



Nanny's House Preschool Care
2018-2019 Parent/Guardian Handbook
Policies & Procedures

Nanny's House is a licensed facility Family Childcare and Preschool Program under the Code of California. Marta Passalacqua is a self-employed childcare provider providing childcare services for infants, toddlers and preschoolers in a safe and nurturing environment.

Parties desire to set forth their respective rights and obligation to each other;

THEREFORE, the Parties agree as follows:

1. NANNY'S HOUSE PRESCHOOL EARLY CHILDHOOD PHILOSOPHY

Mindset is EVERYTHING! Nanny's House helps children develop a growth mindset and learn NOT to give up!

We practice the the **Reggio Emilia approach**. This philosophy focused on preschool and primary education. It is a pedagogy described as student-centered and constructivist that utilizes self-directed, experiential learning in relationship-driven environments. The program is based on the principles of respect, responsibility, and community through exploration and discovery through a self-guided curriculum. At its core is an assumption that children form their own personality during early years of development and are endowed with "a hundred languages", through which they can express their ideas. The aim of the Reggio approach is to teach how to use these symbolic languages (e.g., painting, sculpting, drama) in everyday life. It was developed after World War II by psychologist while teaching Social and Emotional Learning and growth mindset skills.

We foster learning topics like resilience, self-belief, confidence, positive thinking, love of learning, and much more!

2. CALIFORNIA FAMILY CHILDCARE REGULATIONS

Provider agrees to comply with community care licensing rules and regulations. Parent(s)/Guardian(s) will be given State mandated forms notifying parents and guardians of their rights prior to commencement date.

3. PROVIDER'S RIGHTS AND RESPONSIBILITIES

- a. Marta Passalacqua will provide childcare services in her licensed, award-winning family childcare home in accordance with the childcare standards within this agreement.

- b. Marta Passalacqua reserves the right to refuse care if the child is not acclimating or endangering staff or other children in care. If the child is not acclimating, or is endangering staff or other children in care, the following process will happen prior to refusing care:
 - 1. First step is meeting with parent(s)/guardian(s) to set up an individual childcare behavioral plan. Parent(s)/Guardian(s) will be made aware of the situation and behavior goals will be put in place.
 - 2. Early interventional services will be recommended if child is exhibiting developmental delay beyond the scope of Nanny's House childcare abilities to nurture.
 - 3. Thirty-day notice is given to find alternative care that is more suitable for child's needs provided financial agreement is in good standing.
 - 4. However, if child is a danger to other students and staff, the thirty-day notice is not required. Provider reserves the right to discontinue care. One month of tuition is due if care is discontinued due the endangering of staff and children in care.
- c. When a child is bitten, it is a traumatic situation for both children and both sets of parent(s)/guardian(s). Yet, biting is not unusual behavior for pre-verbal children. The biter is told that biting is not allowed, and it hurts and placed in a short time out. If biting persists and cannot be resolved it may be necessary to arrange for the child to go elsewhere for care.
- d. Provider is responsible for planning Child's daily activities. Provider will follow Parent(s)/Guardian(s) wishes, concerning Child's participation in field trips and water activities.
- e. If there is any abuse or neglect suspected of any children in our care, we are required to report it to Child Protective Services according to the Child's Victim's of Abuse and Neglect Protocols (issued by NB).
- f. The most common injuries that occur in a daycare setting are unintentional and not a result of abuse or neglect at all. You can't always keep your children happy, but when you drop them off at daycare, you at least want to know that they will be safe. Yet while childcare providers ought to be attentive and experienced enough to prevent injuries, sometimes accidents still happen. Falling is the leading cause of child injuries at daycare. Not surprisingly, 50 to 60 percent of childcare injuries take place on the playground, where kids tend to fall down left and right as they climb over each other to get to the slide and struggle to make it across the monkey bars.

Sometimes other objects, such as furniture or toys, are involved in children getting injured at daycare. One kid fighting another over a toy might trip over whatever is lying on the ground and bang their head on the way down. It is the responsibility of the childcare supervisor to step in before that happens, but sometimes these things happen so fast that he or she can't get there in time. It is understood the childcare providers job is to keep students safe and is certified to support a child who becomes injured.

1. Licensed childcare facilities have a legal responsibility to report any and all child injuries to parent(s)/guardian(s). Unusual incident reports will be used in the event of a major injury.
2. Childcare professionals are trained on how to respond to any and all injuries that might occur to children under their care.

g. Privacy Permission Agreement

Provider's priority is to protect your child's health and safety. To ensure that Provider is operating with your full understanding and agreement about your family's privacy, Provider ask that you grant the Provider with permission to conduct the following activities. Please initial each item to which Parent(s)/Guardian(s) consent, and initial below:

- _____ Placing photos of your child in the school.
- _____ Placing photos of your child in photo albums for viewing by prospective clients and other families in my care.
- _____ Using photos of your children in my marketing never disclosing personal identifying information.
- _____ Using photos of your children or videos on kidsnote application.
- _____ Posting artwork and other crafts that include your child's name in the classroom.
- _____ Using an electronic monitor to listen to your child from another room.
- _____ Listing the name of your child or other members of your family in the client newsletter and posting this information on my bulletin board.

_____ Date of signature
Parent 1/ Guardian 1 signature

_____ Date of signature
Parent 2/ Guardian 2 signature

- h. Childcare provider will communicate with parents/guardians on a regular basis to discuss parenting plan. Nanny's House will serve as

a parental team to support Child and Parent(s)/Guardian(s). Provider and staff will use Kidsnote communication application to share pictures and video clips of their child's day.

- i. If Provider is ill or otherwise unable to provide childcare services for Child on a day, Provider will make every attempt to arrange for replacement services to be performed by a substitute that is fully certified and life-scan fingerprinted. If parent(s)/guardian(s) incur a childcare fee the amount may be deducted from tuition provided it is not a scheduled holiday or Nanny's House preplanned vacation week.
- j. In the event of a death of a childcare employee, family member or resident living at Provider's address, Provider has the right to close for 3 days. These days will be payable and considered bereavement pay.
- k. Provider reserves the right to take three weeks of vacation per year. Childcare will operate with certified professional staff members during personal vacation days. Marta Passalacqua, owner and operator will give a thirty-day notice with details prior to taking vacation.
- l. All of Nanny's House staff members are certified and life-scanned through the federal government. Staff members attend continued educational classes four times per year.
- m. Provider will be available for parent/guardian conferences to discuss Child's progress, parent(s)/guardian(s) childcare needs and/or any other issues of concern. Parent(s)/Guardian(s) or Provider may schedule parent/guardian teacher conference anytime.
- n. Provider will release Child only to Parent/Guardian or to a designated adult written on state mandated form as designated by Parent/Guardian. ID is required if provider has never met the designated adult.
- o. Nanny's House will provide 95% organic healthy meals for children eating table foods. We say 95% because some snack foods make it into the diet (i.e. goldfish, etc). Most foods served are organic whole foods. Nanny's House will ensure child's food is properly prepared and served without exposure to child's food allergens.
- p. Parent(s)/Guardian(s) will communicate all allergies in writing and required to have the child seen by an allergy specialist if signs are prevalent. If child requires special diet an additional fee will be required to purchase foods. Fee is based on needs and will be mutually agreed upon or parents are welcome to bring required food.

Nanny's House will make sure proper procedure preparing foods considering child's allergies. Parent/Guardian to provide prescribed epinephrine.

- q. If nebulizer treatment is required, a State mandated nebulizer form will be provided and required to be completed by Parent/Guardian. Instructions and all medications will be in writing form the child's Pediatrician. Emergency medical plan of action to be outlined in writing to provider.
- r. Meals provided by Provider during care are listed below,
 - 1. **Breakfast** (Example: Organic milk, Organic Fruit, whole grain, hormone free protein)
 - 2. **Snack A.M.** (Example: Grain/fruit or protein/veggie)
 - 3. **Lunch** (Example: Organic Milk, organic fruit, organic vegetables, hormone free protein, whole grain)
 - 4. **Snack P.M.** (Example: Grain/fruit or protein/veggie)

4. PARENTS'/GUARDIANS' RIGHTS AND RESPONSIBILITIES

- a. Transportation to and from Nanny's House will be provided by Parent/Guardian or designated adult. Parent or Guardian will escort Child to and from Nanny's House and will leave Child only with Provider or, with the Provider's certified staff member.
- b. Prior to the Commencement date, Parent(s)/Guardian(s) will complete and provide, Provider with all state mandated paperwork along with first month of tuition and enrollment fee along with emergency action plan if applicable. Parent(s)/Guardian(s) will provide emergency disaster kit outlined in notices on the Kidsnote application.
- c. Prior to the commencement date, Parent(s)/Guardian(s) will receive an email from Kidsnote instructing them to download the 'Kidsnote' communication application. It is understood the communication application is not a place to discuss financial agreements or changes in enrollment. In the event Parent(s)/Guardian(s) do not have a smartphone, nor a personal computer, accommodations will be made for Parent(s)/Guardian(s) in place of Kidsnote Application. Parent(s)/Guardian(s) must alert Provider of this accommodation need at the time of signing this agreement.
- d. If Parent(s)/Guardian(s) would like Provider to administer medicine to the child, Parent(s)/Guardian(s) must sign a written authorization for each medication or prescription. Authorization forms can be found on Kidsnote Application, under Medication Icon. Medicine must be in its original container, labeled with the child's name and the instructions written in Kidsnote medication request form.

(Parent(s)/Guardian(s) should ask the pharmacist to split each prescription into two containers, one for Provider and one for Parent(s)/Guardian(s), each with a full label and instructions.)

- e. Provider must have a doctor's written permission before Provider will administer over-the-counter medication to children who are younger than suggested or in an amount exceeding the required dosage. Written permission from Parent(s)/Guardian(s) must be granted daily via medication icon request on Kidsnote Application.
- f. Provider requires a signed release from a doctor before Provider will dispense prescription medication to the children. (ask for two copies of prescriptions or take a picture and attach it to a report on Kidsnote)
- g. Provider requires written authorization before dispensing nonprescription medicine, such as Tylenol, cough syrup, etc. Consent may be given using the medication icon on Kidsnote application.
- h. Provider does not require a signed release from a doctor before dispensing the following parent/guardian provided products (sunscreen lotions, insect repellents, diapering products).
- i. Provider will accept a child who is still taking prescribed medication with a doctor's written confirmation that the child is no longer contagious.
- j. Prior to the Commencement Date, Parent(s)/Guardian(s) will complete and provide Provider with an Emergency and Medical Authorization Form, which shall contain the name, address, and telephone number of Child's physician and instructions for emergency medical treatment.
- k. Prior to the Commencement Date, Parent(s)/Guardian(s) will provide Provider with a written statement explaining any of their child's special requirements, childcare needs or any other referral information as contained on the Developmental History form.
- l. Prior to the first day in care, Parent(s)/Guardian(s) will provide Provider with an immunization record and physical exam signed by a physician. Provider will notify Parent(s)/Guardian(s) when these records need to be updated. Parent(s)/Guardian(s) will provide immunization record after each well baby/child visit.
- m. Parent(s)/Guardian(s) will bring child with proper clothing to enjoy a fun day full of things to discover. Parent(s)/Guardian(s) understand child care is a place to get messy and clothing may get dirty.

Nanny's House staff will pretreat potential stains but laundering of clothing is the Parent(s)/Guardian(s) responsibility.

- n. Parent(s)/Guardian(s) will work with Provider and staff to be sure the Child's cubby is full of all things needed to provide excellent care.
 - 1. Change of clothes x3
 - 2. Download "Kidsnote" communication application (See Section 4C)
 - 3. Comfort items
 - 4. Creams
 - 5. Hair brush
 - 6. Tooth brush and tooth paste
 - 7. Sunscreen, **no aerosol sprays please**
 - 8. Water Play clothes
 - 9. Water shoes
 - 10. Rain boots
 - 11. Parent(s)/Guardian(s) will provide all specialty items
 - 12. Child's current daily schedule
 - 13. List foods your child has tried likes and dislikes
 - 14. Please communicate individual things you think we might need to know on a separate page. The more we know the better we can support you and your child.
 - 15. Health History Form
 - 16. Diapers
 - 17. Wipes
 - 18. Parents will provide all specialty items
 - 19. All Enrollment Documents
- o. Parents will use Kidsnote calendar icon for updates on school activities and community events. Provider will use the notification feature to notify parents about special instruction and permission slips.
- p. In the event your child becomes sick in care you will be contacted to pick up. Provider will pull child from ratio and keep them comfortable until parent or designated adult can pick up the child within one hour.
- q. Occasionally parents may ask teachers to baby sit. Nanny's House **does not** encourage this practice and assumes no responsibility for employees after their scheduled work hours. Teachers need rest and it is not recommended.
- r. Annual receipts will be provided at the end of the year with a W-10 so that you may claim your childcare credit on your taxes. If your job has Childcare reimbursement program, you provide me with the forms to complete as needed. Additional receipts will be provided when requested.

5. Parent Handbook - Policies & Procedures Agreement

- a. I will give you a one-week written notice before revising my current policies or adding new ones.
- b. By signing my policy handbook, you indicate that you have read my policies and agree to follow them.

Parent or Legal Guardian 1 Signature

Date of Signature

Parent or Legal Guardian 2 Signature

Date of Signature