

Lamasha Daycare

Safe Hands Happy Hearts



DAYCARE HANDBOOK



OUR MOTTO

Safe Hands Happy Hearts

OUR MISSION

To be home away from home where every child is secure, celebrated and inspired to learn, while partnering with families to build strong foundation for bright future.

OUR VISION

To transform early childhood into strong foundation for endless growth and a catalyst for family and community empowerment.

OUR SERVICES

Full Day and Part-time Childcare

Drop-in/Emergency Care

Weekend Care (Parents Night-out)

Planning/ Hosting Kids Parties (Birthdays, Milestone

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First Edition

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WELCOME TO LAMASHA DAYCARE

Welcome to Lamasha Daycare. Safe Hands Happy Hearts.

At Lamasha, we believe that every child deserves a nurturing environment that promotes growth, learning and joy. We are committed to providing a secure, loving and clean space where preschool-age children get a strong foundation.

Lamasha is founded on the principle that excellent childcare is the basis upon which future success is built. We are passionate about creating a warm and engaging environment that encourages children to explore and develop their unique talents. We offer play-based schedules that promotes social, emotional, cognitive and physical development which prepare children for transition to kindergarten and beyond.

WE VALUE

Safety: A secure environment that prioritizes the well-being of every child

Nurturing: We endeavor to create a sense of belonging and show love to all children while recognizing and appreciating individual differences and needs as we bring out the best in each child.

Learning: We encourage curiosity, creativity, problem solving and social skills.

Community: Building strong relationships with parents, staff and the community to support the development of every child.

OUR MISSION

To be home away from home where every child is secure, celebrated and inspired to learn, while partnering with families to build strong foundation for bright future.

We are dedicated to growing each child's unique strengths, curiosity, and creativity through high-quality care, age-appropriate activities and compassionate guidance.

OUR VISION

To transform early childhood into strong foundation for endless growth and a catalyst for family and community empowerment.

We envision a community where all families have access to exceptional childcare, inspiring young minds to reach their full potential.

You are invited to explore our facility and experience the warmth and love we offer to every child. Together let's give your child the gift of a happy and healthy start.

The Lamasha Difference

We know parenting comes with unexpected turns, busy schedules and the need for trustworthy support. That's why our services are designed to give you peace of mind, flexibility and the assurance that your child is safe, happy and growing.

1. Whether you work long hours or just need a few hours to run errands, our *Full-Day and Part-Time Childcare* offers you flexible plans that fit your lifestyle.
2. Life doesn't always give warnings. When plans change suddenly, Lamasha is the reliable helping hand parents trust, just drop your child off, we take care of the rest. *Drop-In and Emergency Care* got you covered.
3. *Weekend Care* is a lifesaver for parents working through the weekends, parents who need rest, time-out, time for personal errands, self-care and attending important functions.
4. You always have a busy evening! Do not worry, the *Extended Hours* option offers you peace of mind and the flexibility that suits your evening.
5. Parents working late, night shifts, attending to emergencies and night events are never worried, *Night Care* ensures your child's needs for the night are adequately met.
6. Imagine your child's special day filled with joy, laughter, and stress-free fun. We create unforgettable birthday parties and celebrations kids adore. We *Plan and Host Kids Parties*, you only choose the package that suits your taste.
7. Free up your weekends. Our *Laundry Services* (for both kids and adults) provides your family with the convenience that keeps the whole family fresh and clean while saving you precious time.

Join the growing community of happy parents at Lamasha Daycare

PURPOSE OF THIS HANDBOOK

This handbook serves as a vital guide for both staff and parents. It outlines the standards, expectations, procedures and policies that govern the daily operations of the daycare. It aims to:

1. Familiarize you with our mission, vision, values, and approach to childcare.
2. Outline policies, procedures, expectations and guidelines that guarantees a safe and nurturing environment for all children.
3. Provide practical information and to ensure everyone involved with Lamasha Daycare understands the rules, routines, and responsibilities.
4. Foster partnership by encouraging collaboration and open communication between parents, caregivers and the daycare management to support the well-being and growth of your child.
5. Outline safety and compliance policies related to child safety, health, and emergency preparedness and to ensure such policies protect children and align with licensing requirements.
6. Show transparency in our operations thus giving parents confidence and assurance in the daycare's structure, knowing their children are in a well-managed and professional environment.
7. Enable caregivers have a clear reference for handling common situations, making decision-making easier and more consistent.

By reading this book, you gain a better understanding of the daycare's commitment to providing high quality care and how we can work together to support your child's growth and happiness.

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ENROLLMENT AND ADMISSION

Enrollment is open to children in following age categories:

1. Age 7 months and above.
2. Ages below 7 months who have been **weaned**.
3. Ages below 7 months **not yet weaned** but whose parents (specifically the mother) can visit regularly within the day to breastfeed.

Requirements for Admission.

- Completed enrollment forms (Provided at the Daycare)
- A copy of the child's birth certificate
- Copies of parent(s) national ID card(s)
- Emergency contact information
- Signed policy agreement (Provided at the Daycare)
- A non-refundable fee of Ksh 500.

Admission is granted on a first-come, first-served basis to children from all backgrounds depending on space availability.

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OPERATING HOURS/DAYS

- A Peek into the 24 Hours
- Regular Hours: 7.00a.m - 6.00p.m (*Giving parents peace of mind during working hours*)
- Extended Hours: From 6.00p.m (*Offers flexibility to parents having busy evenings*)
- Night Care: 6.00p.m - 8.00a.m, with time flexibility that depends on parent's schedule (*Offers support for parents working late, night shifts, covering emergencies and night events*)
- Weekends (*Peace of mind to parents who work during weekends, parents rest and self-care, attending important functions and errands while ensuring continuous and consistent nurturing of children in a professional environment*)
- Lamasha Daycare is open throughout the year to ensure that families always have a reliable childcare option when they need it most.

DAILY ROUTINE AND ACTIVITIES

Summary of daily routine is outlined below.

- Arrival and morning greetings
- Breakfast
- Guided learning/play/activities sessions
- Outdoor play
- Lunch
- Nap/rest time
- Storytelling and music
- Snack time
- Evening pickup
- Wind-down

AGE GROUPING

We categorize children into age-appropriate groups as follows:

- ◆ **Infants** 0 – 12 months
- ◆ **Toddlers** 1 – 2 years
- ◆ **Preschoolers** 2 – 3 years

Our activities emphasizes early childhood development through play, language, music, physical movement and sensory activities.

Important Points to Note

- a) *The schedule will be adjusted to accommodate different needs and moods.*
- b) *We put in circulation/ read books that promote language and literacy skills.*
- c) *The activities must always cater to the developmental needs of each age group.*
- d) *We emphasize outdoor activities to promote physical development and exploration.*

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ACTIVITY/LEARNING SCHEDULE

DAY	PLANNED ACTIVITIES
SUNDAY	<ul style="list-style-type: none"> • Free Play and Building Blocks • Circle Time (Dance and Movement) • Themed Activity: Creative Art • Outdoor Play • Story Time • Free Creative Play
MONDAY	<ul style="list-style-type: none"> • Free play and sensory bins • Tummy time (for infants) • Circle Time (Songs and Story) • Colors and Painting • Guided Play/Montessori Toys • Quiet Time (Books, Puzzles) • Outdoor Play (Slides, Tricycles)
TUESDAY	<ul style="list-style-type: none"> • Arrival, Free Play and Music • Circle Time (Colors and Shapes) • Counting and Sorting • Music and Movement • Sensory Play • Sand Play
WEDNESDAY	<ul style="list-style-type: none"> • Free Play and Books • Circle Time (Weather and Days) • Themed Activity: Animal Sounds • Building with Blocks • Felt Board Stories • Water Play
THURSDAY	<ul style="list-style-type: none"> • Free Play and Water Play • Circle Time (Songs and Puppets) • Themed Activity: Outdoor Nature Walk • Bubble Play • Playground Games • Puppet Play
FRIDAY	<ul style="list-style-type: none"> • Free Play and Art Table • Circle Time (Emotions and Faces) • Themed Activity: Play Dough Fun • Soft Toy Play • Drawing and Crayons • Ball Pit Fun
SATURDAY	

DAY-TO-DAY OPERATION PROCEDURES

No		Routine	Focus Areas
1.	Morning Arrival and Child Check-In Process	<ul style="list-style-type: none"> ● Staff Arrival ● Child Check-In ● Health Screening 	<ul style="list-style-type: none"> ● Caregivers/staff prepare rooms, set up activities, and conduct safety checks. ● Use a digital/manual attendance system to log children in.
2.	Daily Schedule and Learning Activities	<ul style="list-style-type: none"> ● Structured Play and Learning ● Outdoor Play ● Meal and Snack Times ● Rest Time 	<ul style="list-style-type: none"> ● Follow a set schedule of activities ● Ensure outdoor spaces are safe and properly supervised. ● Serve meals/snacks at scheduled times. Track food allergies and dietary restrictions.
3.	Technology in Service Delivery	<ul style="list-style-type: none"> ● Communication with Parents ● Administrative Software ● Educational Technology 	<ul style="list-style-type: none"> ● Use a daycare management app to send real-time updates to parents. ● Use childcare management software to track enrollment, payments, billing, staff scheduling/assignments, notifications for upcoming events and reminders for payments. ● Integrate child-friendly technology tools such as interactive whiteboards and tablets with age-appropriate educational
4.	Staffing and Caregiver Ratios	<ul style="list-style-type: none"> ● Staff Scheduling ● Staff Meetings ● Training and Development 	<ul style="list-style-type: none"> ● Ensure that the daycare maintains the required child-to-caregiver ratios at all times/Create flexible shift schedules for staff based on peak times and child attendance numbers ● Hold regular morning meetings to discuss the day's agenda, any concerns regarding specific children and team responsibilities. ● Ensure staff receive ongoing professional development in areas such as child development, first aid and CPR

5	Health and Safety Protocols	<ul style="list-style-type: none"> ● Daily Cleaning Procedures ● Emergency Preparedness ● Sick Child Policy 	<ul style="list-style-type: none"> ● Implement strict sanitation protocols. ● Conduct regular fire drills/review emergency evacuation plans with staff. ● Implement guidelines that prevent sick children from attending the daycare to
6.	Pick-Up and Check-Out Process	<ul style="list-style-type: none"> ● End-of-Day Reports ● Secure Check-Out 	<ul style="list-style-type: none"> ● Provide parents with a summary of their child's day ● Parents/authorized guardians are advised to present ID/digital pass
7.	Logistics and Facility Management	<ul style="list-style-type: none"> ● Supplies and Inventory Management ● Facility Maintenance 	<ul style="list-style-type: none"> ● Keep an organized inventory of supplies ● Regular maintenance for the building/playground/all equipment ● The daycare bus/van must meet all safety regulations.
8.	Enrollment and Administration	<ul style="list-style-type: none"> ● Enrollment Process ● Billing and Payments 	<ul style="list-style-type: none"> ● Online registration system that allows parents to enroll their children easily. ● Automated billing processes, allowing parents to pay online through secure payment platforms.
9.	Customer Feedback and Continuous Improvement	<ul style="list-style-type: none"> ● Surveys and Feedback ● Adapting Services 	<ul style="list-style-type: none"> ● Regular feedback from parents through digital surveys or in-person consultations. ● Make necessary adjustments to programs, facility management and
10.	Community and Marketing	<ul style="list-style-type: none"> ● Community Engagement ● Social Media and Online Presence 	<ul style="list-style-type: none"> ● Conduct community events such as parenting workshops, open houses and family days to impact the community and attract new families. ● Maintain an active online presence, sharing updates, achievements and photos to build trust with current and prospective parents.

HEALTH AND SAFETY POLICIES, EMERGENCY PLANS AND HYGIENE STANDARDS

1. Purpose

The purpose of this policy is to ensure a safe, healthy and hygienic environment for all children, staff and visitors at Lamasha Daycare. We are committed to maintaining high standards in health and safety, preparing for emergencies and maintaining strict hygiene protocols to prevent illness and injury.

2. Scope

This policy applies to all employees, volunteers, contractors, children and parents/guardians involved with Lamasha Daycare.

3. Health and Safety Policies

3.1 General Health and Safety Commitment

- We prioritize the health and safety of all individuals on our premises.
- All staff members are responsible for recognizing and mitigating potential hazards.
- Daily inspections of the facility, equipment and play areas will be conducted to ensure safety standards are met.

3.2 Staff Training and Responsibilities

- All staff will receive health and safety training upon hiring and annual refresher training, covering safe practices, emergency response and first aid.
- Staff is responsible for maintaining safe practices and being vigilant for any potential safety hazards.

3.3 First Aid and Medical Response

- A first-aid kit will be readily accessible and stocked with essential supplies.
- At least one staff member with certified first aid and CPR training will be present at all times (or within reach).
- Incident reports will be completed for any injuries, detailing the nature of the injury, response actions and parental notification.
- **Medication:** All medications must be stored securely and administered according to parental instructions and staff training.
- **Illness:** Children who are ill or exhibiting signs of illness are advised to stay home to prevent the spread of infection.
- **Allergies:** Staff must be aware of any allergies children may have and take necessary precautions to ensure their safety.

4. Emergency Plans

4.1 Evacuation Procedure

- Emergency evacuation routes must be clearly marked and free of obstructions.
- In the event of an emergency (e.g. fire, gas leak), staff will follow a pre-designated evacuation plan and gather all children at the nearest emergency exit.
- Staff will perform daily attendance checks and carry updated attendance lists to ensure all children are accounted for during evacuations.

4.2 Fire Drills and Emergency Training

- Fire drills will be conducted yearly to ensure staff and children are familiar with emergency evacuation procedures.
- Emergency contact information for each child will be readily accessible in the event of a necessary evacuation.

4.3 Lockdown Procedures

- Lockdown procedures will be enacted in the event of a security threat.
- Staff will secure children in safe, designated areas and follow protocols for maintaining a calm and quiet environment.
- Parents will be notified as soon as the situation allows.

4.4 Medical Emergencies

- In the event of a medical emergency, trained staff will administer first aid and contact emergency medical services if needed.
- Parents will be notified immediately following a medical incident.

5. Hygiene Standards

5.1 Personal Hygiene Practices

- Staff and children will be required to wash their hands with soap and water before meals, after using the restroom and after outdoor activities.
- Alcohol-based hand sanitizers will be available at all entrances and high-traffic areas.
- Staff will model and reinforce proper hand washing techniques with children.

5.2 Cleaning and Disinfection Protocols

- All surfaces, including tables, countertops, door handles and toys will be cleaned and disinfected daily.
- High-touch surfaces and bathroom facilities will be disinfected multiple times a day.
- Toys and materials that children put in their mouths will be set aside for cleaning and disinfected before being returned to circulation.

5.3 Food Safety and Meal Preparation

- Meals and snacks will be prepared in a clean and safe environment.
- Staff will adhere to food safety guidelines, including wearing gloves, using separate cutting boards for raw and cooked foods and maintaining appropriate food storage temperatures.
- All staff involved in food preparation will complete food safety training annually.

5.4 Illness Policy

- Any child or staff member exhibiting signs of illness, such as fever, vomiting or diarrhea, are advised to stay home and are encouraged to return to the daycare only when they are symptom-free.
- In the event of a contagious illness, parents will be informed and additional cleaning measures will be taken to reduce the spread of infection.

6. Policy Review and Amendments

This policy will be reviewed annually and updated as needed to reflect new health and safety guidelines, best practices and any regulatory changes. Any updates will be communicated to all staff, parents and stakeholders.

Acknowledgement

By signing below, all staff members confirm they understand and agree to adhere to the Health and Safety Policies, Emergency Plans, and Hygiene Standards at Lamasha Daycare.

Important Points to Note

- We provide nutritious and balanced meals and snacks.
- Parents who wish to pack meals may do so and must ensure packed meals are labeled and healthy (Daycare may help in labeling)
- **Allergies/ Dietary Needs:**
Parents must inform the daycare of any food allergies or preferences.
- We discourage sugary snacks and encourage cereals, fruits, vegetables.
- For Infants (0 –12 months), all foods are mashed, softened or pureed appropriately.
- **Hydration:** All Children are offered clean and safe drinking water throughout the day.
- Dinner is served to **boarders/overnight kids only**, unless prior arrangement is made with the daycare management.



Healthy tummies, happy hearts. We always endeavor to make every

WEEKLY MEAL SCHEDULE

DAY	BREAKFAST	SNACK	LUNCH	SNACK	DINNER
Sun					
Mon	Porridge (millet), Sweet potatoes slices	Slices of pawpaw/ pineapple	Ugali, mincemeat or omena stew with green veges	Sweet potato slices, fresh juice	Rice and yellow beans stew
Tue	Tea with milk, buttered brown bread	Watermelon chunks and a slice of avocado	Rice, green grams (ndengu)	Porridge	Mashed potatoes with carrots and minced beef
Wed	Finger millet (wimbi) porridge and matooke	Githeri, soft for younger babies	Chapati, lentils, Cabbage	Boiled cassava slices & diluted fresh juice	Soft ugali, scrambled eggs, green veges
Thu	Maize porridge with brown bread (peanut buttered)	Sliced boiled egg, a slice of pawpaw	Pilau served with fried cabbage	Ripe bananas with lemon grass drink	Rice with green peas and carrot curry
Fri	Tea with milk and mandazi	Fresh fruit juice	Ugali, fish, green veges	Porridge (wimbi)	Irish potatoes
Sat					

- While this schedule reflects a general meal plan, we recognize the fact that some children may need frequent feeding than indicated.
- This schedule may be adjusted from time to time depending on need and availability.
- As much as possible we balance meals to cover Carbohydrates, proteins, vitamins, minerals and healthy fats for proper body nourishment.

Objective

To ensure the safety of all children, staff and visitors during any emergency (e.g. fire, medical, weather-related or security threat) by providing clear procedures for quick and organized evacuation or response.

1. Emergency Types Covered

Fire, Medical Emergency, Gas Leak, Severe Weather (storm, flood, etc.), Intruder threat on premises, Power Outage, Earthquake

2. General Emergency Response

- Stay calm and act quickly.
- Follow the daycare's emergency procedures and designated roles.
- Ensure all children are accounted for at all times.
- Prioritize children's safety over personal belongings.
- Call emergency services immediately (Police, Ambulance, Fire).

3. Fire Emergency Procedure

- Raise the alarm: Pull fire alarm or shout “Fire!” to alert others.
- Evacuate immediately using the closest safe exit.
- Lead children to the designated assembly point
- Bring attendance register and emergency contact book.
- Check off children and staff at the assembly point.
- Do not re-enter the building until cleared by authorities.
- Call **0739621556** or **0704754334** and notify parents.

4. Evacuation Procedure

Signal the evacuation using a whistle, bell or alarm

Staff leads children in pairs (younger ones in arms or strollers).

Room supervisors check all areas (bathrooms, closets, etc.).

Bring:

- Attendance sheet
- Emergency contact information
- First aid kit
- Any critical medication

_Assemble at designated safe area

_Roll call to ensure all children and staff are present.

_Await further instructions from emergency personnel.

5. Child Accountability

Attendance should be taken:

- On arrival
- Before and after outdoor play
- During any transitions
- After any emergency
- One staff member per 10 children during evacuation for safety.

Use name tags or wristbands or any other available identification method where necessary.

6. Medical Emergency

- Assess the scene for safety.
- Apply first aid if qualified; otherwise, keep child stable and call for help.
- Contact emergency services immediately if life-threatening.
- Inform the child's parent/guardian.
- Document the incident in the medical log.
- File a full report and review procedures afterward.

7. Severe Weather / Natural Disaster

- Move children away from windows and exterior walls.
- Shelter in designated safe area (interior hallway, windowless room).
- Use mats or cushions for protection if necessary.
- Monitor weather alerts via phone/radio/TV
- Do not evacuate unless building is at risk.
- Inform parents once the situation is stable.

8. Intruder or Threat Procedure (Lockdown)

- Lock all doors and windows immediately.
- Move children to a safe room or area out of sight.
- Keep quiet and calm. Turn off lights and silence phones.
- Call police immediately and describe the threat.
- Remain in lockdown until cleared by authorities.
- Document and report the incident.

9. ⚡ Power Outage

- Ensure all children are safe and calm.
- Use emergency lights and battery-powered electronics/gadgets if needed.
- If prolonged, alternative power source must be sought.
- Check on food storage and diapering needs.

10. Post-Emergency Actions

- Perform headcount and assess for injuries.
- Contact parents with updates.
- Complete incident report forms.
- Debrief staff and review the response.
- Update emergency plans if gaps were identified.

11. Staff Training

At any given time we must have at least one staff member who are trained in:-

- Basic First Aid and CPR.
- Fire safety and extinguisher use.
- Emergency contact protocol.

12. Drills

Drills on the following areas will be conducted regularly to ensure our staff are aware of what to do in the event of an emergency.

- Fire drills.
- Lockdown drills.

Local Fire Dept.	
Local Police	
Ambulance/Health Service	
Nearest Hospital	
Poison Control	
Daycare Director	

1. Purpose

This policy outlines the privacy protocols and rules to ensure the confidentiality and security of personal information related to children, parents/guardians and staff at the daycare.

2. Confidentiality of Child and Family Information

- All personal details of children and their families, including names, addresses, medical history and emergency contacts, will be stored securely and treated as confidential.
- Information will not be disclosed to unauthorized persons, including other parents, without written consent from the legal guardian.

Staff must sign a confidentiality agreement upon hiring.

3. Access to Personal Information

- Only authorized personnel (e.g. daycare management, caregivers and emergency response teams) will have access to children's records.
- Parents/guardians may access their child's records upon request but cannot view information regarding other children.

4. Data Storage and Security

- Paper records will be stored in locked cabinets with restricted access.
- Digital records will be protected using password-secured systems and encryption where applicable.
- Documents containing personal information must not be left unattended in open areas.
- Information that is no longer needed will be securely disposed of (shredded or permanently deleted).

5. Communication and Privacy

- Staff will only discuss a child's progress, behavior or medical concerns with their respective parents/guardians.
- Phone calls, emails or meetings regarding children will only be conducted with authorized guardians.
- Photos or videos of children will not be shared publicly or with third parties without explicit parental consent.

6. Use of Photos and Media

- The daycare will obtain written consent before taking or using any child's photo or video for internal use, promotional materials or social media.
- Parents may opt out of having their child's images used in any form.

No photos/videos will be shared with other families without permission.

7. Emergency and Medical Information Handling

- Medical records, allergy details and emergency contact information will be updated regularly and stored securely.
- Only relevant caregivers and medical personnel will have access to a child's medical details in case of an emergency.
- Any health concerns or incidents will be communicated directly and privately with parents.

8. Staff Conduct Regarding Privacy

- Staff must not discuss confidential matters outside the workplace or on personal social media.
- All staff are required to report any privacy breaches to the management immediately.
- Unauthorized disclosure of sensitive information will lead to disciplinary action.

9. Visitor and Third-Party Access

- Visitors, including contractors and inspectors, must sign in and will not have access to private information.
- Third-party services (e.g. therapists, consultants) will only receive necessary information with written parental consent.

10. Privacy Policy Updates

- This privacy policy will be reviewed annually and updated as necessary to align with legal requirements and best practices.
- Parents and staff will be notified of any significant changes.



- Drop-off: From 7:00 a.m.
- Pick-up: Any time up to 6:00 p.m.
- We encourage that children be signed in/out daily by an **authorized adult** at drop-off and pick-up respectively

Drop-off and pick-up outside the specified hours ARE ALLOWED provided prior arrangements are made with the daycare management.

Drop-off Procedure

- A **daily health check** will be conducted upon arrival.
- Parents/guardians **sign in** their child using the official daycare attendance sheet or digital system.
- A brief handover should be given to the staff regarding the child's mood, sleep, health etc.

Pick-up Procedure

- Only authorized individuals listed on the child's **registration form** may pick up the child.
- The person picking up the child must present **valid identification** and **sign out** the child.
- If someone else (not listed) needs to pick up the child, the parent/guardian must give **written or verbal consent** in advance with proper identification provided at pick-up.
- Children will **not be released** to any person who appears under the influence of drugs or alcohol.

Emergencies or Delays

In the event of an emergency or expected delay on the side of the parent/guardian, please contact the daycare at **0724414548**. We understand that emergencies happen. We will keep your child safe until you're able to arrive or send someone authorized.

Security and Child Release

- Children will only be released to individuals **18 years or older** unless otherwise agreed upon (in writing or otherwise)
- For added safety, Lamasha Daycare may contact the parent/guardian before releasing a child to someone unfamiliar or not previously authorized.



*At **Lamasha Daycare**, the safety and security of every child is our highest priority. We maintain secure facilities, controlled access and constant supervision to create a safe environment. By prioritizing security, we give parents peace of mind and children the freedom to learn, play and grow with*

The health and safety of every child in our care is of utmost importance. These guidelines are designed to protect all children, families and staff members from the spread of illness and to ensure the safe administration of medication.

1. General Illness Policy

To maintain a healthy environment at Lamasha Daycare:

- Children who are visibly unwell may not be admitted for care and are advised to stay home.
- Parents are expected to monitor their child's health daily and keep them home if symptoms of illness appear.
- If a child shows signs of illness during the day, they will be isolated (under supervision) and the parent/guardian will be contacted for pick-up or medical attention sought, depending on severity and circumstance.

A child to stay home if they exhibit any of the following:

- Fever of 41°C (105.8°F) or higher
- Vomiting or diarrhea within the last 24 hours
- Unexplained rash or skin condition
- Persistent coughing or difficulty breathing
- Conjunctivitis (red, watery, itchy eyes with discharge)
- Lethargy, unusual irritability or inability to participate in activities
- Any contagious illness such as measles, chickenpox or hand-foot-mouth disease.

Children who are symptom-free are encouraged to return to the daycare.

2. Return to Daycare After Illness

- A child may return after 24 hours symptom-free.
- For contagious diseases, a doctor's clearance may be required before readmission.
- Children recovering from antibiotic treatment must have been on the medication for at least 24 hours before returning to daycare.

3. Administration of Medication

Medication will be administered under the following conditions:

- A **Medication Authorization Form** to be filled and signed by the parent or legal guardian.
- Medication must be in its **original packaging**, clearly labeled with the child's name, dosage and instructions.
- Prescription medication should include the dosage directions and where possible the prescribing doctor's name.

Types of Medication Allowed:

- Prescribed medications (e.g. antibiotics, asthma inhalers)
- Emergency medications (e.g. EpiPens, allergy meds)
- Over-the-counter medications approved in writing (e.g. teething gels, fever reducers)
- Staff will document all administered doses and times in the child's medication log.

4. Emergency Medications

If your child has a condition that may require emergency medication (e.g. severe allergies, asthma, seizures), you are advised to:

- Provide the daycare with the medication and a detailed action plan.
- Ensure the medication is **not expired** and replaced as needed.
- Communicate any updates to your child's health condition or treatment.

5. Staff Responsibilities

- Only trained staff will administer medication.
- Medications are stored in a **locked and child-safe cabinet**.
- All incidents related to illness or medication will be documented and communicated to parents.

6. Parent Responsibilities

- Keep the daycare informed of any health changes or diagnoses.
- Provide emergency contact information that is always up to date.
- Follow the illness guidelines.

Together, we can promote a safe, healthy and caring environment for all children. Thank you for your cooperation and support.

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COMMUNICATION WITH PARENTS/ GUARDIANS

We encourage open and regular communication with parents during drop-off and pick-up times, while ensuring that transitions are kept brief to avoid activities disruption/give all parents equal chances.

We maintain active communication through:

- Daily reports
- WhatsApp group
- Email updates
- Parent-Carers meetings
- Notices for events and policy changes

We believe strong communication builds trust and partnership.

At Lamasha Daycare, we understand that rest is an essential part of a child's healthy growth and development. To support this, we provide a calm and comfortable environment for nap and rest times each day.

- *All children have a designated rest or nap period daily. Infants follow their individual sleep schedules, while toddlers and older children are encouraged to rest at set times.*

- *We provide clean bedding and cozy sleeping areas that meet safety standards. Parents may bring a favorite blanket or comfort item to help their child feel secure.*



- *During nap time, lights are dimmed and soothing music or white noise may be played to create a peaceful atmosphere.*
- *Not all children may fall asleep and that's okay. Children who do not nap will be offered quiet activities and calming tasks.*
- *Bedding are washed regularly.*

A well-rested child is a happy, growing child.



Purpose

To ensure hygienic, safe and respectful diapering practices that promote the health and well-being of each child while maintaining a clean and sanitary environment.

Who This Applies To:

All children in diapers-age and any staff responsible for diaper changes.

Diapering Procedures**Preparation**

- Ensure all supplies are ready: clean diaper, wipes, diaper cream, gloves and disposable bag.
- Wash and sanitize hands before diapering.
- Wear disposable gloves.

Changing Process

- Lay the child gently on a sanitized changing mat.
- Remove the soiled diaper, clean the area thoroughly with wipes (front to back).
- Apply cream if provided by parent.
- Put on a clean diaper.
- Seal the soiled diaper in a biodegradable diaper bag and dispose of it immediately in a diaper-designated covered bin.
- Sanitize the changing mat and dispose of gloves.
 - . Wash both child's and caregiver's hands thoroughly.

Hygiene & Safety Standards

- Diapering area is cleaned and sanitized after **each use**.
- Staff must wash hands before and after every diaper change.
- Changing mats are **non-absorbent**, easy to disinfect and used only for diapering.
- Gloves are **mandatory** during changes.

Diaper Disposal

- All soiled diapers are placed in biodegradable diaper bags.
- Diapers are disposed of in sealed, labeled diaper-only bins.
- Bins are emptied daily.
- Staff sanitize bins during each emptying.

Eco-Conscious Option

Lamasha Daycare encourages families to consider:

- Compostable diapers

Parent Responsibilities

- Provide a daily supply of diapers, wipes, creams and extra clothes.
- Label all diapering supplies clearly.
- Replenish stock regularly based on caregiver communication.

For convenience, diapers and wipes are available at the daycare for purchase.

Staff Training

All staff receive regular training on:

- Proper diapering procedures.
- Infection control.
- Child comfort and care.
- Waste management and eco-friendly practices.

Notes:

- Parents are expected to **label all personal items clearly**.
- A notice will be sent when supplies run low.

Our goal is to work hand-in-hand with families to keep your child clean, dry and comfortable every day.

At **Lamasha Daycare**, we believe that guiding children with patience, respect and consistency helps them develop positive behaviour and social skills. Our approach focuses on teaching rather than punishing, ensuring every child feels safe, valued and supported. We promote **positive discipline** based on:

- Encouragement of good behaviour through praise, reward and recognition.
- Communicating clear expectations and rules in a way children can understand.
- Redirection, where children are gently guided toward appropriate activities or choices when challenging behaviour arises.
- Calm conflict resolution, respect and empathy.
- Consistency and fairness by applying rules and expectations equally to all children to build trust and security.
- Partnership with Parents to help maintain consistency between home and daycare.



*We do not allow **corporal punishment, yelling or shaming**. Our goal is to nurture self-control, cooperation, empathy, kindness and*

RIGHTS AND RESPONSIBILITIES

1. Parents' Rights

Parents and guardians have the right to:

- Be treated with respect, dignity and fairness by all daycare staff.
- Receive regular, honest communication about their child's development, behavior and well-being.
- Visit the daycare at any reasonable time without prior notice.
- Be informed about all daycare policies, procedures, fees and changes in advance.
- Express concerns or provide feedback without fear of judgment or retaliation.
- Receive notification of any accidents, injuries, illnesses or significant incidents involving their child.
- Be involved in decisions affecting their child's care and participate in daycare events or meetings.

2. Parents' Responsibilities

Parents and guardians are expected to:

- Ensure children arrive and are picked up on time.
- Notify the daycare promptly of any absences, changes in pickup arrangements or family emergencies.
- Provide updated emergency contacts and accurate medical information for their child.
- Pay all fees on time as outlined in the payment policy.
- Respect daycare staff, other families and embrace all guidelines and procedures.
- Communicate any concerns or special needs regarding their child.
- Dress children appropriately and ensure they come with required items (e.g. extra clothes, diapers, food if not using provided meals).
- Keep children at home when they are sick or show contagious symptoms.

3. Staff Rights

Lamasha Daycare staff members have the right to:

- Work in a safe, respectful and supportive environment.
- Be treated with courtesy by parents, guardians and children.
- Receive proper training, resources and support to fulfill their roles effectively.
- Maintain appropriate professional boundaries with families.
- Report concerns about a child's welfare or behavior without fear of retaliation.
- Be protected from harassment, threats or abuse of any kind.

4. Staff Responsibilities

Daycare staff are expected to:

- Treat all children and families with kindness, respect and professionalism.
- Maintain confidentiality regarding children and families, except when required by law or safety concerns.
- Follow all daycare policies, safety procedures and hygiene practices.
- Provide a clean, engaging and developmentally appropriate environment for children.
- Communicate with parents about their child's progress, challenges and achievements.
- Monitor children closely and report any incidents promptly.
- Continue professional development and stay updated on best practices in early childhood care.
- Uphold the values and mission of Lamasha Daycare in all aspects of their work.

Our staff work in well structured shifts that respect their rest and personal time. This allows us to provide continuous service for children and families while also safeguarding the well-being of our caregivers.

FEES AND PAYMENT

Our goal is to provide quality and affordable childcare for all families.

Due Dates

- ◆ **Daily Payment:** Due every day at the time of pick-up.
- ◆ **Weekly Payment:** Due every Tuesday.
- ◆ **Monthly Payment:** Due by the **5th day of each month.**

Modes of Payment

1. Payment can be made by *cheque* to LAMASHA DAYCARE
2. Banking:

KENYA COMMERCIAL BANK (KCB)

HOMA BAY BRANCH

AC NO: 1337957186

Bank Slip should be presented to the daycare management.

3. Mpesa

PAYBILL: 522533

AC NO:7962234

4. **RTGS/Bank transfer:** Payment copies to be scanned and sent to info@lamasha-daycare.co.ke and should have the child's full name.

Refund

No refunds for missed days unless pre-agreed medical/emergency absence.

Cancellation

In case of service cancellation, a 14-day (written) notice is required.

Review

Fees are subject to annual review and may change with a 30-day prior notice to all parents/guardians.

1. Voluntary Withdrawal by Parent/Guardian

We understand that circumstances may change and families may need to withdraw from our program. To ensure a smooth transition, we kindly request adherence to the following:

A. Notice Requirement

- Parents/guardians are encouraged to provide a minimum of 2 weeks' (written) notice prior to the child's last day of attendance.
- Notice can be submitted via email, a written letter or by completing a withdrawal form at the daycare office.

B. Final Payments

- Fees will continue to accrue until the end of the 2-week notice period, where the child continues to attend the daycare.
- No refunds will be issued for unused days during the notice period unless the withdrawal is due to a documented emergency.

C. Re-enrollment

Families wishing to return after withdrawal may reapply, subject to space availability.

2. Termination by Lamasha Daycare

We strive to support every child and family; however, certain situations may require us to end the childcare agreement. Lamasha Daycare reserves the right to terminate services for any of the following reasons:

A. Non-Payment

Failure to pay childcare fees may result in termination of services.

B. Unsafe or Disruptive Behavior

- Behavior by a child or parent that poses a safety risk to staff, other children or themselves may lead to termination.
- Repeated disruption after documented warnings and interventions may also lead to termination.

C. Non-Compliance with Policies

Ongoing disregard for daycare policies and guidelines, including failure to follow health and safety rules, may result in termination.

D. Incompatibility

If it is determined that the child's needs cannot be met within the daycare's environment despite reasonable accommodations, a mutual decision may be made to terminate care.

E. Immediate Termination

Lamasha Daycare reserves the right to terminate enrollment immediately and without notice in cases involving:

- ◆ *Abuse (verbal, physical or emotional) toward staff or children.*
- ◆ *Dangerous or threatening behaviour.*
- ◆ *Legal violations on daycare property.*

3. Refunds Upon Termination

Any prepaid fees beyond the final attendance date will be refunded, except in cases of immediate termination due to gross policy violations.

4. Communication and Documentation

All withdrawal or termination actions will be documented and communicated formally to the parent/guardian. *We prioritize respectful, open and solution-oriented dialogue at all times.*

At Lamasha Daycare, we dislike saying goodbye, we only love to say,



REGISTRATION AND ENROLLMENT FORM**Child Information:**

Child's Full Name: _____ DOB: _____ Age: _____

Gender: Male Female Other

Home Address: Estate _____ Street _____

Building/House No _____ Nearest Landmark _____

Allergies (Food/Medical/Other): _____

Special Needs/Medical Conditions: _____

Parent/Guardian Information:

Primary Parent/Guardian:

Full Name: _____ Relationship to Child: _____

ID Number _____ Home Location (if different from child): _____

Phone Number (Home/Cell): _____ Work Phone: _____

Email: _____

Full Name: _____ Relationship to Child: _____

ID Number _____ Phone Number (Home/Cell): _____

Work Phone: _____ Email: _____

Emergency Contacts (Other than Parents/Guardians):

Name: _____ Relationship to Child: _____

Phone Number: _____ Authorized to pick up Child? Yes No**Authorized Pick-Up Persons:**

Please list anyone (other than parents/guardians) authorized to pick up your child from daycare:

Full Name: _____ Relationship to Child: _____

Phone Number: _____

Health Information:

Doctor's Name: _____ Phone: _____

Preferred Hospital: _____

Parent/Guardian Agreement:

I _____, the undersigned, hereby enroll my child in Lamasha Daycare. I have read and understood the daycare's policies, fees and guidelines and agree to comply with them. I agree to promptly update any changes to the contact or health information provided above.

Parent/Guardian Signature: _____ Date: _____

Office Use Only:Registration Fee Paid (Ksh 500): Yes No Enrollment Date: _____

Name of Enrolling Officer _____ Signature _____



LAMASHA DAYCARE

Parental Consent and Permission Form

Child Information:

Child's Full Name: _____ DOB: _____

Parent/Guardian Information:

Parent/Guardian Name: _____ ID Number: _____

Phone Number _____ Email Address: _____

Parent/Guardian Name: _____ ID Number: _____

Phone Number _____ Email Address: _____

General Activity Consent

I, the undersigned, grant permission for my child to participate in the daily activities of **Lamasha Daycare**. I understand that these activities may include indoor and outdoor play, art and craft projects, educational games, story time and other age-appropriate activities.

Parent/Guardian Signature: _____ Date: _____

Field Trip Permission

I, the undersigned, grant permission for my child to attend daycare-organized field trips away from the daycare premises. I understand that I will be notified in advance of each trip and that all necessary precautions will be taken to ensure my child's safety.

Transportation Option:

- I grant permission for my child to be transported by the daycare's vehicle
- I do not grant permission for my child to be transported
- I will provide my own transportation for field trips

Parent/Guardian Signature: _____ Date: _____

Photography and Video Consent

I, the undersigned, give permission for **Lamasha Daycare** to take photographs and/or video recordings of my child during daycare activities. I understand that these images/videos may be used for internal purposes, such as classroom projects or parent updates and may also be included in marketing materials (such as brochures or on the daycare's website or social media).

- Yes, I consent to the use of photos/videos of my child for internal use.
- Yes, I consent to the use of photos/videos of my child for promotional purposes (brochures, website, and social media).
- No, I do not consent to the use of photos/videos of my child.

Parent/Guardian Signature: _____ Date: _____

Emergency Medical Treatment Consent

In the event of a medical emergency, I authorize **Lamasha Daycare** and its staff to take whatever emergency measures is necessary for the protection and safety of my child. This includes contacting emergency services or transporting my child to the nearest medical facility. I understand that all efforts will be made to contact me or the emergency contacts listed.

Doctor's Name: _____ **Phone Number:** _____

Preferred Hospital: _____ **Insurance Provider:** _____

Policy Number: _____

Parent/Guardian Signature: _____ **Date:** _____

Transportation Consent

I, the undersigned, give permission for **Lamasha Daycare** to transport my child using the daycare's vehicle for daily pick-up/drop-off services (if applicable) and daycare-sponsored activities.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Agreement

I have read and understood the terms of this consent and permission form. I agree to the conditions outlined and understand that it is my responsibility to notify the daycare in writing if any changes occur to the provided information.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



LAMASHA DAYCARE

Emergency Preparedness and Contact Form

Child Information:

Child's Full Name: _____ DOB: _____

Parent/Guardian Information:

Parent/Guardian Name: _____ ID Number: _____

Phone Number (Home/Cell): _____ Email: _____

Parent/Guardian Name: _____ ID Number: _____

Phone Number (Home/Cell): _____ Email: _____

Emergency Contacts (Other Than Parents/Guardians):

In the event that we are unable to reach the parent/guardian, please provide two additional emergency contacts.

Name: _____ Relationship to Child: _____

Phone Number: _____ Authorized to pick up Child? Yes No

Name: _____ Relationship to Child: _____

Phone Number: _____ Authorized to pick up Child? Yes No

Parent/Guardian Acknowledgment:

Notification: In the event of an emergency, **Lamasha Daycare** will contact parents/guardians via the phone numbers provided. Please ensure these contacts are current.

Release of Child: I understand that in an emergency, my child will only be released to the individuals listed above as emergency contacts or authorized pick-up persons and they must provide identification if requested.

I, the undersigned, have read and understood the emergency preparedness procedures of **Lamasha Daycare**. I consent to the daycare staff seeking any necessary medical attention for my child in case of emergency and I authorize emergency personnel to provide care in my absence.

Parent/Guardian Signature: _____ **Date:** _____

Special Instructions or Additional Information:

If there is any additional information or specific instructions you would like the daycare staff to be aware of in case of an emergency, please provide it below:

Office Use Only:

Emergency Contact Information Confirmed: Yes No

Form Received on: _____ **Reviewed By:** _____ **Signature:** _____



CHILD HEALTH AND MEDICAL INFORMATION FORM

Child Information:

Child's Full Name: _____ DOB: _____

Current Residence: _____

Parent/Guardian Name: _____ Phone Number: _____

Parent/Guardian Name (Secondary): _____ Phone Number: _____

Health and Medical Information:

Primary Care Physician's Name: _____ Phone Number: _____

Physician's Address: _____ Street _____ Building _____

Preferred Hospital: _____

Health Insurance Provider: _____ Policy Number: _____

Medical Conditions:

Please check any of the following that apply to your child:

Chronic Conditions: Asthma Diabetes Epilepsy/Seizures

Heart Condition other (please specify): _____

Allergies:

Food (please specify): _____

Medication (please specify): _____

Environmental (please specify): _____

Other (please specify): _____

Is an EpiPen or other emergency medication required? Yes No

If yes, please provide instructions for use: _____

Special Dietary Needs or Restrictions: _____

Emergency Medical Treatment Consent:

In the event of a medical emergency involving my child, I authorize **Lamasha Daycare** to seek immediate medical treatment and transport my child to the nearest hospital if necessary. I understand that every effort will be made to contact me or the emergency contacts provided.

Parent/Guardian Name: _____ **Signature:** _____ **Date:** _____

Additional Information:

Please provide any other important information regarding your child's health that the daycare staff should be aware of (e.g., medical devices, special instructions, behavioral concerns etc.)

Office Use Only:

Date Received: _____

Reviewed By: _____ **Signature:** _____



Massage, Bath, Body, Hair

Parent Convenience Corner

To make your experience at Lamasha Daycare even smoother, we offer a variety of essential items for purchase right here at the daycare. Parents can conveniently buy everyday childcare needs.

- Diapers
- Wet Wipes
- Baby Lotions, oils and jelly
- Feeding Bottles
- Extra Clothes, socks, vests
- Lunch Boxes, Water Bottles
- Birthday kits

Inside Lamasha Daycare



Notes

Notes



www.lamasha-daycare.co.ke