

**MUSICAL CHAIRS DAYCARE**

**PARENT HANDBOOK**

*“Policies, procedures, any information you need,  
these rules are put in place to help us all succeed.”*

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## **MUSICAL CHAIRS DAYCARE PARENT HANDBOOK**

### **1. Welcome to Musical Chairs Daycare!**

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

### **2. Registration Checklist**

Children may be enrolled from three months through five years of age, regardless of race, creed, or religious beliefs. The following forms are required by the State of Massachusetts and need to be read, completed and/or signed prior to enrollment Parent Handbook (read) Parent-Provider Contract/Enrollment Application (complete/sign/date):

- Child's Pre-admission Health History - Parents Report (complete/sign/date)
- Permission to Administer Form (complete/sign/date)
- Emergency Information/Consent for Medical Treatment (complete/sign/date)
- Parent Directory List Form (complete/sign/date)
- Parents Rights (sign/date)
- Receipt of Parent Notification (sign/date)
- Family Child Care Consumer Awareness Information
- What Are Parents' Responsibilities?
- Caregiver Background Check Process
- Guidelines for Illnesses Requiring Exclusion
- Making a Smooth Transition into a Family Home Daycare
- Building and Maintaining a Positive Relationship with Your Child's Provider
- Immunizations Card must be up to Date at Time of Enrollment

### **3. Definitions**

- Full time childcare: Monday – Friday, 7:30 am to 5:30 pm
- Part time childcare: Limited weekdays, 7:30 am to 5:30 pm
- Half-day childcare: Weekdays, 7:30 am to 12:30 pm or 12:30 pm to 5:30 pm
- Infant/Young Toddler: Younger than 24 months
- Older Toddler/Preschooler: 24 months and older

### **4. State Licensing Requirements**

Musical Chairs Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and Massachusetts Department of Early Education and Care ("EEC") licensing officials. For more information about state regulations, contact: [www.eec.ma.gov](http://www.eec.ma.gov), Northeast Regional Office, 360 Merrimack Street, Building 9, 3rd floor, Lawrence, MA 01843, phone: 978-681-9684 or fax: 978-689-7618.

**5. Termination Policy**

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, one month written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees and related costs incurred by provider.

**6. Daycare Hours**

Normal hours of operation are Monday through Friday 7:30 am to 5:30 pm with the following holiday exceptions:

**7. Holidays**

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- Memorial Day
- 4th of July
- Labor Day
- Veteran's Day
- Halloween (closed at 4:30 pm)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

*Note:* If the holiday falls on a Saturday, daycare will be closed the Friday before. If the holiday falls on a Sunday daycare will be closed the Monday after.

**8. Sick/Personal Days**

As strong as our immune systems have become over the years, we unfortunately still get sick from time to time. Because of this we allot ourselves five sick/personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc) in order to keep our childcare license in good standing. Of course we will give you as much advance notice as possible.

**9. Vacations**

We allot ourselves two weeks of vacation per year. The dates of our vacation will be posted on our calendar at least two weeks in advance. Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.

*Note:* Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

**10. Deposit**

A nonrefundable deposit equal to two weeks of your scheduled childcare costs is due at time of enrollment, along with your signed Parent-Provider Contract/Enrollment application. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application. The deposit will be credited toward the last two weeks of your child's enrollment.

*Note:* Please make checks payable to "Musical Chairs Daycare".

**11. Payment Policy/Attendance**

*Option One - Weekly Payment:* Payment for each week is due on the first day of that week during which your child is normally scheduled to attend daycare. If payment is received more than one day late, a late fee of \$20 per week will apply until full payment is received.

*Option Two - Monthly Payment:* Payment for each month is due on the first business day of that month during which your child is normally scheduled to attend daycare. If payment is received more than one day late, a late fee of \$40 will apply until full payment is received.

To hold your child's space, payment must be made whether your child attends or not. Payment is based on our scheduled childcare agreement, not attendance. Musical Chairs Daycare will review our fees annually, and parents will receive at least two weeks' written notice of any changes.

*Note:* To figure out your monthly payment, multiply your scheduled weekly cost by 52 weeks, and then divide by 12 months.

**12. Non Sufficient Checks**

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

**13. Late Pickup Policy**

If your child is picked up after 5:30 pm there will be a late charge assessed of \$3.00 for every one minute (unless prior arrangements have been made). Please be courteous and arrive on time. After hours is time with our family.

**14. Health Matters**

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold-like symptoms, who are otherwise feeling and acting well. Mild cold-like symptoms are: clear runny nose, slight cough, and slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours, the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency

contact person will be notified.

*Note:* Once a child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present for at least 24 hours. The child must also be free of any contagious illness. Parents returning children who have been absent from daycare due to a contagious illness are asked to provide a doctor's note stating the illness is no longer contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

#### **15. Guidelines for Children Requiring Exclusion from Daycare**

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. Additionally, if the child is taking antibiotics for the illness, the child may return to daycare 24 hours after beginning antibiotics, as long as he or she has only a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or under the arm, may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

*Note:* A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare except as described above.

#### **16. Child's Absence and/or Vacation**

If your child will not be attending daycare due to illness or for other reasons, please let us know as soon as possible in advance. This will help us to avoid delays or interruptions in other childrens' activities and to prepare appropriate numbers of meals. No discounts will be given for a child's absences due to illness or vacation.

#### **17. Medication**

At Musical Chairs Daycare we will not give medication to children without your written permission. Please note, if your child needs medication, you should consider whether he or she is too sick to attend daycare. If you have provided a signed medical consent form, we will give your child certain over-the-counter medications. Examples of these would be: sun block, Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever), etc. If you're not sure if we will administer a certain medication, please feel free to ask. We will never administer the first dose of any medication to a child in our care.

**18. Reporting Child Abuse**

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

**19. Medical and Dental Emergency Procedures**

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have designated to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the EEC. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

*Note:* In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

A phone call to 911 is made.

Child's parents (or emergency contacts) are called.

Child is separated from the other children and cared for.

Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

**20. Evacuation Procedures**

Musical Chairs Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event evacuation is necessary, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the Emerson Park Playground or the Peabody Police Department located on Allens Lane if an indoor location is required. A notice will be posted at the daycare with information regarding the alternative sight. Directions to the Emerson Park Playground are as follows: From our house on Ellsworth Road, turn left out of our driveway. Emerson Park Playground is across the street on the corner of Ellsworth Road and Perkins Street. Continue past the park to the corner of Perkins Street and Allens Lane to the Peabody Police Department.

**21. Diaper Policy**

It is your responsibility to provide all necessary diapers, pull-ups, wipes and diaper cream

for your child. It is also your responsibility (not the provider's) to check periodically to see if or when your child needs more. Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing feces are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

## **22. Toilet Training**

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old, but later at the parents' discretion). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

## **23. TV Viewing**

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to PBS, Educational Video, the Disney Channel, and Baby Einstein for the younger ones. Children are never required to sit and watch TV, and TV is not offered in place of free-play or learning activities.

## **24. Toys**

We have well-organized, separate, age appropriate toys for toddlers and infants. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them: a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy, and often causes problems between children. Never send your child to daycare with toy weapons.

## **25. Miscellaneous**

*Medical Transportation.* Here at Musical Chairs Daycare we do transport children by car or, unless a medical emergency requires us to do so, and then transportation is provided by ambulance, police or other appropriate personnel.

*Photographs.* Your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

## **26. Open Door Policy**

Please feel free to come and go at any time throughout the day to visit your child.



However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc.) would like to come and visit or play with your child for an extended period of time, please take your child out of the daycare, to places such as your home, a park, or on a walk, after which, feel free to bring the child back to daycare.

## **27. Behavior Management**

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

*Positive Reinforcement:* The child will be encouraged when he or she is demonstrating appropriate behavior.

*Redirection:* The child is redirected to another activity and given an opportunity to try again at a later time.

*Time-Out:* The child is separated from the group under supervision, for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

*Last Resort:* When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, you will be required to arrange for alternate care.

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

*Note:* We will not be responsible for any personal property damage or personal injury caused by your child or his or her behavior. Parents are solely liable for all such damage and injuries.

## **28. Cleanliness**

We take the wellbeing of your child very seriously and work hard to provide an

environment that is as healthy as possible. We are committed to keeping our daycare and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Musical Chairs Datcare is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. High chairs are cleaned between each use. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in applicable activities.

Employees wash their hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using or helping a child use the toilet, or changing soiled clothing or diapers
- After contact with any bodily fluid (wet/soiled diapers, runny nose, saliva, etc.)
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or a bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands:

- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home

**29. Arrival and Departure**

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food (i.e. half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes). The longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

**30. Supplies Needed at Daycare**

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, tooth brush, weather appropriate clothes and a change of clothes, jacket, and shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), pacifier (if needed), and a swimsuit. We supply and apply sunscreen every day to any child playing outside. For the older children sleeping on a mat: a crib sheet, a blanket, and a pillow must be provided by the parents. If necessary, please feel free to provide a comfort object for rest-time, and anything else your child may need. Your child's crib sheet, blanket, and pillow should be taken home every Friday and washed and returned to daycare the following Monday. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We will wash the children's clothing, or you may take your child's clothing home to be washed, which ever you prefer. We are not responsible for replacing any clothing, lost, torn, stained, soiled or otherwise. We encourage you to write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups or losses.

*Note:* Please periodically check your child's locker/cubby to make sure they still have all of their necessary items for daycare. Furthermore, as the weather changes throughout the year, so do your child's daycare clothing needs. Please always make sure your child has weather-appropriate clothes at the daycare. This helps the day run more smoothly for your child and us, and helps us care for your child in the best possible way.

### **31. Meals/Snacks**

We provide nutritious and well-balanced meals and snacks. We provide morning breakfast at 9:00 am, lunch at 12:00 pm and afternoon snack at 3:30 pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. We also provide formula and baby food for infants. On Monday of every week the week's menu is posted in the kitchen for you to review. Breakfast will be served to the children arriving before 9:00 am. If arriving after 9:00 am, please make sure your child has been fed breakfast (unless prior arrangements have been made). The children are offered the food and encouraged to eat, but they will not be forced to eat. Children who choose not to eat will not be served additional food until the next mealtime. Hands are washed before and after meals, and teeth are brushed after lunch. The meals and snacks for each week vary in order to help ensure the children receive a well-balanced diet. It is our goal to offer nutritious meals and snacks to the children in our care.

### **32. Special Diets**

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note describing specific needs or requirements. Certain meals and different types of foods can usually be substituted per request, in order to still fulfill specific dietary requirements. However, if a viable solution cannot be agreed between parent and provider, then the parent must provide the child's meals and snacks.

### **33. Learning and Fun**

For ages two through five, we offer a preschool curriculum. This on-going program is

offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from arts and crafts projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects may be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by “doing”. Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all, fun, because we believe that learning is an exciting experience.

For ages 24 months and younger we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make daycare and learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

#### **34. Activities**

We know that children also learn through play. Because of this, we do not underestimate the importance of play on a growing child’s mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled, with flexibility to respond to the needs of each individual child and age group. Activities in which the children and we participate include, but are not limited to, the following:

*Indoor Activities:* books and story-time, Lego’s, circle-time, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing.

*Outdoor activities:* climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes, falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August), we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

#### **35. Nap Time**

Infants and toddlers sleep in separate rooms. The infants sleep in provider provided cribs, and the toddlers sleep on mats. Our goal is to have the two different age groups (24 months and older, or younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is from 1:00 pm to 3:00 pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. The State of Massachusetts requires that all children under the age of five have at least a two-hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mats during this time. For the older, toddler age children sleeping on mats, please send a crib sheet, pillow, and blanket that can be kept at the daycare for your child.

**36. Daily Schedule**

The following schedule is meant to give you an idea of your child’s day. Actual times and activities will vary depending on time of the year and weather, as well as the age and temperament of the children. Age appropriate activities are scheduled with flexibility to allow us to respond to the needs of each individual child.

(a) Older Toddlers and Preschoolers (24 months and older)

Time	Activity
7:30-8:30	Drop-off, welcome, free-play
8:30-9:00	Breakfast, clean-up/wash-up
9:00-9:30	Circle-time
9:30-10:00	Outside play-time (depending on season)
10:00-10:30	Music, song and dance, tumbling exercises
10:30-12:00	Arts and crafts, story-time,
12:00-12:30	Various learning games
12:30-1:00	Lunch time, clean-up/wash-up, brush teeth, mat time
1:00-3:00	Rest-time and/or quiet-time
3:00-4:00	Structured-play, puzzles, books, learning toys
4:00-4:30	Afternoon snack, clean-up/wash-up
4:30-5:30	Pick-up, outside play/Gardening

Infants and Younger Toddlers (younger than 24 months). For this age group, throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking, whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule. Representative daily schedule is as follows:

<u>Time</u>	<u>Activity</u>
7:30-8:30	Drop-off, welcome, free-play/structured-play, toys, story-time
8:30-9:00	Breakfast, clean-up/wash-up
9:00-10:00	Naptime (depending on age), flash cards, arts and crafts, story-time, Stacking blocks
9:30-10:00	Arts and crafts, story-time, various learning games
10:00-10:30	Music, song and dance, games
10:30-12:00	Outside play-time (seasonal)
12:00-12:30	Free-play and/or structured-play, interactive video
12:30-1:00	Lunch, clean-up/wash-up, brush teeth (if applicable), nestle into cribs
1:00-3:00	Rest-time and/or quiet-time
3:00-4:00	Free-play and/or structured-play, books, flash cards, learning toys
4:00-4:30	Afternoon snack, clean-up/wash-up
4:30-5:30	Pick-up, outside play, puzzles, musical instruments, story-time

(b) Infants (3 to 6 months)

7:30-5:30: cuddles, love and affection, eat, diaper changes, and sleep.

(c) Weekly Baby Sheets

For infants 18 months and younger, parents receive a weekly baby sheet listing when your child was given a bottle (when applicable), what they ate and drank, when diapers were changed and what it was, their nap schedule, and any other pertinent information.

### **37. Guidelines - What Is Asked Of Children**

All food and drinks must be kept in the kitchen area.

No playing in the bathroom.

No coloring on anything but paper.

Name-calling and foul language or yelling is not allowed.

No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.

No pulling or picking of plants, grass, trees, or flowers.

No picking-up, pulling, poking or squeezing of babies.

All kitchen and bathroom cupboards are off limits to daycare children.

Take turns and share.

Help clean up.

Laugh, smile, play, and be happy.

### **38. Communication**

So we can provide the best possible care, please feel free to communicate any needs,

wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Musical Chairs provides bi-annual progress reports.

### **39. Referrals**

Referrals from a client are one of the biggest compliments we can receive. As a special thanks to you, we offer families a free week of childcare for each referral that has successfully enrolled in our daycare. Your free week will be credited to your daycare costs after the referred child has attended the daycare through the two-week trial period without gross misconduct on part of the parent, or child. If at the time of the referral we are full and have no more spots available for the child, then the referred family will be given the option to be put on a waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will receive your free weeks credit towards your future Musical Chairs Daycare costs.

### **40. Contract Adherence**

This daycare is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in this Parent Handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook, at any time. If and when we do make a change to our policies or procedures, you will be notified of the change.

### **41. A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during our normal business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

**Note:** By signing the Parent-Provider Contract/Enrollment Application, it is understood that you have read, understand and agree to all of the policies and procedures of Musical Chairs Daycare.