



Winders Wee Care

2012

Policy and Procedure Handbook

Arrival and Departure

Families should enter and exit through the garage entrance. Shoes should be placed in the designated area and outerwear should be hung on the designated hooks. We follow this procedure in order to reduce the tracking in of debris and the change in temperature as well as to provide a less intrusive entrance in the event arrival is in the middle of circle time or some other scheduled event.

If the parent will be late picking up their child or early dropping them off, it is the parent's responsibility to notify Winders Wee Care as soon as possible to be sure services will be extended. Repeated late pick-ups and/or early drop-offs can result in termination of this agreement by the provider.

In addition, there will be a cash-only immediate payment for the early drop off or late pick up of a child wherein the fee is \$15 for the first 15 minutes and \$5 every 15 minutes beyond that. This is to be paid even when Winders Wee Care has been contacted before the early/late drop-off/pick-up has occurred. Winders Wee Care understands there are extraordinary circumstances which can lead to an early drop-off or late pick-up and these will be considered on a case-by-case basis.

In the case that the provider must leave the premises and your child has not been picked up as scheduled, the following procedure will be followed:

The child will be taken with the provider if the parent is late in picking up their child and the provider is unable to stay and wait. If a car seat must be purchased for the child because of this, the parent will be charged 200% of the car seat cost. The car seat will then remain at Winders Wee Care for the duration of the family contract. When the contract is terminated or ended, the car seat will be given to the family as long as all applicable fees have been paid. If a car seat is available a \$10 rental fee will be assessed. Late pick-up fees and car seat rental and/or purchase fees will be due in cash before the child leaves for the day, whether at the Winders Wee Care premises or at the site of the outing.

Overtime services may be provided at the provider's discretion at the rate of \$7.50 per hour.

Attendance

The normal fee for childcare services is due regardless of whether or not the child has attended during the agreed upon hours. Personal days are provided to families and the provider. These details are provided in the Personal Days section of this handbook.

Curriculum

Children have the opportunity to do an art project, work on a specific letter, and work on a specific shape, color, or number every day of the week. Each week has its own theme which extends to book selection and arts and crafts. There is a designated letter and shape, color, or number which is covered each week and rotates throughout the year. A downloadable form of

the curriculum is located at www.windersweecare.com. In addition, the book list for each week is listed at the bottom of the web site's curriculum page. Winders Wee Care also includes circle time, Spanish, sight words, music, and sign language in the daily schedule.

Worksheets and art is created with hand over hand instruction until the child is able to perform the work by themselves.

Daily Schedule, Communication, Web Site, and Facebook

Winders Wee Care follows a daily schedule. Children thrive on schedule and the schedule will be followed no matter how few or how many children are present and whether or not a child is arriving at their scheduled time. Parents often find their child thrives better both at home and when in Provider care when they adhere to the same meal schedule and sleeping schedule.

Children will have a Daily Log uploaded to their own personal, password protected page on the Winders Wee Care website so parents will know how much they ate, how well they participated, and what activities occurred. How well a child performed a certain activity or how much they ate is subjective and once staff is aware of a child's typical habits the ratings are more valid and reliable.

On the first of each month, parents will receive a newsletter for the coming month. Newsletters include important news topics, fun information, and the theme calendar for the coming month.

Winders Wee Care keeps the website www.windersweecare.com updated and will update important news daily. On the website, you will find photos, calendars, curriculum notes, policies and procedures, and much more! Photos on the website which show children's faces are password protected in the Gallery. Each time a parent leaves Winders Wee Care, this username and password will be updated. Photos which do not show the children's faces are posted with public access on the website, the Winders Wee Care Facebook page, and/or other media.

WINDERS WEE CARE DAILY LOG

NAME	DATE	SCHEDULED HOURS	ENROLLMENT STATUS

What we did today...

SCHEDULED TIME	TIME SLOT NAME	ACTIVITY
9:30-9:35 AM	Circle Time	
9:35-9:45 AM	Language Arts ASL/Spanish/English	
9:45-10 AM	Theme Unit Story	
10-10:15 AM	Theme Unit Daily Worksheet	
10:15-10:30 AM	Theme Unit Art	
12:30-12:50 PM	Story Time	
10:30-11:25 AM/ 12-12:30 PM/ 3:30-5 PM / 5:30-6 PM	Free Play	
12:50-2:50 PM	School Age Programming	

What was on the menu today...

TIME	MEAL NAME	SERVED	I ATE:
9-9:30 AM	AM Snack		Not at all A little Late Arrival Mostly A LOT!!!! N/A
11:30 AM - NOON	Lunch		Not at all A little Late Arrival Mostly A LOT!!!! N/A
2:55-3:15 PM	PM Snack		Not at all A little Late Arrival Mostly A LOT!!!! N/A
5:30-6 PM	Dinner		Not at all A little Late Arrival Mostly A LOT!!!! N/A

My Special Menu

TIME	MEAL NAME	SERVED	I ATE:
9-9:30 AM	AM Snack		Not at all A little Late Arrival Mostly A LOT!!!! N/A
11:30 AM - NOON	Lunch		Not at all A little Late Arrival Mostly A LOT!!!! N/A
2:55-3:15 PM	PM Snack		Not at all A little Late Arrival Mostly A LOT!!!! N/A
5:30-6 PM	Dinner		Not at all A little Late Arrival Mostly A LOT!!!! N/A

Diaper Changes

10 am	12:50 pm	2:50 pm	4:30 pm	5:30 pm	

Today I napped...

8:30 am -8:50 am	12:50pm-2:50pm	Not at all	
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Daycare Hours of Operation

The daycare is open for regularly contracted hours between the hours of 7 am and 6 pm Monday through Friday.

Hours of operation are provided on an as needed basis and the business will be closed when no children are scheduled for care.

Discipline

The following techniques will be used in order to modify negative behavior as it fits the situation, the child's age, and the child's personality. These techniques are as follow: redirection, Boys' Town Common Sense Parenting, color coded behavior chart, awards, and time-out as a last resort.

Time-outs are a last resort as children rarely remember why they are in time-out. Time-outs are most commonly administered for behavior which disrupts programming or puts the misbehaving child or another child in danger or duress. Time-outs will be carried out in an area where other children are not playing and will be administered in 1 minute per year of age.

If a child becomes abusive or poses a danger to the other children, Winders Wee Care reserves the right to terminate this agreement in the interest of safety. Termination of this contract under these circumstances does not forgive the two week final payment.

When a child throws a fit, the behavior will be entirely ignored while the child is being casually observed. Winders Wee Care does not endorse giving attention for fit throwing unless the child becomes a danger to themselves or others. In this case, the child will be removed from the playing area and placed in time-out. Even if the child throws the time-out chair or screams as loud as possible, the behavior will not be acknowledged during their outburst unless they are again a danger.

It is important to note Winders Wee Care staff will only direct your child's behavior in your absence. This occurs after you have left the home and when you arrive in the home. If your child displays negative behavior during this time, Winders Wee Care staff will not direct your child to display positive behavior. We do request, however, if your child is displaying negative behavior that you remove them from the premises as quickly as possible if at the end of the day or that you leave the home and allow redirection by Winders Wee Care staff to take place. Children learn by example and viewing the negative behavior of one child will affect the behavior of every other child present.

Diversity

Winders Wee Care respects and celebrates the uniqueness of each individual and reserves the right to refuse services to anyone who cannot also respect and celebrate individual uniqueness of other families who receive services. There shall be no discrimination committed against another person for any reason including, but not limited to: age, race, religion, sex, sexual orientation, employment status, place of employment, and socioeconomic status.

In addition, toys which the children play with are, whenever possible, toys which display a variety of skin colors and sexual identities.

Donations and Recycling

Winders Wee Care has arts and crafts every day and we always keep reusable items on hand. If you would like to donate any leftover craft supplies, we are more than happy to have them. In addition, we save toilet paper rolls, paper towel rolls, baby food jars, bottle caps, jars and plastic containers of various sizes, fruit cup bowls, and anything similar. Please be sure the items are cleaned out when you bring them. If we cannot use something, I will send them to one of several schools I send excess craft supplies.

If you have clothes or toys your child has grown out of and would like to donate them, we can get them to other parents who will be most likely to use them first or donate them to the Childhood League Center, a private school for children with unique needs.

We also collect Box Tops and Labels for Education, so if you do not have a child who is also collecting these, please feel free to bring them here and we will send them in to the school. The school we support with these is Tree of Life Christian Schools.

Enrollment Fees and Requirements

In order to secure your child's spot at Winders Wee Care, one full week of service must be paid for. A second week of service will be broken down into 4 equal payments and will then be paid over your child's first 4 weeks of service. These fees are nonrefundable and serve as your last two weeks of service. Parents/guardians may pay the full two-week deposit before any services are rendered if they wish. Waivers may be written when necessary, but parents who do not submit a last-two-week payment at the beginning of services are subject to provide both a two week schedule and full payment of the final two weeks when notice is given.

On the first day a child is in attendance, or as arranged on a date before, all supplies and forms must be submitted. The forms include, but are not limited to: contract, handbook signature page, medication administration forms, emergency contact form, emergency medical release form, field trip permission form, and over the counter medication administration form.

Contracts are updated and require signature at the end of each year. Contracts are also updated as situations arise.

Field Trips and Special Events

In the event a field trip occurs, your child needs to arrive by departure time if care is needed during the trip or not until we arrive back on the premises. If your child is unable to arrive in time for the trip, alternate care plans should be arranged. We leave on time for trips and events.

When possible, you will receive 3 weeks notification of a trip. If this is not possible, I will let you know as soon as possible.

Families who are not receiving services on the day of a special trip or event are invited to come along if they so desire.

Field trips and outings are an educational and fun experience. These ventures will be free or very inexpensive. Parents are required to pay any fees associated with field trips for their children. Children will be permitted to purchase items if their parents/guardians wish and if there is a store area. If parents would like to send spending money with their child they are welcome to do so. The money will be counted and any receipts will be kept. All money and receipts will be placed in a Ziploc bag or envelope with their name on it.

With few exceptions, field trips will take place on Trip Tuesdays. Transportation assistance will be provided by Martin Winders and/or another staff member. All staff members must have a valid driver's license with 0 points, proof of comprehensive insurance, current First Aid and CPR certification, current BCI/FBI clearance for work with children, and proper seating for necessary car seats. In the event additional drivers and/or chaperones are required for a trip, parents will be given the first opportunity to help in this area and will receive a discount on services for their time and effort.

All children will be safely secured in their designated car seat type and all traffic laws will be obeyed. Cell phones are not utilized while the vehicle is in motion.

In addition, businesses are sometimes invited to come to Winders Wee Care for educational or entertaining presentations. When these activities are planned, there is no cost to the families.

Fire Drills

A Fire Drill is conducted every month during pleasant weather. Children are aware it is a fire drill and not an actual fire. Children will be taught to recognize the sound of the smoke alarm, crawl to the door, feel the door for heat, to not go back for any beloved items, and get out of the house and cross the road together as a group to our designated neighbor's house. We go across the street and a few feet to the right to a neighbor's house who has a lighthouse in her front yard. It is easy to recognize and a suitable distance from Winders Wee Care.

Good Manners

Children at Winders Wee Care are taught to use good manners at the table, in play, in the potty, during nap time, and during daily interactions. A list of manners emphasized to children can be found on our site and/or printed out for you upon request. Children are also taught to focus on themselves and to ignore the negative behavior of others.

Children clean up their play area during activity transitions. The Clean Up Song plays during these times. This song can be heard at <http://www.youtube.com/watch?v=1b4gSs0KhIU> . If the song needs to be replayed it will be until the area is cleaned.

Holidays

Winders Wee Care will be closed and no services will be provided on several holidays throughout the year. These holidays are paid off for Winders Wee Care and personal days may not be used on the day in which the holiday falls. These paid off holidays are as follows:

Reverend Dr. Martin Luther King Jr. Day

Thanksgiving

Christmas Eve

Christmas Day

Labor Day

Winders Wee Care takes special care to celebrate a variety of holidays, especially during the winter holidays. The emphasis of religion is not covered for the celebration of Christmas and the children learn about Christmas, Hanukkah, and Kwanzaa during the winter holiday season.

During Thanksgiving, the children do not learn about the history of Thanksgiving and instead learn about being grateful and do crafts involving fall harvest and turkeys.

Religion is never emphasized in any holiday, even if it is regarded by society as a religious holiday. Strictly religious holidays are not celebrated.

Illness

If a child is exhibiting any of the following symptoms, the child will not be accepted for care that day and alternate care arrangements should be made.

- Fever in excess of 100F
- Vomiting
- Diarrhea
- Any other potentially contagious disorder

*** Specifically for formula-fed infants*** If an infant is unable to consume more than 2 ounces of formula at a time in order to not upset their stomach, they are sick and should not be brought in for services.

Should the child begin to exhibit any of the above symptoms, the provider may notify the parents and request an immediate pick-up of the child. Children who become ill while in care or ill children who are dropped off will be quarantined in order to cease the spreading of germs. They will not participate in any activities with any other children and will be required to remain separate. Please keep in mind childcare provider comes into contact with the germs of all children in care and if an illness spreads, it is possible care will not be available for your child due to illnesses contracted by the provider.

For parents of school-aged children, if your child is too sick to go to school they are also too sick to be in childcare where other children will be consequently exposed, just as they would at school. Also keep in mind the rate increase for children who receive care for hours they were not scheduled.

When a child has a fever unrelated to a contagious illness, such as having a UTI, simply provide a copy of the doctor's note when you bring the child. The doctor's note should indicate the child has a fever and it is unrelated to a contagious disease, along with special notes about when the child should no longer be around other children, eg. If the fever is higher than 101.1, the child may have contracted another contagious disease and should not be in a childcare setting.

If the provider experiences symptoms of illness, especially those including vomiting and fever, the provider will use a personal day in order to curtail the likelihood of spreading the illness to the children. While instances like this are rare, it is important for families to have a back-up provider in the event of a last minute tragedy or illness.

Immunizations

While Winders Wee Care feels it is every person's choice to decide whether or not to immunize their children, all children at Winders Wee Care must have all recommended immunizations. Record of these immunizations is required upon enrollment and should be updated annually on the first business day in January.

While a flu vaccination is not required, it is definitely recommended as the children spread germs to each other quite readily. All members of the Winders family is vaccinated and received annual flu vaccines as well as boosters for other illnesses.

Laundry and Personal Dishes

Laundry is finished regularly at Winders Wee Care. If your child has clothes which need to be washed, they are washed immediately in earth friendly detergent which is hypoallergenic. If the clothes are not immediately available at pick-up, they will be available on the next day.

Personal dishes are washed out so they are clean for your trip at the end of the day.

Meals and Snacks

Meals and snacks will be served at the times below. Meals and snacks provided will follow USDA guidelines. If you would like to see the guidelines, ask for a hard copy or view it online under policies and procedures. In order to provide your children with the safest standards, all utensils and food containers are BPA free. In addition, when possible Winders Wee Care utilizes fresh, frozen, and organic food products in order to decrease your child's exposure to chemicals and preservatives.

Specialized foods, such as infant food, gluten-free food, lactose, and lactose-free food will be provided by the family.

Unless a child has special dietary needs such as lactose intolerance, reliance on formula, or gluten-free diet, the children should not come to Winders Wee Care with any outside food or drink. This policy is due to the adherence to USDA Guidelines and unfairness to other children. If a child brings outside food, it will be put away until the child leaves. If a child brings a cup with juice or milk in it, they will be served the drink when the other children are consuming the same kind of drink.

No child will be forced to take a bite or to eat any food they do not wish to. If a child refuses food, they will be quietly ushered out of the room and out of the sight of other children as this negative behavior often influences other children. Winders Wee Care operates on the precedent that all children will eat when they are hungry enough.

Children are encouraged to self-feed with fingers as soon as they are able and interested. Between 15 and 18 months old, children will be given utensils with their meals so they can experiment with utensils. This, of course, gets messy so please be prepared.

Although USDA Guidelines are followed in our menu, there are times where children will be offered a special treat during a field trip or perhaps through homemade ice cream or other treats. These treats are sweet in nature. When these sweet treats are offered as part of programming and a child has not eaten the meal before, they will be given a healthy snack as opposed to the sweet snack. Winders Wee Care does not endorse junk food eating without proper nutritional needs being met first.

On Fridays, children are often sent home with the cookie of the week with 2 cookies per person in the whole family.

Children who are younger learn to say and sign “all done” when they are finished. As children get older, they learn to say, “May I please be excused?” and often dump their leftovers in the trash and put their dishes in the sink with assistance. They also get their hands and face cleaned after every meal and snack. When their hands are cleaned, they are told left hand, right hand so even at a young age they can begin to grasp this concept.

Breakfast	7:30 am – 8:00 am
Morning Snack	9:00 am – 9:30 am
Lunch	11:30 am – 12:00 pm
Afternoon Snack	2:55 pm – 3:15 pm
Dinner	5:00 pm – 5:30 pm

Medication Administration

Families must complete an over-the-counter medication administration form upon enrollment and indicate what they will and will not allow their child to receive. In the event medication such as Tylenol, Motrin, or a cough medicine needs to be administered, Winders Wee Care will attempt to reach a parent or guardian before administering it.

When prescription medication must be administered to a child while they are in care, a specific Medication Administration form must be completed. A medication log will be kept and given to the family once the medication administration period has ended.

Nap Time

Nap time occurs every day for children up to the age of 4 years old from 12:50 pm-2:50 pm. For children who need a power nap, this takes place daily from 8:30 am – 8:50 am. Each child will have their own toddler bed, crib, or pack and play. The determination of which sleeping furniture a child will use will be based upon their age, size, and behavior during nap time. Winders Wee Care has a room specifically designated for nap time.

At age four, the child's sleep patterns will be assessed. Based upon time of year, sleep patterns, and afternoon programming, a child may no longer require a nap during nap time. Children will not be permitted to play outside during this time as the noise may wake the sleeping children

Pacifiers and Personal Items

Pacifiers are not used on the Winders Wee Care premises except during nap time. If the child arrives with a pacifier, it will be removed upon parent/guardian departure and kept in the child's cubby until their departure. Pacifiers are just one of the items other children will grab and put in their mouths, spreading germs from one child to another.

Personal items which are brought should be readily shared in play and they should even be prepared to be lost or forgotten. Winders Wee Care provides many toys to play with and the addition of a new toy is often not noticed. Also, if a child is unable to share the item with another child they should not bring it.

Items which the child needs to sleep with can either be left at Winders Wee Care and it will remain in the child's sleeping area and laundered every week, or it may be brought every day and it will be placed immediately in the child's sleeping area.

Even if a toy can be shared, it is recommended that the toy not be plush in nature. The only stuffed animals in the area are dog toys. It is preferred that any toys to share be plastic or nonporous in nature so they are easily cleaned.

Payments

Weekly payments are due on the Friday before the week of service to be provided no later than 6 pm. This payment schedule applies to children with a contracted weekly time (part-time, part-time plus, full time, full time plus) and hourly. **Payments are accepted in cash only.** Payments made by check are subject to a \$5 fee per check in order for this type of payment to be accepted. PayPal payments are accepted, also, which allows for credit card payment. PayPal payments must be paid 10 business days prior to the first day of services are to be provided and are subject to a \$15 processing fee. PayPal payments should be made to awinders@metamorphosismarketing.com.

Payment is due the same day of every week even if a child is absent that day, if it is a holiday, if the provider is utilizing a personal day, or if any other reason exists which means the family would not otherwise be present at Winders Wee Care that day. A payment box will be located through the garage access, which all parents have the code for.

All returned payments are subject to a \$30 returned fee per incident per child.

If payment is late, a late fee of \$25 per day per child will be assessed. This fee is assessed at 6:01 pm on the Friday prior to services received. After two days in late fees (\$50) per child has been

accrued, a termination notice will be issued. The parent has until the following Monday to pay the amount in full. In order to return to childcare, the amount plus a two-week fee must be paid. Repeated late payments can result in termination of this agreement by the daycare provider.

Personal Days

Both the child enrolled at a part-time, part time plus, full time, or full time plus rate and the provider, Anna Winders, may take up to 10 personal days per year.

Parents will be required to pay an amount equal to ½ of the normal rate during personal days to ensure the child's readmission. As with the child, only ½ the normal rate of care will be applied during provider personal days.

Personal days include sick time, vacations, doctor appointments, etc.

Winders Wee Care agrees to give the parent 2 weeks' notice if the provider intends to close the daycare to accommodate vacation.

Personal days may not be used during the first two weeks or the last two weeks of care.

In the case of non-scheduled personal day use (as with illness) when the full amount has already been paid, the surplus amount will be credited to the next scheduled week.

Children scheduled for hourly care do not receive personal days. If they have been scheduled for hours and become ill or are absent for any reason, they will not receive any refund for the time they missed. When the provider must use a personal day, the amount will be reimbursed to the hourly parent at the same rate as other contracted families.

Play and How to Dress

Ride-on toys, teeter totter, slide, large climber, sprinklers, and other toys are used on a regular basis. By signing the handbook statement at the end of this book I signify I will not hold the caregiver, Winders Wee Care, or any of its subsidiaries responsible for injuries incurred while using equipment at the day care residence at 4805 McFadden road, Columbus, OH 43229, providing the equipment is in good repair.

I also understand outside play will be encouraged whenever possible. With the exception of television use for Wii Sports play in rare instances, the television is not used between the hours of 9 am and 6 pm. Winders Wee Care encourages active play in the outdoors for all children.

While it is only appropriate to send your children in clean clothing, please expect your child to get dirty at Winders Wee Care. Children play outside, have art every day, and are often messy when eating. When your child does get dirty prior to nap time, their clothes will be changed before nap and the dirty clothes will have stain remover applied and will be promptly washed in

order to be sure your child always has a clean set of clothes on hand. A clean set of clothes is kept in a personalized bin for each child. This clothing policy extends to shoes and outerwear as well. Do not send your child in any type of clothing you are not willing to part with due to stain or other damage.

All children must be wearing socks when they come to Winders Wee Care. Except for infant shoes, no shoes will be worn inside. Entrance into Winders Wee Care will be made through the garage, where shoes, boots, and other outerwear will be placed before entering. For your convenience, chairs will be available to seat children when putting shoes back on.

Potty Training and Diaper Changes

If a child has success in potty training at home, Winders Wee Care may attempt to provide assistance in the potty training process, at their discretion, during the time in which they are receiving care services at Winders Wee Care.

The parent agrees to keep the child in diapers or “pull-ups” until the child has demonstrated the ability to remain “accident free” for a period of at least two weeks at home.

Diaper changes are performed on a schedule so each child receives a diaper change in approximate two hour intervals. Diapers are numbered on the back and will count down the number of diapers you have left. If a child is left without enough diapers so it is necessary to skip more than 1 necessary diaper change, the size and brand of preferred diapers will be purchased by the provider and charged to the parent’s account with an additional \$10 charge to cover time, gas, and inconvenience. It is important children have adequate diaper changes in order to avoid rash and infirmities.

Diaper changes will be annotated on the Daily Log to verify diaper has been changed, to let you know if the diaper was wet or dirty, and to let you know if any powder or cream was applied. Also, disposable diapers will have a number printed on the back of the diaper so you know how many diapers you have left.

Cloth diapers are acceptable and will be rinsed out for take home each evening. In the event a cloth diaper leaks or a child has a moderate to severe rash, Winders Wee Care will provide a diaper and apply diaper rash ointments and corn starch in order to alleviate the redness, swelling, and pain of the diaper rash.

Diapers are changed between 10 am – 10:15 am, 12:30 pm – 12:50 pm, and 2:55 pm – 3:15 pm. A final diaper change is completed at 4:30-4:45 pm or 5:30 pm – 6:00 pm based upon the child’s departure time. When your child is dropped off, their diaper will be changed at the next scheduled time.

The children are taken to the bathroom with other same sex children. They are taught to wash their hands with staff assistance after each potty break or diaper change. If necessary, Winders Wee Care uses alcohol free hand sanitizing foam.

Referral Incentives

When there is an opening at Winders Wee Care, current families are encouraged to recommend Winders Wee Care to someone they know. When a family you refer signs up for care designated as part time, part time plus, full time, or full time plus, and their initial two weeks is paid for, the recommending family will receive their regularly scheduled services in the coming week free of charge.

Scheduling

Schedules for services during regular business hours are due by online submission on Friday at 7 pm the week before services are to be provided. Schedules for Parent's Night Out and special circumstances outside of regular business hours are due by Wednesday at 6 pm before the services are to be provided. Scheduling services after this time, including schedule adjustment, will incur a \$10 late scheduling fee. In addition, schedules which are turned in late may not be able to be accommodated.

Schedules are submitted online at

http://www.windersweecare.com/Winders_Wee_Care_Parents.html . Families who use the same schedule every week only need to submit a schedule when it has changed for the week.

It is important to remember fees will be assessed to your account immediately. Please schedule for the hours you need. Arts and crafts products, lesson plan sheets, and food are purchased based upon the number of children scheduled. If your child was not scheduled, it is quite possible there will not be enough supplies for them.

Sunscreen Policy

By signing the handbook receipt page, the parent/guardian gives permission for PABA free sunscreen to be applied to their child(ren) after 20 minutes of outside play on sunny days. If parents/guardians require a specific sunscreen, it will be provided to Winders Wee Care with the name written in permanent marker on the bottle. The SPF should be greater than SPF 15 and PABA free is recommended. PABA gives some children a blotchy rash.

Supplies

The parent or guardian will be responsible for providing the supplies listed below to the provider for use in the care of their child. Provider will provide Pampers Sensitive wipes for all children.

All of these items must be brought on the first day the child is present at Winder Wee Care for services in order to stay. The items will be kept on-site at Winders Wee Care in order to eliminate the need for daily transportation of the items.

<u>INFANT</u>	<u>NON-INFANT</u>	<u>OVERNIGHT STAY</u>
One change clothes	One change clothes	One change clothes
1 pkg diapers	Thermometer	Thermometer
Diaper rash ointment and/or powder	All necessary Rx medicine	All necessary Rx medicine
1 pkg baby wipes	All special dietary needs/foods	All special dietary needs/foods
Sterilized bottles and nipples		Extra change of clothes (total of 2)
Formula/breast milk		Pajamas
Thermometer		Special pillow, blanket, toy
All necessary Rx medicine		
All special dietary needs/foods		

Tax Deductions

Families who pay for more than \$600 in services per calendar year will be given a form for tax deductions. If a family has not paid for at least \$600 in a calendar year, tax deductions will not be made. In addition, families who have any kind of delinquent account will not be given the form for tax deduction. Only accounts which are in good standing and include \$600 of services in the calendar year will be given the form for tax deduction.

Early drop-off and late pick-up fees, late payment fees, equipment purchase fees, and any other fee not normally associated with normal care are not tax deductible.

Title XX is not accepted at Winders Wee Care.

Termination of Services

Either party may terminate this contract and the childcare services specified within, provided 2 weeks' notice is given. **Personal days may not be used during the last two weeks of service.**

Winders Wee Care may terminate the agreement immediately in the event the child's behavior endangers the other children or the provider. Winders Wee Care may also terminate the contract early for violations of this agreement by the parent.

While we are willing to work with negative behaviors of children, the ceasing of these negative behaviors must be supported by the families in order to keep the behaviors from happening.

In either case, the last two weeks' payment must be paid in full immediately if a waiver to avoid these fees at contract signing was issued. The parent will receive a termination notice by mail or in person with a bill due date for the upcoming Monday. When the fees are paid in full, cash only, the parent will receive their children's belongings and a tax request form specifying when the form should be mailed out to the parent.

This two week payment will be due whether the parent or the provider terminates the contract.

Weapon Policy

No form of weapon or anything resembling a weapon is permitted on the Winders Wee Care premises at 4805 McFadden Road, Columbus, OH 43229. If someone has a concealed carry permit, they will comply with this policy and not bring a weapon onto the premises. Violation of this policy may result in the immediate termination of the Winders Wee Care service contract.

Weather Policy

If your child is receiving services at Winders Wee Care and a Level 3 Snow Emergency is declared, please stay where you are. It is illegal to drive during a Level 3 Snow Emergency. Be assured your child will be safe at Winders Wee Care and there is no need to put yourself in danger. At the end of the child's regularly scheduled time, a charge of \$1 per hour will be assessed until the Level 3 Snow Emergency is lifted. If you have an emergency which requires the child be placed in care after the Level 3 Snow Emergency is declared, the regular rates will apply.

In the case of a power outage, parents will be notified as soon as possible. If this occurs during excessively cold or hot weather, we will remain on premises at Winders Wee Care until the temperature reaches a level which is unsuitable for the children. At this point, a nearby hotel will be rented and parents will be notified of the pick-up place. The safety and comfort of the children comes first and the situation will be handled on an individual basis.

By signing below, I/we affirm I/we have read and agree to the 2012 Winders Wee Care Handbook. I/we further understand that policy and procedure changes may occur throughout the year and that when this happens, updated policy and procedure form must be signed and completed in order to continue services.

Name of child	Child's Date of Birth

Parent/Guardian/Provider Printed Name	Parent/Guardian/Provider Signature	Relationship To Child	Date
Anna L. Winders		Provider	