

Adventure Learners Childcare Handbook

Welcome to Adventure Learners in-home daycare!! We are a small in-home daycare and I appreciate you trusting me and picking me as your daycare for you sweet little one. My purpose for this daycare is to help your little one or little ones thrive in a happy, friendly, and educational environment. Please read the whole handbook and please let me know if you have any questions!

Basic information

Phone- 406-403-9291

Email- allisonbecca55@gmail.com

Hours- 7:30am-5:30pm

Payments

Payment is due according to the arrangements made in your childcare contract. Payment is the parents' responsibility. I do not accept Best Beginnings or Scholarships for daycare. Here at Adventure Learners, you are paying for the spot, regardless of attendance. Payment is due on the days agreed on in your contract.

Late charges will be applied if not paid on the scheduled day. Late charges are five (5) dollars a day.

Dismissal of care

If you decide to take your child out of care, I do require two weeks notice. Payment for those two weeks is still required.

I cannot decide to term without cause.

Tuitions

Discussed privately on contract.

Tuition will cost more if the child(ren) come on days that they are not scheduled. It will be the cost of drop in care, 45 dollars for being four (4) hours or more. 35 dollars for three (3) hours or less. Payment will need to be paid at pick up.

Calendar Day offs

A calendar will be sent out yearly. Adventure Learners will be closed on the days:

- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas
- MLK
- Presidents' Day
- Memorial Day
- 4th of July
- Labor Day

If a holiday falls on a Saturday or Sunday Adventure Learners will not be closed during the week for those days. During the GFPS Christmas and Spring breaks we may be at an alternative location, I will give the address when it's needed.

Sick and illness policy

Please follow these guidelines:

Keep your child home if they are experiencing any of the following symptoms:

- Diarrhea- must be free of diarrhea for 24 hours without medication before returning
- Fever of 100 or above- must be fever free for 24 hours without medication before returning
- Vomiting- must be vomit free for 24 hours without medication
- Pink eye- must have a doctors note to return
- RSV- must have a doctors note to return
- Hand-foot and Mouth- must have a doctor's note to return.
- Flu
- Covid- you must keep the child home even if they aren't the ones with the positive test.
- Ear infections- children are fine to come if they have an ear infection as long as they aren't having fevers or diarrhea. Please just communicate that they have an infection so I can help them better.

If a child needs medication during the regular times of care, I will provide the medication once the medication form is completed.

Pain relieving medication can be given for a teething child. Parents must provide the medication and complete a medication form.

Feeding and meals

Breakfast, AM snack, Lunch and PM snack will be provided daily. Children will be offered water and milk.

Food will be offered but children will not be forced to eat.

Families need to provide a water bottle or a sippy cup. You may choose to take the water bottle home daily or leave it at the daycare.

Infants

Breast milk and formula must be provided by the parents. If you are using breast milk please provide enough for the day, either frozen or thawed.

Please bring a bottle that the child is comfortable with.

Infants need the nutrients from the formula until they are 12 months old, please provide formula until they are 12 months old.

I will NOT put rice cereal in the bottle unless I am given a note from the pediatrician and the measurements for the ratio of rice cereal, formula, and water.

I will NOT offer baby food to a child younger than 6 months old unless I am given a note from the pediatrician. Parents can either provide the baby food or I can.

Please bring 3 bottles that can stay at the daycare while the child uses bottles.

Toys

Children maybe bring ONE (1) toy that isn't a nap time lovey if it will help with the transition of being at daycare. Please know that other children will likely try to play with said toy, if it causes fights it will be put away until the child is picked up. Label any toys that come into the daycare.

Nap time/Quiet time

Nap time will be from 1:30pm-3:30pm. Every child will be expected to lay down for the duration of nap time/quiet time. A child is welcome to bring a blanket from home or keep a blanket at the daycare. A child will never be forced to nap and won't be given anything to make them sleep. I will not wake a sleeping child unless nap time is over or they are being picked up.

Infants have their own sleep schedules. I will try my best to follow an established sleep schedule. I will follow your child's sleep cues. Parents are expected to provide an updated sleep schedule as needed.

Diapering and toilet learning

Families are responsible for providing diapers, wipes and if needed diaper cream for their child. Families will need to bring a backpack each day with the needed diapers, wipes, and cream. Diapers will be checked every two hours at minimum and as needed. I know diapering material can be expensive so if a child isn't wet during the times, I check I will not change a diaper just to change a diaper.

Toilet learning is very exciting to think about. I will help with the toilet learning but the child must be able to communicate about using the toilet. Communication can include words or sign language. Toilet learning is a team effort for everyone that has a role in the child's life. Please understand that I can't have a child running around naked to learn how to use the toilet though. The child will need to be accident free for 2 weeks before going pull up or diaper free. The child will be allowed to wear underwear during the day. At nap time/quiet time they may need to wear a pull-up. Please provide changes of underwear, pants and socks during the time they will be learning how to use the toilet.

Clothing

Kids get messy. Please send your child in clothes that you are okay with getting messy.

Please send extras for the day in case of accidents or large messes.

Please dress your child according to the weather. Depending on the age of the child they may go outside if the weather is at or above real feel 25 degrees.

Please bring shoes for your child if they are walking. Children without shoes will not go outside. During the winter months provide boots, a coat, a hat, and gloves.

During the summer, please have your children in clothing and shoes appropriate for the weather. I cannot promise I'll be able to change their clothes during the day since we will be doing things.

Drop offs/ pick ups

Drop off begins at 7:30AM.

Please avoid drop offs after 9:30 AM. I understand if a late drop-off is due to an appointment.

Please notify me if you are coming to pick them up during nap time so I can get them up and have them ready to go. Nap time is 1:30pm-3:30pm.

Family supplies

- Backpack
- Diapers
- Wipes
- Change of clothes
- Cup
- Shoes
- Blanket
- Coat

Hitting and biting

Hitting and biting are very frustrating. I do try my very best to make sure that they don't happen, accidents do happen.

Oftentimes the reason for both hitting and biting is cause and effect. Littles are learning how things work and they want to see what will happen when they bite or hit. Biting is a developmentally appropriate form of communication because they lack other communication skills.

Biting is more common between the ages of eighteen (18) months to two and a half(2 ½) years of age.

Miscellaneous information

If you do not want your child using a pacifier or sucking their thumb while in my care please communicate that with me.

If you are trying to break the habit of either thumb sucking or using a pacifier, please let me know so I can help with it. We are a team and it's only going to work if we do the same thing.

Please provide a vaccination verification form to me that I will keep in a file for the child.

You may bring tablets for your child, but they will not be used during daycare hours. I understand bringing them if you must do something after daycare and it's easier to keep them in a house where the elements won't hurt the device.

Thank you!

Thank you for choosing Adventure Learners as your childcare provider! I can't wait to help your little one grow!