

# PARENT HANDBOOK



## Childcare Services

### Welcome to Childcare Vesna

- Opened in the Fall of 2005
- Registered with Iowa DHS category B
- I provide care for children ages 6 weeks to 12 years old
- With category B, I can have a maximum of 12 children
  
- I have current certification / approved training in;
  - Infant/child and adult CPR
  - First Aid
  - Mandatory child abuse
  - Child Net training series 25 hour course that includes;
    - Professionalism, Creative Learning Spaces, Activities for Early Learning, Growth and Development Guidance, Health Nutrition, Diversity and Business practices.
  
- I attended Spring Child Care Conference, and received training in the following areas:
  - Child Development, infant, toddler and preschool activities.
  
- This year I am going to attend the Iowa Program for Infant and Toddlers Caregivers (PITC) – 40 hours training.

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### Child Care Goal

I believe that every child is his/her own individual, and will learn and grow at their own rate.

My goal is to prepare children for their future, through play and having fun.

My daily schedule includes age appropriate activities that are designed to be flexible to child's individual needs.

I want them to feel loved and care for, as if they are part of my family, where children can learn and try new things.

I offer them plenty of books, crafts materials, free play time, and so much more.

I will see that every child laughs, has fun and enjoys his childhood here.

### **Preschool children ages 3 to 5**

Every morning they attend preschool class.

I provide preschool curriculum from September through May.

During summer, we do lots of crafts and free play.

Preschool program goal includes:

- Enable children to follow simple directions
- Teach children when it is appropriate to sit and listen
- Encourage them to enjoy music and books
- Enable each child to be self confident and to have self respect
  
- Language;  
Develop oral language competency pre reading and writing skills.  
Enhance listening skills.
  
- Math;  
Working on concepts, such as numbers.  
Practice counting.  
Learn about shapes, colors and much more.
  
- Science:
  - Provide experience which stimulate children's curiosity
  - Learn about animal life, sea life, plant life, weather, five senses, road and fire safety, and healthy living habits.

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### Physical Education:

Be involved in free and organized play.  
Learning to manipulate their physical environment, and more.

### Art:

Painting, play dough, drawing, gluing and cutting activities.

### Music:

Singing, listening, playing musical instruments, and learn to enjoy music for its own sake.

### General Information

I can not take your child without these forms:

- Child Intake Information (Form D)
- Emergency Medical Treatment Authorization (Form I)
- Child Medical Update (Form L)
- Child Health Record (Form J)
- A complete record of immunizations
- Signed contract

All forms must be updated at least every year, or sooner, according to need!

### Working Hours

6:30 am to 6:00 pm Monday through Friday

### Hours definitions:

Full time will be considered 36 to a maximum of 45 hours per week

Every additional hour over 45 will be charged as overtime

### Drop-In

Three Days (with a maximum of 30 hours, overtime rules apply)

Or, if hourly, 18 hours or less (minimum of 10 hours per week)

Fees and hours shown in the contract can not be used, or changed for Saturdays, and Sundays.  
These days will be charged extra.

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Accidents, injuries: Parents/Guardians will be contacted immediately, and also provided a copy of accident reports.

Payments are explained in the Parent/Provider contract.

Trial period and termination will also be explained in the Parent/Provider contract.

Day care holidays, and vacations

Medications:

If your child/ward needs any form of medications during the day, you must provide us with a completed Medication Authorization form.

Health Policy

For the protection of all children, please keep your child home if the child shows, or has, any of the following symptoms;

Infectious diseases, such as pink eye, measles, strep throat, chicken pox, mumps, or any form of lice.

You will be contacted immediately if your child displays any of the following;

Fever of more than 100° F, diarrhea, vomiting, rash (other than diaper rash).

Once contacted, the child must be picked up by you, or your designated emergency contact, within one hours time.

Naps;

All children under 5 years of age will be put down for a mid-day nap.

Personal Items, such as blanket, or favorite toy, may be brought, but the child will be responsible for these items.

Menu (See weekly)

Each lunch contains a main dish, vegetable, fruit, and milk.

Termination;

If you decide to terminate our contract for any reason, a two weeks notice is required.

Final Note:

Please feel free to talk with me about any problems, or concerns that you may have.  
Thank you for the opportunity to work with you and your child.