



## Parent Handbook 2026-2027

## **WELCOME**

Welcome to Moving Munchkins Childcare. My name is Sarah Tusing. I am a wife, mother and the provider of this in home daycare. I decided to start my own in home daycare for a few reasons! One of the reasons is I wanted to be home with my beautiful daughter named Ava and our two boys Riley and Finley. Another reason is to help with our income. In order for me to stay home with my kids I need to work so I can help pay our bills. The third reason is I wanted to continue caring for children. I was a toddler teacher for three years at a wonderful day care facility in Falmouth Maine and absolutely loved it. So I wanted to combined these three things into my ability to stay home with my kids and I have started a in home daycare. I am CPR and first aid certified. I am a licensed in home child care that cares for children from three months to five years of age. I have my high school diploma and a college degree. I am very excited for this new adventure of starting my own business and I welcome you to my home! Thank you for entrusting me with your child.

## **PHILOSOPHY**

As a family child care provider, my goal is to provide a safe, happy and clean place for children where they can learn through play and be themselves. I was thinking a lot about my in home daycare and I want a place where it feels like home away from home. Where children get that more one on one attention and a place where I would want to send my own children to daycare. I promise to do my best in providing a clean, safe and well maintained daycare every day while your child is in my care.

I serve children ages three months to five years old. Children will be admitted without regard to race, culture, sex, religion, orientation, ancestry, or disability when a slot is available. The program will attempt to accommodate a child with special needs consistent with the requirements of the ADA.

The policies listed in this handbook are set forth by the Child Care Provider and are in accordance with the Child Care Licensing Regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the Child Care Provider.

We are mandated reporter's and required by law to report any suspicion of child abuse or neglect. If you suspect a child of abuse or neglect call # 1-800-452-1999. The line is open 24/7. As noted in our childcare licensing guidelines, we must report all serious injury or death to our licensing specialists.

### **Hours of Operation:**

Monday through Friday

7:30am-4:30pm

Closed the first Friday of every month

\$75 dollar registration fee per child for full time

### **HOLIDAYS, VACATIONS and SICK DAYS**

#### **The following holidays are paid closure dates:**

New years Day

Presidents Day

Martin Luther King Day

Memorial Day

4th of July

July 8th

Labor Day

Closed October 17th

Veterans Day

Thanksgiving: We will be closed the day before and the day after the holiday

Christmas Day: We are closed the week of Christmas

New Years Eve: We will close at 12pm

### **Closed the FIRST FRIDAY OF THE MONTH**

When a Holiday (listed above) falls on a Saturday, Childcare will be closed the preceding Friday with pay, when a holiday falls on a Sunday, Moving Munchkins Childcare will be closed the following Monday with pay. You will pay for these Mondays and Fridays taken if that would be a normally scheduled day for your child. Each year I may take up to 2 weeks of vacation time. I will give you as much notice as I possibly can so that you can find other arrangements for childcare. I will send out a copy of the calendar with days I am closed in September.

Please note: I charge for the spot and not for attendance. So even if your child doesn't come to daycare payment will still be expected on Mondays by 5pm.

### **Sick Days and personal days**

I will have five sick days and five paid personal days per year. This would include for myself as well as if I need to close the daycare due to my children being sick or for personal matters.

### **Bereavement Days:**

Two days per year. This would include taking a day to go see a family member before they pass away and also for the funeral. I will give as much notice as I possibly can.

### **COMMUNICATION**

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference.

If you call, or message on Brightwheel during the day, please be aware that I am busy with the children and may not be able to answer your messages or the phone right away. If you leave a message on my voice mail, I will call you back as soon as possible. The best time to call during the day is during our daily quiet time. I also check text messages as well as Brightwheel messages during nap time. I also update the Brightwheel app as needed. On Brightwheel you will be able to see what I document throughout the day such as what time the nap started, what they ate for breakfast and lunch etc. I can also send and reply messages to parents through the app as well. I am not accepting payment through the app at this time. I am looking forward to a terrific relationship with you and your child! Please note that all communication will be made through Brightwheel unless there is an urgent matter that needs to be discussed over the phone.

### **Admission and Enrollment Policy**

All required documentation must be completed and returned before enrollment can be accepted. A copy of vaccinations must be admitted with enrollment paperwork or that child/children will not be accepted for enrollment. You are still responsible for paying all fees for your contracted days regardless of whether your child comes or not to daycare. You are required to inform me if you are at any other location than what is listed on your Enrollment Record and to provide a telephone number for that place. You are required to notify me by 8:00 a.m. if your child will not be coming for the day or if you will be late in arriving so I can plan accordingly.

### **Required Forms to be completed:**

Child's enrollment form  
Financial agreement  
Immunizations  
Emergency medical form  
Authorized pick up form  
Photo and Video consent form  
Sunscreen permission form

These forms will be kept in your child's file and must be completed before the first day of care.

### **Rates**

Full time: Toddlers: \$225.00 weekly

### **TRIAL PERIOD**

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours notice. No pre-paid fees will be credited upon cancellation during the Trial Period. After the trial period, a two-week's written notice is required by either party to terminate the agreement (See Termination Policy).

### **Social Media:**

To keep our relationship professional I would prefer to not be contacted on any personal social media page. Please use Brightwheel.

### **OPEN DOOR POLICY**

I maintain an open door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular childcare hours. You are required to let me know of your presence before entering the premises. Please knock, and then enter. Open door policy does NOT mean that my door will be kept unlocked. I believe that it is extremely important to keep the doors locked for the safety of the children. I do not want unwanted or unexpected visitors to enter without my permission or knowledge. I also have a ring camera. So I will get a notification on my phone when someone is at my door for extra security and safety.

## **SIGNING IN & OUT**

It is required to have all parents sign in and out for pick-ups and drop offs each day. A sign in/out binder, pen, and a clock are located by the door for your convenience. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

## **Authorized Release**

Under no circumstances will a child be allowed to leave with anyone other than who is listed on their authorized pick up form. NO EXCEPTIONS! I must have that form signed by their parent or guardian stating who is allowed to pick up their child. I will also require a photo ID when someone other than the parent comes to pick up the child. Please let me know ahead of time if someone other than the parent or guardian will be picking up the child that day. This is for the safety of the children and they are my number one priority.

The provider will not release the child to anyone including the parents/guardians if they suspect the person is under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child. A contact on the emergency contact form will be called to come pick up the child.

Also please note I will not get in the middle of a custody battle. The only way I will not disclose information on a child and or not release them to their parent is with a court order. No exceptions.

## **Pick up Policy!**

The provider of Moving Munchkins Daycare needs to know as soon as possible if there will be a person picking up the child other than mom and dad. This person also needs to be on the authorized pick up form and if they are not the child will not be released to them.

## **Late Drop Off Policy**

I am asking for families to please drop off no later than 9:00 unless prearrangements have been made. Please let me know as soon as possible if your child is going to be late. When your child is late this affects the day and all of the kids nap schedules and routine for the day. When I know what time the kids are arriving I can then plan accordingly. When the kids don't nap I am not able to take a lunch break or get cleaning done and it makes for a very long day. If your child arrives after 8:30am please make sure they have had breakfast.

## **PAYMENT PROCEDURES**

Payment is payable in advance and is due no later than drop off time on Mondays by 5:00pm. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is due BEFORE you leave. If it is my planned day(s) off, your payment is expected the day BEFORE. In cases of illness, your payment is still expected. If I close the childcare due to my own illness or emergency, payment will be accepted on your first day back to childcare. Payments may be made by check or cash, as long as no checks are returned to me for non-payment. Checks must be dated for the day they are due, no post-dated checks will be accepted. There will be a late fee of \$25.00 for each day that payments are received late. This includes post-dated checks. Repeated late payments may be grounds for termination. I ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed? I will give you a minimum of four week notice of any increases in your childcare fee.

With the way my bank account is set up please write any checks out in my name.  
Thank you

Please note that I charge for the spot, not attendance. So this means that even if your child is not at daycare payment is still required.

### **Registration Fee**

There is a registration fee of \$75.00 dollars due at the time of enrollment. This helps secure your child's spot in my daycare.

### **NSF CHECKS**

If a check is returned to me for non-sufficient funds, you will be required to pay all fees as a result of the returned check. There is a \$40.00 dollar fee for all returned checks. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, I will only accept cash payment from you from that point forward.

### **Early drop off and Late Pick Up**

If you drop off before 7:30am or pick up after 4:30 you will be charged a \$25.00 fee for every 5 minutes you are early/late. Unless prior arrangements have been made with the provider these rules will be strictly enforced. Your habitual tardiness may result in termination of services. The above late fees will also be charged to you if another person is supposed to arrive to pick up your child and is late and or early.

## **Drop in Care Policy**

Drop-ins are considered to be an odd day where care is needed. The rate for a drop-in child is \$20.00 per hour per child and is based on availability. If the daycare is full, drop in care will not be available. A 24-hour notice is required for Drop-in care.

It is the parent's responsibility to provide such things as diapers/pull-ups, change of clothes, nap items such as a blanket or a stuffed animal and any ointments that your child may need.

Payment is due at the time your child is dropped off in either cash or check. A fee of \$100.00 will be charged on all returned checks. Childcare services will be immediately halted until payment in full of fees and bank charges have been made, in cash. In addition, from that point forward cash will be required on all future drop-in appointments.

All required paperwork and immunizations will need to be provided for your child's file before they can start daycare even on a drop in basis.

**If you are late with your weekly tuition payment that is due by 4:30 on Monday there will be a \$25.00 late payment fee per day due until the account is current.**

## **MEDICAL EMERGENCIES**

In case of EMERGENCY, I will administer the necessary first aid. The Bangor Police Department or Paramedic Unit will be called and your child will be transported to the hospital designated on your Emergency Transportation Authorization form. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility. I am prepared with emergency caregivers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness or accident. You will be notified when an emergency caregiver will be used. If an emergency caregiver can not be located, you may be requested to pick up your children.

## **FIRE SAFETY**

Practice drills will be conducted a minimum of once monthly and recorded on record sheets provided by the state fire Marshall. Evacuation procedures will be posted on the wall next to exits. Our meeting place outside will be on the



sidewalk. The provider will also grab the emergency bag that is located by the back door on the shelf as well as making sure she has her cell phone. The Provider will count the children and make sure everyone is present and accounted for. Then the provider will call the proper authorities and parents if needed. The provider will have snacks for the children and when the children are finished eating they will play a game to keep everyone calm.

## **EMERGENCY AND EVACUATION PLANS**

In an emergency situation, like a fire or gas leak and we are asked to relocate to a nearby location the provider and the children will walk to James F. Doughty School on 143 5th street in bangor maine. If the emergency makes it unsafe to wait nearby at the above location I will transport the children to my in laws house in Holden Maine at 36 skyline drive. In the event of imminent danger, this may require the provider to transport children in private vehicles. If I am calling from one of these locations, I need you to come and get your child upon receiving the call. I will remain present with the children until all have been picked up. It is my hope that we do not ever need to use these emergency plans; however, it is my responsibility to ensure the safety of everyone here. If you have any questions please do not hesitate to ask. Thank you.

## **CRISIS PLAN**

In the event that an emergency occurs, the following staff member will occur to obtain additional help with the children as quickly as possible: Elizabeth Tusing.

## **Sample Daily Schedule**

Subject to change depending on the day

7:30am-8:00am- Arrival & Free Play  
8:00am-9:00am Breakfast & Diapers  
9:00-10:00am Circle time/ Morning Activity  
10:00am-11:00am Outside play

11:00am-12:00pm Lunch & Clean Up  
12:00pm-2:00pm Nap Time  
2:00pm-2:30pm Diapers & Snack

2:45pm-3:30pm Outside Time  
3:30pm-4:00pm Afternoon Activity  
4:00pm-4:30pm Free Play & Diapers

**Please note: Diapers are done every two hours and as needed**

## **MEALS**

I will provide breakfast, lunch and an afternoon snack. If you would prefer sending your child with their own food that is ok. I will have an allergy list posted. Please do not send any items that are on the allergy list. Please do not send glass containers and please label everything with your child's name on it. If you prefer to send your child with a meal from home please have it in a sealed container with instructions on how to heat up if needed. If your child arrives after 8:30am in the morning please make sure they have had breakfast that day.

## **Allergies**

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least every 6 months. An allergy list will be posted for safety reasons. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

## **TOILET TRAINING**

Toilet training will be done in a relaxed manner with the cooperation of the family. I would prefer for the child to start potty training when they show interest or can communicate to tell me they need to go to the bathroom. I will never force a child to use the bathroom. I want this to be a positive experience. After three accidents and when we run out of extra clothing I will have to put the child back in a diaper. Clothing that are soiled by urine or feces must be sent home. I will have them in a clean sealable bag. While at the daycare every child must be in a diaper, pull up or underwear. I will do my best to potty your child every 20 minutes or so. If your child is wearing underwear during the day they must wear a pull up during nap time until potty training has become a success. There will be a one time \$20.00 potty training fee that will help with cleaning when accidents may occur.

## **NAP TIME**

All children are required to take a nap while at daycare. Rest time gives everyone a much-needed break during the day. Nap time is from 12:00pm-2:00pm and subject to change based on the day. If you need to pick up your child before or during nap time please send me a message so I can have your child's things ready to go and so we don't disrupt the other children.

## **ACTIVITIES & CURRICULUM**

The main goal of this childcare is to have fun, improve social skills, and encourage creative expression. I will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, are just some of the activities we will be doing. During circle time we will sing songs, practice our ABCS and our numbers as well as other fun learning activities.

## **PARENTAL INVOLVEMENT**

There will be times and ways you can get involved in your child's child care experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Being a snack and/or a reading helper: such as coming into the daycare during snack time and assisting the provider. Or bringing in a book and reading to the children
- Coming and talking about your job on career day
- Helping your child at home with the concepts we are learning at the daycare
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

## **BIRTHDAYS & PARTIES**

Each child's birthday is his/her "Special Day." I will plan a birthday party for the child. Parents or guardians are welcome to bring in a special birthday treat for their child. If you decide not to, I will provide cupcakes for the children. Parents of the birthday child are also welcome to join us during the "birthday party" if they choose to. The party will take place typically after nap time during our afternoon snack time.

During daycare hours we will have a St. Patricks Day, Valentines Day and Halloween party.

For my daycare families we will have a thanksgiving dinner and a Christmas party during the holiday season. If you would like to bring a dish to share to either of these special events, it is very much appreciated.

## **HOUSE RULES**

Please respect my profession, my home, and I. The respect that you show me, including my home, furnishings, equipment, yard, and other children will communicate itself to your child and will make for a better working relationship. There are certain house rules that all children will be taught and expected to follow. In addition, although I realize that I must expect a certain amount of wear and tear where children are concerned, I do not want to have my home "demolished".

The following rules are enforced for the safety and well being of everyone. There will be no running permitted in the house. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/adults will NOT be allowed. No standing or climbing on chairs, tables, or furniture. There will be no use of obscene, derogatory or disrespectful language. Children may not walk around the house with food, cups or bottles. Children are not permitted to lift and/or carry other children while in my home or on my property.

We do have animals. Right now we have two cats named Matilda and Jack. Although they will probably hide while the children are here during the day please make sure your child respects their space if either one does come out of hiding. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Toys are meant to be played with, and if they break it is most likely from wear and tear. If a child deliberately takes a toy and breaks it, you and your child will be held accountable. Please support me in the enforcement of these rules, in order to create a better environment for all.

**Smoking is not permitted on the property. Please be respectful of our neighbors.**

Children and families are welcome in any areas of the home that are used for childcare purposes. My family and I also need some privacy and separation from daycare. Please respect this. It is hard for my husband and children to share their home/wife/mother, so intimately, with other children/families, for so many hours each day. It is important for them to feel that they have their "own" space. My child is expected to keep any toys that she is not prepared to share, in her room, away from the other children. Therefore, children and childcare families are not permitted on the second floor of the house.

### **Parking**

Please feel free to park in the driveway or on the street.

### **Indoor, Outdoor Play and Safety**

Indoor play: I provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. **Please keep all personal toys at home.**

Outdoor play: We will be playing outdoors every day that weather permits. **Please make sure that your child is appropriately dressed for outdoor play at all times and has a change of clothes in their assigned cubby.**

## **SAFETY**

I offer a supervised, clean, spacious, and well-lit environment for your child to play in. I will document all accidents, injuries, or emergencies at the time of occurrence. If there is a non-emergency, parents will be notified either in a Brightwheel message or a phone call depending on the situation. Parents will be asked to initial their child's incident report indicating that I have discussed the incident with them. I will keep the incident report in the child's folder. All chemicals/cleaning products are kept out of reach of children. Electrical outlets are covered as well to protect the children.

### **What to bring to daycare:**

Infant: Extra clothes, diapers, wipes, bottles and accessories burp cloths, breast milk and or formula.

Toddlers and preschool children will need diapers, wipes and change of clothes that will be kept at the daycare. I will let you know when we are running low.

**Change of clothes including:** two shirts, two pairs of pants, socks, underwear (if potty training) sunscreen, bug spray and a hat. These items may be kept in their cubby that has their name on it.

For winter time each child will need: boots, snow pants, a jacket, hats and mittens.

**Please label all of your child's belongings.**

**For nap time:** Each child may bring a stuffed animal or a blanket from home that will be kept in their cubby.

The children will most likely get messy from playing outside or doing projects. Please do not send them to daycare in clothes that you don't want to get dirty.

Please keep all personal toys at home with the exception of a stuffed animal or blanket for nap time. Please have your child finish eating any type of food before they arrive at daycare. This is due to allergy reasons and can be a choking hazard. If your child has not finished their food item I will save it for them and give it at either breakfast or lunch.

### **Transportation Policy**

I do not transport children. Parents will be informed in the event of any change in this policy and all Child Care Licensing rule requirements will be followed. In the event of an unexpected catastrophic emergency, it may become necessary to transport children to maintain their safety.

## **DISCIPLINE**

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency, and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children, especially, who are not adept at communication; have a hard time expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases.

The following methods of discipline will be used:

- Encourage children to solve problems themselves
- Intervention and discussion
- Re-direction to another play area
- Loss of privileges
- Taking a break for a few minutes from their toy or friend and trying again

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline between our homes. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment. As a home care provider, I have a responsibility by law to recognize and report any evidence of child abuse--physical or emotional-or neglect. This is strictly for the benefit of your child.

## **PARENTAL ACTIONS THAT LEAD TO EXPULSION**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms, including submitting and updating child's immunization records.
- Habitual tardiness when picking up your child(ren).
- Unwillingness to work as a team when supporting your child's development.

## **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to others present in the program or himself/herself.
- Parent/guardian physically or verbally threatens me, my family or another enrolled family.

Practice actions that can be taken in order to prevent expulsion due to child behaviors include but are not limited to the following:

- Redirect child from disruptive behavior.
  - Reassess classroom environment, appropriate of activities, supervision.
  - Use positive methods and language while disciplining children.
  - Acknowledge appropriate behaviors.
  - Give verbal warnings.
  - Give time to regain control.
  - Through daily communication the parent will work to carry out program and home expectations around behaviors working on changing.
  - The parent/guardian will be given guidance regarding methods of improving behavior.
  - Recommendation of evaluation by professional consultation on premises.
- Documentation of significant disruptive behavior will be shared with the parent through the use of incident reports and will be maintained in confidentiality.

## **SCHEDULE OF EXPULSION**

- The parent/guardian will be informed about the expected behavioral changes required to remain at child care.
- If the issue continues, the child's parent/guardian will be advised verbally, and in writing, about the child's or parent's behavior warranting an expulsion.
- The parent/guardian will be given a specific expulsion date that allows the parent/guardian sufficient time to seek alternate child care (approximately one to two week(s) notice depending on the risk to other children's welfare or safety).

There are a few resources that I will call to help provide me with resources on how to help a child with behavioral needs such as Main Roads to equality and Early Childhood education partnership.

## **Non English speaking families**

For my families that don't speak great English I will do my best to communicate you so that you feel comfortable in my home. All documents that you need to sign and fill out for your child will be translated into your chosen language upon request as well as the parent handbook. We will also use a translator on google if I need to so I can better communicate with you.

## **ILLNESS POLICY**

Under no circumstances will parents be allowed to bring a sick child to my home. Sick children expose other children, as well as myself and my family, to the spread of their illness and require additional care and attention that I am unable to give. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to child care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. If my family or I become ill due to exposure to a sick child, all of the children may need to arrange alternate care. Because this is disruptive to other children and their families, as well as my own, your cooperation on this issue is extremely important.

If this is your child's first time being at daycare it is likely you will experience a runny nose or some childhood bug throughout the year. I ask that you follow these protocols when assessing your child for symptoms and so they can return to daycare.

### **Your child may return to daycare:**

After the child has been fever free (fever greater than 100 degrees) for 24 hours without the use of fever reducing medication..

Vomiting: After the child has gone 24 hours without vomiting

Pink Eye/ Conjunctivitis: After your child has been treated with medication for 24 hours and symptoms have improved

Diarrhea: After your child is diarrhea free for 24 hours without the use of medication

Strep throat: 24 hours after antibiotics have begun

Covid: CDC guidelines state that your child can go back to their normal activities when their symptoms are getting better overall for at least 24 hours and your



child has not had a fever for at least 24 hours without using fever reducing medication.

**RSV: Your child may return to day care after they are 48 hours symptoms free.**

If your child becomes ill while in my care, I will notify you immediately. You are required to pick up your child within 60 minutes of notification. If you cannot be reached then your emergency contact will be called.

If your child is out ill regular fees still apply. I reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end or with written authorization from your doctor stating the name of illness and when the child may return to group care. Please notify me as soon as possible when your child becomes ill so that I may notify the other parents. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. He/she will be isolated from the other children and given special attention and comfort until you arrive. Your child will be accepted back into care when it is no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

If someone in my family has any of the above symptoms, I will send a brightwheel message as soon as I am aware of the situation, so that you may determine whether or not you want your child exposed to such symptoms. However, I reserve the right to close the daycare if I feel the illness(es) in my family will hinder the quality of care for your child. However absences by your choice qualify as your sick or absent days and are to be paid as stated above.

## **MEDICATIONS**

Any medication that a child needs will need to be given to the child by their parent or guardian.

## **Safe Sleep Policy**

Infants under 12 months of age must be put down on their backs with no blankets or items in the play or crib. The staff will monitor the infants sleeping by using an audio and visual monitor. Infants' heads must never be covered when sleeping. Staff will be required to check on the infants every thirty minutes. While the older children are napping I will be keeping an eye on the children to make sure they are safe and comfortable.

## **TERMINATION POLICY**

I reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the child care after a reasonable amount of time
- Physical or verbal abuse of any person or property
- My inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child
- False information given by parent either verbally or in writing

I appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. You are required to give at least two-week's written notice when you decide to terminate childcare. The two weeks will be paid in full, regardless of whether or not your child is in attendance.

I will give at least two-week's written notice of termination for which full tuition is due, whether or not your child is in attendance. I reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of myself or other children in attendance. In this situation, the two-week payment of tuition is still required. Termination notice will not be accepted while the provider or parents are on vacation.

Please do not terminate care during my vacation or the holiday season.

## **CHILD ABUSE/NEGLECT POLICY**

Sarah Tusing and any staff of this Child Care program are Mandated Reporters and are required by law to report any suspected abuse or neglect of a child to the appropriate authorities. The provider will immediately report any suspected abuse or neglect to the Department of Health and Human Services intake number at 1-800-452-1999. Concerns may include, but are not limited to physical, sexual, verbal, mental, or emotional abuse, as well as not meeting basic needs for health, safety, or welfare of a child's well-being. Any staff working with the provider must also immediately alert the provider of any concerns regarding abuse or neglect. The individual making the call will complete the required information for reporting and put the form in the appropriate file. Sarah Tusing, the provider of Moving Munchkins Daycare will notify all relevant parties that suspected Child Abuse or Neglect has been reported to Child Protective Intake. Sarah will complete incident reports, including: the details of the allegation or suspicion, the date Child Protective Intake was called, which Staff Members and/or interns were notified the report was filed, and whether or not the Parent/Legal Guardian were notified of the allegation.

Sarah Tusing will make the determination of how and what information will be shared with a Parent/Legal Guardian when Child Protective Intake has been contacted regarding the child's care outside of the program.

### **STAFF OR HOUSEHOLD MEMBER**

If an allegation of Child Abuse or Neglect is made against the Provider, any Staff Member, or Household Member the following policy will be enforced: The provider will determine/or consult the Department of Health and Human Services regarding the appropriateness of a person alleged of abuse or neglect to be alone with children during the course of the investigation. The outcome of the investigation will determine the appropriateness of continued employment and may result in termination. The child care will cooperate with the Department of Health and Human Services investigation, review all recommendations and take appropriate actions to ensure the safety of the children.

As a mandated reporter, the provider Sarah Tusing will report any suspected abuse or neglect within their own program or household, or from any setting by which they become aware of it, as well. Parental notification will be made in accordance with Department of Health and Human Services policy, and is required when an allegation is made toward a provider, staff member, or member of their household and documentation of an incident report signed and dated by the parent/guardian (within 48 hours) will be maintained.

### **Children's rights:**

Each Child has a right to an environment that meets the health and safety standards in the current Family Child Care Licensing Rule.

Each Child receives childcare services without regard to race, age, national origin, religion, disability, sex or family composition.

Each Child is treated with dignity, consideration and respect in full recognition of their individuality.

Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies. Children with disabilities have the right to reasonable modifications to the policies of Moving Munchkins Daycare.

Each Child has a right to Developmentally Appropriate activities, materials, and equipment.

Children must be free from emotional, physical, sexual abuse, neglect and exploitation.

Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.

Child care Licensing rule violations must be reported to the licensor  
Barbara Jones

### **Parents have the right to:**

- Visit your child anytime
- Access your child's record with appointment
- Meet with staff
- Direct involvement in your child's education
- Information and referral to community agencies
- Request verbal report and/or written report of your child's day
  - Have all information involving you and your child kept locked up and confidential
- Bring any concerns to the Director of Daycare
- Call and check on and get updates on your child
  - Involvement in the operation and evaluation of the program
- Non-discriminating billing and payment arrangements

#### **PARENT'S RESPONSIBILITIES**

Parents are responsible for:

- Picking your child up on time
- Providing necessary daily needs (Diapers, wipes, extra clothes, etc.)
  - Updating intake information
- Dressing your child(ren) appropriately for the weather
- Keeping your ill child home
- Leaving a number where you can be reached in case of emergency
- Making the provider aware of your child's needs
- Notifying the provider if your child will be absent

### **Privacy and Discrimination:**

I will abide by the state privacy law. All records and information about your child and family will be kept confidential, unless I have your written permission to reveal specific information. I also ask that you respect my privacy and that of my family by not sharing any information you learn about my family without my written permission. For example, contents or layout of my home, vacation schedule, routines, etc. I do not discriminate based on race, color, gender, disability, national origin, sexual orientation, or public assistance status. If we have a family who does not speak English I will do my best to accommodate the best I can. I will print out copies of the parent handbook in the families chosen language as well as the policies for the child's file. I will also use my cell phone or a computer to translate what I am saying so I can try to communicate with the family.

If there are any developmental concerns either the provider or the parent can contact CDS to request a screening. CDS contact information is 877-770-8883.

### **Records Management Policy**

All records pertaining to this child care program are confidential and will be kept for three years. Parents and staff have the right to request to view their files at any time.

### **Pool Policy**

We do have a pool and it will **NOT** be used for childcare purposes. The gate will be locked at all times.

\*WATER PLAY: We may use sprinklers and a water table for summertime water play.

### **REVISIONS TO HANDBOOK**

There will be a yearly revision to this handbook. All families will sign a new contract each year. I reserve the right to make changes in rates and policies, as I deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

### **Staff Supervision**

No other staff will be working when I am not present at the daycare. The only staff member at this time I will have is my mother in law Elizabeth Tusing and this would only be if there is an urgent emergency or an unexpected appointment. Elizabeth Tusing will work under my instruction and supervision.

### **Safe Sleep Policy**

Infants under 12 months of age must be put down on their backs with no blankets or items in the pack n play or crib. The staff will monitor the infants sleeping by using an audio and visual monitor. Infants' heads must never be covered when sleeping. Staff will be required to check on the infants every thirty minutes. While the older children are napping I will be keeping an eye on the children to make sure they are safe and comfortable.

### **Transportation Policy**

We will not be transporting children unless there is an emergency. Please refer to the health and safety policy.

## **Health and Safety Practices**

**FIRE DRILLS:** Practice drills will be conducted a minimum of once monthly and recorded on record sheets provided by the state fire Marshall. Evacuation procedures will be posted on the wall next to exits. Our meeting place outside is where the kids picnic table is. The provider Sarah Tusing will make sure the children are taken outside to our nearby meeting place in the yard by the shed on the right side of the house. The provider will have the children sit at the picnic table. The provider will also grab the emergency bag that is located by the back door on the shelf as well as making sure she has her cell phone. The Provider will count the children and make sure everyone is present and accounted for. Than provider will call the proper authorities and parents if needed. The provider will have snacks for the children and when the children are finished eating they will play a game to keep everyone calm.

**ACCIDENTS and INJURIES:** First Aid will be administered to a child needing care. Each accident will be recorded on a report. Parents will be asked to sign the report and the center will maintain a copy. A copy will be given to the parents upon request. Serious accidents or illness requiring medical attention while at the child care, as well any child death occurring at the program, must be reported to the Department of Health and Human Services (D.H.H.S) and may result in follow-up by the Department. Certain illnesses must also be reported.

**RELEASE OF CHILDREN:** Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Identification will be required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up the child, it would require that you give written permission in advance or a phone call to verify.

**REPORTING CHILD ABUSE:** Maine State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. This needs to be reported to licensor Barbara Jones. We are not obligated to inform parents/guardians of this report.

**REPORTING LICENSING VIOLATIONS:** As child care staff, we are also obligated to report licensing violations regarding our own facility. Likewise, if you have a concern that the staff at Moving Munchkins are not within the State of Maine licensing regulations, you can report these to the licensor Barbara Jones.

## **CRISIS PLAN**

In the event that an emergency occurs, the following staff member will occur to obtain additional help with the children as quickly as possible: Elizabeth Tusing.

Thank you for considering me to care for your child. I look forward to having a wonderful relationship with you and your family.