

NURTURE HOME DAYCARE

Thank you for the interest in Nurture Home Daycare. This packet outlines the policies and procedures of the child care home. The Provider is fully in compliance with the Minnesota state licensure requirements.

As per License Class A, the Provider may care for a total of 10 children, 10 years of age and under. 4 may be school aged, with 6 being under school aged. Of the 6 under school aged children, 3 may be toddlers and infants, with a maximum of 2 infants at a given time.

Definitions:

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|----------------|-----------------------------------|
| Infant | 6 weeks to 12 months. |
| Toddler | 12 months to 24 months. |
| Preschool-aged | 24 months to 5 years old. |
| School-aged | 5 years old through 10 years old. |
| Provider | Danielle Jarvela, daycare owner. |

Hours of Operation

- Monday-Friday 7AM-5PM
 - *Other hours may be available upon request, dependent on Provider's availability, at a premium.*

Milestones Food Program

- This daycare participates in a federally funded food program called Milestones. The Provider is required to serve nutritious and balanced meals/snacks. Provider offers breakfast, AM snack, lunch, and PM snack.
 - If providing meals and/or snacks for your child(ren), please pack all food in a bag/lunch box labeled with your child's first and last name.
 - If providing formula/breast milk please label bottles and/or bags/storage containers with your child's first and last name.

Sleeping Arrangements

- The daycare provides mini cribs for infants/toddlers and sleeping bags with mats for preschool children and any school-aged children who may be napping. Parents/Guardians are more than welcome to supply the mode of sleep for their child(ren). All cribs/portable cribs must have proper documentation and be free of damage.

- All children will be provided clean and separate bedding in a comfortable sleeping space. Infants are required to be placed on their backs in an approved pack 'n play or crib, with a waterproof mattress, and no loose bedding, in compliance with safe sleep practices.
- Any non-napping children will be encouraged to rest their bodies by doing a quiet, independent play activity.

Supplies

- For infants and toddlers: The daycare will provide generic wipes, creams and diapers. Please bring baby bottles, a blanket/sleepsack, and 2 sets of extra clothing. If your child is sensitive or you would prefer to supply your own wipes/creams/diapers, please note this on the "*Preferences and Sensitivities*" worksheet.
- For potty trained preschool and school aged children: please provide 1 set of extra clothing.
- For all children: During the warmer months, please provide a swimsuit for water related activities. During the colder months please send a hat, mittens/gloves, appropriate jacket, and boots. During snowy months please bring waterproof mittens/gloves, snow pants, and waterproof boots.

Discrimination

- No caregiver shall discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

Illness

- Parents are advised to keep ill children at home. If a child falls ill under the supervision of the Provider, the child will be isolated and the Parents/Guardians of the child will be notified to come retrieve their child.
- The Provider will contact Parents/Guardians if the child presents with: a fever at or above 101°F, vomiting, diarrhea, and/or a rash.
- Parents/Guardians are required to inform the provider of any contagious illness or parasitic infestation (i.e. lice) within 24 hours of diagnosis.
- The Department of Health will be notified if a child presents with a disease denoted on the Department of Health's website:
<https://www.health.state.mn.us/diseases/reportable/index.html>
- Children who wish to attend Nurture Home Daycare, are required to be up to date on vaccinations, unless medically advised against them (i.e. immunocompromised individuals) and a record of immunizations or an exemption submission will be required for enrollment. Non-medical exemptions are not accepted.

Administering Products

- Parents/Guardians will have to fill out the "*Permission to Administer*" form.

- Allows the provider to administer soaps, over-the-counter meds, band-aids, etc.
- Parents/Guardians will have to fill out the *“Permission to Administer Medication”* form if the child requires any over-the-counter or prescription medication.
 - Allows the provider to administer and keep your child(ren)’s prescription and over-the-counter medication(s) and/or medical equipment.
 - Provider requires written instruction with the child’s name from a licensed physician or dentist in order to administer medications. Medicine with current prescription information on the label constitutes as instructions.

Emergencies

- The provider has a plan for any catastrophic incidents that may impact your child(ren) or your ability to get to them.
- Fire and Storm drills are performed monthly.

Transportation

- The Provider will not be using a vehicle to transport children. Any field trips to the park or library will be made on foot and/or utilizing strollers/wagons.

Rates

| | | | |
|----------------|-----------------|---------------------|---------------------|
| Infants | \$7.00 per hour | \$200.00 for 4 days | \$260.00 for 5 days |
| Toddlers | \$6.50 per hour | \$185.00 for 4 days | \$240.00 for 5 days |
| Preschool-aged | \$5.50 per hour | \$130.00 for 3 days | \$220.00 for 5 days |
| School-aged | \$5.00 per hour | \$115.00 for 3 days | \$200.00 for 5 days |

- Provider will inform you 1 month in advance of any change in rates.

Fees

- Your child’s contracted hours are:

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- Anytime before your drop-off time or after your scheduled pick-up time will be considered overtime. There will be an additional \$5.00 charge per 30 minutes or any portion of 30 minutes.
 - Parents are allowed to drop their child off and pick them up within 10 minutes of their scheduled time without ensuing a fee.
 - Please contact the Provider if you need to be early or late. If Parents/Guardians are consistently not on time without communicating, it is grounds for contract termination.

- I require that payments be made by 11:59 PM, Friday, post-care. A \$10/day late fee will be added to your next bill if not paid by then. If payment has not been received by their next day of care, and no communication has been had, the child will not be allowed to be dropped off.
- Provider will require a deposit that will equal to a week's care for your child(ren). The deposit will be used towards the last week of care.
- A 2 week written notice is required in advance of any terminations, so the Provider can plan accordingly. If none is given, payment is required for the two weeks whether fully utilized or not and the deposit will be forfeited.
- If the Provider finds they can no longer care for your child(ren), a 2 week written notice will be given unless there is a danger to the children or the Provider.

Emergency, Illness or Vacation

- The Provider will give proper notice to families and the daycare will have to shut down for the day(s) necessary. Parents/Guardians must ensure they have back-up care in the event of any of the aforementioned events.
- The Provider will notify you 1 month in advance of any vacations so you can make back-up arrangements.

Personal Days

- The Provider has an allotted 13 days of paid personal time, and 13 days of paid sick leave.
 - Your child will not be in care, but you will still be charged.
- The Provider understands that your child may get ill, have family vacations, etc. So, the Provider offers 6 days of absence of care, free of charge. These 6 days will reset each year, on the anniversary of your child's entrance to the program.
 - The Provider will have to charge for any days beyond these 6 days, whether your child is here or not.

Pets

- The Provider has 1 pet in the residence. Dog, boston terrier, 7 years old, up to date on all necessary vaccinations including rabies.

Liability

- The Provider does not currently have liability insurance.

Smoking, Drugs, and Alcohol Use

- Smoking is not allowed on the property, if caught doing so, The Provider will ask the individual(s) to leave the property.
- The Provider will not be under the influence of non-prescribed/illegal drugs and/or alcohol during the hours of operation of the daycare facility. All alcohol and pharmaceuticals will be kept in a cabinet inaccessible to the children in care.
- Provider requests parents/guardians not be under the influence of non-prescribed/illegal drugs and/or alcohol when on the Provider's property during business hours.

Supervision

- Provider is required to be within sight or hearing of infants, toddlers and preschoolers at all times.
- Provider is required to be available for assistance and care for school aged children.
 - Any school aged children will not be allowed to leave Provider's property alone without written permission.

Discipline

- Please inform the Provider of your preferred behavioral guidance that is used in your home.
- Provider is not allowed to use any sort of physical discipline, please do not suggest this method. Provider is also not allowed to threaten, frighten, or humiliate children.
- Provider will use verbal messages, a short time-out (away from the other children and activities, 1 minute per the age of the child), or take away use of toys or other items. Provider will reward positive behaviors with verbal praise.

Activities

- Provider's daycare will have a generalized schedule to keep some structure for each of the children. All children will participate in age-appropriate activities throughout the day. Getting outdoors will be an integral part of the program, weather permitting. The provider has a play area in the garage that will be used to engage in active play when weather is not favorable. Screen time will be minimal.

Holidays

- The Daycare will not be open on these Holidays: Independence Day, Thanksgiving (Thursday and Friday), Christmas Eve, Christmas Day, and the day after Christmas, New Years Eve, New Years Day.
 - These are paid holidays. (Parents will still have to pay for these days)
- The Daycare will be available for care on these Holidays for 1.5x your current rate: Martin Luther King Day, President's Day, Memorial Day, Juneteenth Day, Labor Day, Indigenous Peoples Day (Columbus Day), Veteran's Day.
 - These are unpaid holidays. If your child is not in care, you will not need to pay for them.

Communication

- It's ESSENTIAL! Provider will attempt daily communication at pick-up and drop-off. An email/text will be sent if unable to properly discuss the time at daycare/time at home. Please keep the Provider up to date on all your child's current habits, likes, etc so they may do their best to serve them.
- If you wish to have a call/in person appointment to discuss your child(ren), please let the Provider know and we can figure out availability.

Trial Period

- An adjustment period of 3 weeks will be given to ensure satisfaction. The Parent/Guardian and Provider have the right to terminate the agreement within the 3 weeks without further obligation.

Grievance

- If you have any issues at all with Nurture Home Daycare, please do not hesitate to speak with the Provider. If scheduling an outside hours meeting is necessary, Provider will accommodate.

Questions?

- If you have any questions regarding child care rules and statutes involved with the daycare program, you may call St. Louis County Family Child Care at **(218)726-2064**. This is the licensing agency for Nurture Home Daycare.

Mandated Reporting

- Provider is legally required to report suspected or confirmed abuse or neglect of dependents. Please refer to the 'Maltreatment of Minors and Mandated Reporting' attachment for more details.
- If a parent/guardian has any concerns of child maltreatment, they can reach St. Louis County Child Protection at **(218)471-7128**.

Attachments

- Rule Summary for Parents, Maltreatment of Minors and Mandated Reporting.

I have read and understand this provider policy, and agree to uphold the terms of it. I have received the 'Rule Summary for Parents' and 'Maltreatment of Minors and Mandated Reporting' Attachments.

Parents/Guardians Signature

Date

Parents/Guardians Signature

Date