

## Busy Bear Home Daycare

### Parent Handbook

#### Philosophy

All children deserve a safe and healthy setting at home and at daycare. I provide a secure and warm home environment for your children that promotes appropriate child development. My goal is to assist children in getting along with each other and to participate daily in fun, educational, and loving activities where they have choices. I also wish to have open lines of communication with you.

#### Rates/Payment of Fees

**Fees are paid in advance and are due by noon on or before the last day of each month.** (When the last of the month falls on a weekend fees are due on the last business day of the month). Parents are responsible for the full childcare fee, but may be eligible for subsidization from the Saskatchewan Ministry of Social Services Child Care Subsidy office (see Subsidy Policy).

All Fees include day home closures for holidays.

Age Group	Full-Time Monthly Rate (min. 90 hrs)	Part-Time Monthly Rate (max. 89 hrs)
Infant (0-18 months)	850.00	600.00
Toddler (19-36 months)	800.00	550.00
Pre-school (37 months - 5 years old)	750.00	500.00
Kindergarten (5-6 years)	650.00	400.00
School-aged (grades 1-6)	600	-
Summer Time School-aged	650	-

## **Subsidy**

You may be eligible to receive subsidy. All information is the responsibility of the Parent. This includes income declaration, renewals and all other information to be handed in on time. Failure to do so, will result in Subsidy not paying and the Parent will be responsible for the unpaid portion immediately. This portion will be returned upon completion of the subsidy information and returned receipt. If receipt is lost or not turned in a credit will be applied to the account.

## **Hours of Operation**

7:30 am - 5:00 pm

Monday - Friday

Although, if your work schedule requires you to attend earlier or later in the day, special arrangements may be made.

## **Childcare Security Deposit**

I will require a security deposit for all families. The deposit will be \$300.00 per family **and will be refunded** providing you give me one month notice as required before termination of care, have no outstanding fees owing, and I have received your final month's subsidy, the deposit may be applied to your final month of childcare. In cases where you do not qualify for subsidy, a refund will be given once your contract is complete (the last day of your final month). **If you do not give the required notice and/or you have outstanding fees, the deposit will not be refunded.**

**Please note:** I will provide childcare or hold your space until the deposit has been received or a payment plan has been agreed upon (no more than 4 months from your contract signing date).

## **Late Payments & NSF**

I realize the financial burden that childcare places on parents, and hope parents understand that as a business, childcare places financial burdens on the provider. These included, but are not limited to groceries, utilities, insurance, programming, toys and equipment. I also have a financial responsibility to my family. An unpaid caregiver makes for a stressed and unhappy caregiver.

If fees are not received by noon, on or before the first of the month (last day of the month) you are subject to a \$10.00 per day per child late charge. This includes any balances due to subsidy adjustments.

Any outstanding fees can result in immediate suspension, of part or all childcare services.

If the last day of the month falls on a weekend fees are due on the last business day of the month.

There will be a \$50.00 charge for N.S.F. cheques. Parents who have two or more NSF cheques will be required to pay by cash or money order. Please come and talk to me about payment issues before they become a problem so we can work something out.

The school-age rate covers care for:

- Before and after-school care
- Early dismissals and common dismissal.

\*you must inform me of any changes in your child's school schedule a minimum of 48 business hours or childcare or alternate transportation may be refused.

The hourly or daily rate will be charged if your child is expelled or suspended. This is not included in your regular fees.

If your child is sick and unable to attend school, they are too sick to attend daycare.

Lunch is not provided for school-age children. Your child must stay at school for lunch.

The schools that I provide transportation are: St. Marguerite and possibly James L. Alexander. If I cannot drive the children, I will provide bus tickets to full time school age children. They may or may not be accompanied by an adult or the provider's children and a permission slip MUST be signed. I will encourage the children to walk or take the bus together.

### **Meal & Food Policy**

Children are encouraged to try everything. Parents with children with allergies that exclude many food items from the menu will be required to supply their children appropriate food.

Please refrain from bringing "junk food" to daycare (i.e.: candy, pop, etc.).

All children are required to eat their Lunch. They can choose the quantity. I believe that Breakfast, Lunch and Supper are meals that should not be skipped. This promotes healthy habits.

### **Parent's Responsibilities**

- Infant parents are responsible for all food and diapers.
- Diapers, training pants (5 pairs per day) and pants or pull-ups for children not toilet trained.
- Advise me if you will not be at your usual workplace, or if there are any changes in your work or home phone numbers.
- Complete the following forms below required by Early Learning & Care-Day Care Division:
  - a. Agreement for Day Care Services
  - b. Child's Health and Social Resume
  - c. Permission for Off-the-Premises Excursions

- d. Emergency Information Card
- e. Completed Subsidy Application Form (if applicable)

### **Pets**

We have three cats; Vanilla, Slipper & Pooh Bear.

### **Medication**

I am willing to administer medication to your child(ren) when;

1. You (the parent) are unable due to multiple doses and times.
2. The medication is in its original container.
3. It is labeled with our child's name, date and the dosage.
4. Medication form has been completed.

### **Children's Illnesses**

Please keep your child home -

- If he/she
  - has a fever over 99.5
  - has had more than two incidents of diarrhea or vomiting
  - has any contagious illness (i.e.: pink eye, head lice, etc.);
- If a contagious illness is suspected, a Doctor's note/medical clearance will be required before your child can return to daycare. If your child's eyes are red and have discharge due to irritation, a Doctor's note is still needed;
- If your child is unable to participate in activities that are planned due to the illness: If your child is sick and unable to attend school, he/she is too sick to attend the daycare.

- If your child develops any of these symptoms while in attendance, I will separate him/her from the other children and will request that you pick him or her up as per Child Care Regulations, 2015.

I must be able to contact you in these circumstances, if not I will call your emergency contact person.

### **Supervision**

Children will be supervised age-appropriately. i.e.: a more mature preschooler may be allowed to go into the bathroom while we stay outside. I will always be within ear or eye shot of the children. In the case where an infant is sleeping inside and we are in the yard, a monitor will be used and the child will be checked on often.

### **Child Management**

I believe that most children act out for a number of reasons to get attention. They are not sure how to ask or to problem solve or because of developmental limits. Even when these things happen the child still needs to feel safe and be able to walk away from the situation with dignity.

When a situation arises, I will –

1. Get down to the child's level.
2. Find out what has happened.
3. Give them a choice. If the child cannot choose, then I will. I.e.: Johnny is not for hitting. You can play gently with Johnny or you can play over there. This gives the child the choice of whether he plays where he is or in another area.
4. Redirect very young children.

In cases of biting, I have had the "biter" help with the first aid treatment. This makes the child accountable. In the event the child is too angry to make a choice, a cool down time will be available until the child is calm enough to make an appropriate choice. All practices in accordance with Section 15 of the Child Care Regulation.

### **Overtime and Late Pick-Up**

There will be a \$10.00 charge for late pickups past 15 minutes of each child's regular booked hours (or closing daycare hour at 5pm). And for every additional 15 minutes, another \$5.00 charge will be applied. Example: If you say you will pick him/her up at 5:00 pm and you arrived 5:30pm, the late pick-up fee of \$15.00 will apply. This is not included in your monthly fees. Emergencies do happen. A quick phone call to let us (me/child) know will save a lot of unnecessary worry and money.

After all other attempts to contact parents, guardians, and all emergency contacts have failed, crisis nursery will be called. All costs to have the child transported to crisis nursery will be incurred by the parent.

### **Schedules**

Parents must notify the provider or alternate verbally or in writing any changes to your regular schedule by Friday for the following week. Where children are booked off for a certain day parents must give a minimum 48 hours notice to rebook their child. Failure to do so could result in childcare space not being available (Occasionally drop-in or part-time children may utilize the space and the 48 hour notification will allow me to cancel the drop-in and give your child priority). This also includes any changes to your child's school schedule.

### **Absenteeism**

Please notify me no later than 10:00 am if your child will not be in attendance. The day home will be going on numerous outings. Therefore, please have your child here by 9.30 am unless otherwise arranged. Failure to do so could result in day home not being available for you to drop off your child.

### **Holidays (Children and Providers)**

I will take 20 working days of yearly vacation. A notice will go out in January for the day home closures for holidays for that calendar year. I feel that it is important for both the child and the provider to get a break from daycare.

Parents/guardians are required to make arrangements for alternate care at least one month prior to the vacation times. If help is needed in arranging for an alternate caregiver, please ask for help when the holidays are posted.

Parents are asked to give advance notice when a child is scheduled to be away or notify by phone if your child is unable to attend.

Parents are still required to pay for their child's space during their holiday. For those receiving government subsidies, your space is subsidized for fifteen days of holidays per year.

### **Termination of Care**

Caregiver, parent and/or guardian agree to provide one (1) month written notice by the 15 day of the month if care is to be terminated and/or fees or conditions are to be changed. If you do not give the required notice of termination and/or you have outstanding fees, the deposit will not be refunded.



Reasons for termination: non payment of fees and verbal/physical abuse towards provider/assistant

### **Alternate Care**

Parents/guardians should have their own alternate arrangements in place for occasions which require the child to be separated from other children in the day homes (illness) or for crisis situations such as an emergency or death in the primary caregiver's immediate family).

### **Smoking**

Smoking is prohibited in the house and yard during day home hours

### **Phone Calls**

You are welcome to call/text between the hours of 8:00 am - 6:00 pm Monday to Friday about your child, changes to schedule, etc. A message can be left after hours but may not be returned until the following business day. Calls will not be accepted from 11:15 am – 1:15 pm. This allows me to prepare and serve lunch, clean up and get ready for nap time.

### **Home Toys**

A stuffed animal or favorite blanket to nap with are always encouraged, however ! discourage bringing toys or books as these may become lost or damaged and I will not be responsible for them.

No violent toys will be allowed i.e.: guns)

### Daily Program

Time	Activity
7:30 - 8:30 AM	Daycare Opens/Drop-off Time
8:30 - 9:00 AM	School Drop off & Play Time
9:00 - 11:15 AM	Circle Time: crafts, reading, singing, dancing, outside play
10:00 - 10:30 AM	Snack
12:00 - 1:00 PM	Lunch
1:00 - 3:15 PM	Nap or Quiet Time (non-nappers)
3:30 - 4:00 PM	School Pickup
4:00 - 4:15 PM	Snack
4:30 - 5:00 PM	Play Time
5:00 PM	Daycare Closes/Pickup Time

Special outings are planned regularly.

I look forward to being part of your child's life. Let's work together in the best interest of your child. We need to share information with one another. Open communication is an essential part of your childcare arrangement. Please, if you have any questions or concerns I encourage you to come and talk to me.

Thank you so much!

Chona Juson  
227 Neatby Crescent  
Saskatoon, Saskatchewan  
Home # 306-649-3238  
Mobile # 306-514-0342

\*My Home is licensed by **Ministry of Education  
Early Years Branch. The Act and Regulation  
are on-line at [www.education.gov.sk.ca](http://www.education.gov.sk.ca)**