NOT an acceptable form of payment. If a check does not clear or "bounces" there will be a \$30 fee. After one non-cleared check that method of payment will NO longer be accepted. Each family will be given a receipt once payment has been made to verify the transaction. Any payment PJ's receives after Friday will have a \$15 fee for each day it is late. PJ's only accepts payments during business hours. If fees are not added into the total payment given Friday your child(ren) will NOT be allowed to attend until fees and payments are paid in full. PJ's needs to ensure that their policies are respected and valued.

Handwashing

As per state regulations, all parents, and children must wash their hands upon entering the building. Children also wash their hands:

1. After using the bathroom
2. Before and after meals
3. After going outside
4. After they have coughed into their hand (depending on age we are working on coughing into the elbow).
5. If a finger goes into the mouth or the nose.

6. If a child goes into another room
7. And if a child has come into contact with another child's bodily fluids.

Clothing

All children should arrive to school with clean clothes, diaper and proper personal hygiene. Please do not bring your child(ren) to school in pajamas unless it is ok for the child(ren) to stay in them all day. PJ's will not change them unless needed. We want them to be able to wear clothes that are comfortable for them to move around in and have fun. We cannot guarantee that they will stay clean because children like to have fun and get dirty. Our goal is to encourage their exploration. Therefore, we ask that you provide multiple spare outfits for such play or incase of other types of accidents. We also ask that you provide weather appropriate clothing as we will be going outside to explore unless extreme weather conditions keep us indoors. So please dress them appropriately for the occasion, and bring correct outside gear. Young children such as babies will have the chance to experience outside weather as well but for shorter periods of time.

Arrivals and Departures/ Releasing Children

All children must be dropped off no later than 9:00am. Please notify PJ's by 9:00am if your child will not be attending for the day also we ask for 24 notice for all appointments that will cause drop off to be later than 9:00am. We cannot release your child(ren) to anyone who is not listed on enrollment forms. We will require PHOTO ID for anyone other than parent and/or guardian. A photocopy will be put in the child's folder. If there's a non-custodial parent and you do not allow them to pick up the child(ren), there must be a court order in place AND we must have a copy of the court order on file per state regulation. If there is no court order in place and/or we do not have a copy on file PJ's CANNOT refuse to let that parent pick up the child(ren). If you wish to have someone pick up who is not on the enrollment forms you will have to provide a written letter giving said person permission to pick up before we can release the child.They will also need to provide a photo ID upon entering the building.

Alternative Care

In the event that PJ's Childcare Center is closed it is your responsibility to have alternative care for your child.

Children Observations

Children are observed at all times to gain more knowledge about their developmental progress. We gather this information to tailor curriculum with their interest and developmental levels. We gather tools to help them grow and develop their young minds and be their most successful in all developmental domains.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare center, we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting will be notified. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapprove of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified when skin is broken.
3. The "BOO BOO REPORT" form is filled out documenting the incident.

For the child that bit:

1. The teacher will let our friend know that biting is not safe and we use gentle touches.
2. The child will be redirected to another choice in our room.
3. The parents are notified.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period or breaks the skin, the child will be required to be picked up from day care for the remainder of the day.

Sleeping Policies

As per state regulation children cannot be forced to nap. From around 11:30am-2:30pm it is quiet time throughout the building. During this time children are each given a cot and will have the option to lay down and rest or given another quiet choice during quiet time. Parents are to supply a fitted crib sheet and a blanket. Children can bring a "snuggly", a soft plush toy, for nap time. Snuggly will remain in their cubby until nap and then will be placed back in cubby after nap to avoid being lost or broken. Infants under one year cannot have any plush or soft bedding/toys including blankets in their cribs. We can, however, place infant in a swaddle sack to sleep in their crib.

First Aid, CPR, Records Check, Fingerprinting

In compliance with the state: Program Director, Teachers, and Staff members are required to be first aid and CPR trained and hold current certifications. Everyone is also subject to background checks including fingerprints.

Evacuation Drills

Each month the center will conduct evacuation drills. A copy of the Emergency Response Plan is posted in the office.

Holidays, Vacations, Absences

PJ's will be closed 5 paid days out of the calendar year, two for professional development and three during our winter break . We will also observe the following holidays with pay:

1. Presidents Day (Professional Development)
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Columbus Day (Professional Development)
7. Thanksgiving
8. Black Friday (day after Thanksgiving)
9. Christmas Eve (open until noon)
10. Christmas Day through January 1st (will reopen January 2nd)

PJ's will be closed the week of December 25th thru January 1st, this is a paid week. If any of these holidays fall on a Saturday we will be closed the Friday before. If any of these holidays falls on a Sunday we will be closed the following Monday. In the event that you are on subsidy and you have used more than your scheduled days off it is your responsibility to make sure PJ'S is paid in full. If PJ'S is closed for 3+ days in a row due to personal days/ provider's vacation payments for that week are due the Friday

before. In the event that your child is absent for any reason you are still responsible to pay for the week of care.

In the event PJs Childcare Center has to unexpectedly close all families will receive a phone call with voicemail if there is no answer.

Smoking Policy

As per state regulation and act 135, smoking is prohibited on PJs Childcare property at all times.

Broken Toys

In the event that any property within or outside the center is broken by a child out of anger or misusing the toy when asked not to the parents will be expected to either purchase another item in its place or reimbursing PJ's for the amount the toy is worth. There will be no tolerance for disrespect to our property.

Animal Policy

PJs Childcare has a strict NO ANIMAL policy. Please do not bring animals from home to drop-off and pick-ups unless you have verification from the owner as well as health records from a vet that will remain on file. We do not want to put any of our children, staff or families at risk of harm.

Parent Supply List

Parents are to supply the following: (And they must be labeled)

1. Diapers
2. Wipes
3. Creams or lotions (with signed consent form)
4. Sunscreen and bug repellants (With signed consent form)
5. Two extra change of clothes appropriate for weather (leave at center)
6. Tight fitting crib sheet and blanket unless your child is school aged. (no blanket for baby)
7. 2 extra bottles to leave here or 4 daily (NO GLASS)

8. A can of formula to leave in bin
9. Slippers or indoor shoes
10. Water Bottle

Winter Supply

1. Hats, mittens, gloves and scarf
2. Sweatshirt to keep in bin or in cubby
3. Winter boots
4. Winter jackets and ski-pants

Please make sure you label all your child's belongings with their name so we do not have a mix up of items with children. Please DO NOT let children bring toys from home. PJ's supplies enough toys for all ages. Children ARE allowed to bring a nap time buddy. This should be something that is a plush toy like a stuffed animal or a plush baby doll, please do not bring plastic or hard toys for a nap time buddy. Nap time buddies will be put away until nap time as well as after nap time. We are not responsible for anything that is lost or damaged while at daycare whether it be clothes, shoes or toys. Blankets and sheets will be sent home every Friday to be washed and should be returned to daycare Monday morning.

Meals and Snacks

It is the parent's responsibility to provide AM snack, lunch and PM snack - Please make sure you provide enough healthy choices and enough food in quantity. We must ask and encourage families to provide meals per guidelines of CACFP. You will be provided with a copy of CACFP guidelines. Before sending food items to PJs please make sure you have already introduced that food item in the child's diet. This is to prevent any surprise reactions from occurring at the center. Am snack will be at 9:00am, lunch will be given at 12:00pm and another snack between 2:30-3:00 pm. We must provide a snack or meal every three hours to children. If any families have allergies, religious dietary requirements or any other special needs we will work to accommodate these needs. If at any point a child does not come with at least 2 healthy choices for each snack time as well as 3-5 healthy choices for lunch, we will sub in a healthy choice but it is potentially up to the families to provide a healthy a nutritious lunch choice. PJ's will provide milk and water. Parents with infants must provide pre-made bottles daily. 1 premade bottle for every 2 hours they attend.

Communication

At any time if you have a question, comment or concern, please do not hesitate to talk to us. We will work with you as much as we can. You can contact PJ's via phone, e-mail, in person or in writing. Keeping the line of communication open between us is the best thing we can do for everyone. Letting each other know important information about the child and/or family is essential for us to provide the best care possible for your child. Please remember that the children enrolled are PJ's number one priority during the day so if you do try to contact us we may not answer right away but please leave us a message and we will get back to you when we are able. We will have a bulletin board in each room which will have children's daily routine as well as very useful information for you and your family so please make sure you check it out. In addition, we will have a parent information board in the front entryway as you come in. Twice a year, teachers have formal conferences with parents to discuss their child's progress to date. These will take place at night after the center has closed down for day.

Termination

PJ's require a two weeks written notice prior to termination. Terminations will not be accepted during family or provider's vacation time. If by any chance you are behind in any payments or fees, they are due at time of termination notice. PJ's reserves the right to terminate care with a 5 day notice at any given time for but not limited to:

1. Failure to pay fees on time
2. Failure to comply with any and all policies (not just the ones listed in this contract)
3. Failure to attend required hours as scheduled per signed contract (meaning dropping off or picking up late or early)
4. Lack of parental cooperation, communication or respect for PJ's business or our families.

PJ's will work with you and your child(ren) as much as possible, but ultimately we cannot put PJ's childcare center, the other children, or our families in a compromising situation.

Illness/Immunization

Promoting good health and safety is a goal here at PJ's. To prevent the spread of any illness, please DO NOT bring your child to daycare ill. Each child is required by the state of Vermont to have on file: a health statement signed by their doctor and up to date immunization records or Vermont's exempt form. PJ's requires all children to have all immunizations to attend daycare unless a doctor gives a signed statement with reasons why immunizations cannot be done. If your child comes down with a communicable disease, PLEASE notify PJ's right away so that we can notify all other families as well as the Health Department. Children with a contagious illness will not be allowed to return to PJs until properly medicated and are no longer contagious. A child must be on antibiotics for at least 24 hours before they can return, and in some cases a doctor's note will be required.

PJ's will exclude any child who exhibits any of the following but not limited to:

1. Fever of 101 degrees fahrenheit (remember to add a degree if using an armpit thermometer) They need to be fever free for at least 24 hours WITHOUT the use of medications before they can return to daycare.
2. Diarrhea- 2 or more stools that differ from child's normal BM
3. Vomiting
4. An open/draining rash anywhere on child's body. Must be gone before child can return to PJs.
5. Eye discharge- whether it's pink eye or just from a cold. Must be gone before returning to PJs (medicated for at least 24 hours)
6. Lice or nits- They must be COMPLETELY gone for at least 24 hours before returning to daycare. Upon returning you will be asked to wait until owner/director checks child's head. We are a nit free program.
7. Communicable diseases- chicken pox, measles, ect. They must be completely gone and have a doctor's note before returning to daycare.

8. Consistent complaints of an ear ache, stomach ache, headache or any other pains.
9. Any nasal discharge that is not clear. Unless it is a severe clear runny nose than a child must stay home. Wiping it every 15 min or so is a good rule of thumb to go by.
10. Severe coughing- congestion due to phlegm causing child to get red in the face, gag, throw up or a high pitched whooping or croup sound. Must be gone or to a mild cough before returning to the center.
11. Sore throat- We may ask for a doctor's note if persistent.
12. Rash- If a child has an unknown rash you will be asked to see a health professional to confirm it is not a communicable disease. If they have a fever we ask it be 24 hours fever free without the use of medicine.

PJ's is very strict when it comes to illnesses or diseases. Just like you, we do not want any other child enrolled to become sick when it is 100% preventable. Even a child that is too tired to participate in our daily routine or needs more attention than usual, will be asked to stay home. A child that is sick must be 100% better before returning to the center. By being at the center, the child will not get the rest needed. Any time that you are unsure please call PJ's and let the owner or director be the one to decide.

Medication

Only staff with proper medical training may administer any and all medicine. Before PJ's can administer any prescription or over the counter medication to your child, you must:

1. Keep them home for 24 hours after the first dose. This is to reassure there are no possible reactions and that they are no longer contagious.
2. Sign a medication authorization form. (See Director)

All prescription medications must be brought in original containers with the following information clearly labeled:

1. Child's name
2. Prescription name
3. Doctor's name
4. Dosage

5. Pharmacy name and phone number
6. Dates medication is to be used for

Non-prescription medications must be in original containers. A doctor's note will be required if medication is to be taken differently than directed or if medication will be used for 5 days or more. These may include but not limited to:

1. Antihistamines
2. Non-aspirin fever reducer/ pain reliever
3. Decongestants
4. Anti-itch creams or lotions
5. Diaper rash creams or lotions
6. Sunscreen
7. Cough syrup
8. Teething gels
9. Insect repellent

PJ's has a medication log that we write down when medication is given. This will have the date, time, dosage and the child's name. A doctor's note will be needed to keep on file if a child will be on any long term medications. All medications will be sent home when not in use unless it is used for a medical action plan.

If your child is on an Epipen or inhaler it will remain in the classroom with any and all paper involved. It will then travel with the teachers outside when they go outside. Please make sure to periodically check the expiration date on the device to ensure it is still usable as we cannot administer it once it has expired.

Discipline and Guidance

Children of all ages need age appropriate discipline and guidance. Children will be explained the rules of PJ's childcare when they need it. Once a child understands the rules and can follow them the following methods will be used when needed:

1. Positive reinforcement-Positive reinforcement means giving something to the child when they perform the desired action so they associate the action with the reward and do it more often. The goal of this is to praise the good behaviour and in turn this leads to less inappropriate attention seeking behavior. Sometimes children will produce a negative behavior to get attention. Our goal is to stop

any negative behaviour before it begins. This is often in more extreme behaviors.

2. Positive redirection- PJ's will offer children alternative activities. Presenting them with something different usually takes their mind off a previous situation and they will focus on the new task at hand.
3. Encouragement to solve problems between each other/ verbal intervention- PJ's will try our best to get children to use their words and explain to their friends the feeling they may be having at the time.
4. Logical consequences- PJ's will help the children understand logical consequences by removing the object or toy that is causing the negative behavior.
5. Taking a break- The child will be asked to walk away from the group and take a moment to regroup in a quiet space. The child will be welcomed back when they are ready to participate in a safe respectful manner. Sometimes children just need some extra love and cuddles. They may have the option to help a staff member one on one with a project, only if it will not jeopardize their safety or health.
6. Removal from the program- If all of the above strategies prove ineffective and we cannot help the child to maintain control of their bodies, parents will be notified and have to pick up their child within the hour.

PJ's has a no tolerance policy when it comes to the use of expletive language. If a child is using expletives, they will be separated from the group and given the option to use alternative words. If the child cannot refrain from using expletives they will no longer be allowed to attend care.

PUNISHMENT THAT IS HUMILIATING OR FRIGHTENING TO A CHILD SUCH AS BUT NOT LIMITED TO: HITTING, SPANKING, SHAKING, VERBAL OR SEXUAL ABUSE, WITHHOLDING OR FORCING FOOD, PUNISHMENT FOR LAPSE OF TOILET TRAINING AND/OR ANY OTHER PHYSICAL PUNISHMENT IS PROHIBITED!

Mandated Reporters

If at any time we become aware that the person who is picking a child up is placing them in an illegal or unsafe vehicle/ situation we will notify St Albans Police Department as well as Department for Children and Families.

We at PJ's Childcare Center are mandated reporters and are required to report any abuse and neglect of a child but we also know that children can play rough so the best thing both parties can do is keep communication line open. Please keep in mind that it is illegal to file a false claim to DCF and can be punishable by a fine, incarceration or both.

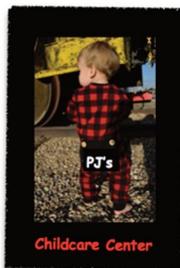
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VERIFICATION OF POLICY HANDBOOK

I, _____, have received PJ's Childcare Center's Parent Handbook and handouts.

Parent Initials

1. Disclaimer/Waiver
2. Mission Statement/ Our Values _____
3. Open Door Policy _____
4. Handwashing _____
5. Hours of operation/Alternative Care _____
6. Rates/Payments/Deposit _____
7. Enrollment/Trial Period/Contracted Time _____
8. Arrivals and departures/Releasing a Child _____
9. Children observations/Communication _____
10. Sleeping/Biting/Animal/Smoking/Broken Toy Policy _____
11. First Aid/Evacuation drills _____
12. Holidays/Absences _____
13. Parent Supply/Clothing/Meals and Snack _____

- 14. Termination _____
- 14. Illness/Immunization Medication _____
- 15. Discipline and Guidance/Mandated Reporter _____

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This is to verify that I have read PJ's Childcare Center's "Parent Handbook" I agree to comply with all the terms and policies outlined in the Parent Handbook as well as any policies that may be given in written notice at any time.

SIGNED: _____

DATE: _____

Printed Name _____

SIGNED: _____

DATE: _____

Printed Name _____

PROVIDER'S SIGNATURE: _____

DATE: _____

Printed Name _____