*Murray’s Little People*



Poinciana, Florida 34759: P# 863-274-2521

**Our Mission**

 *Create a learning environment for children from all walks of life, as well as, abilities. We provide a professional and quality child care home that exceeds expectations of families. Our focus is to meet the educational, emotional, physical, and social needs of every child in our care. The strength to do this comes from developing a bond and relationship not only with the child but child’s family.*

**Our Goals**

1. *To work together, parent and provider, to care and meet the needs of every child.*
2. *Give parents the confidence and security of leaving their children in our care.*
3. *To value each child’s uniqueness and their diverse backgrounds.*
4. *Provide staff that is committed and dedicated to educating children.*
5. *Create positive relationships between child, provider, and parents so there is a bond and trust.*
6. *Make each day a positive experience*
7. *Open communication and open door policies*
8. *Addressing issues properly and appropriately*
9. *Maintain health and safety regulations so children have clean and properly working equipment and other materials.*
10. *Continue to always incorporate appropriate materials and equipment so that each child has an opportunity to progress forward educationally.*
11. *Flexible schedule*
12. *Affordable child care*

**Philosophy**

 *Murray’s Little People hold the purpose of offering quality child care that give parents the security and confidence to leave their children in our care. We value the uniqueness and diversity of each family and respect their individuality. In continuous effort, we try to have resources available to our families that help keep them moving forward and their needs met. The ultimate goal of our child care program is: “Empower children to become caring, competent, responsible citizens who value education for life.” Welcome to our Family!*

**Enrollment Procedures**

*Listed below is a check list of items that need to be completed and turned in before child care can begin.*

1. *Read and sign that you have read the “Parent Handbook” and understand the contents.*
2. *Contract and Emergency form are both signed and notarized*
3. *Provider information sheet in completely filled out*
4. *A copy of the “blue” shot record form and “yellow” physical form (less than a year old) for child’s*

file.

1. *$30.00 registration fee is paid upon acceptance into child care*

***\*\*First two weeks of child care are considered a trial period for all families\*\****

**Termination Policy**

 *We reserve the right to terminate without cause or reason any Murray’s Little People FCH contract. Below are possible reasons for termination (but not limited to):*

1. *Failure to turn in proper documentation for child’s file*
2. *Failure to pay weekly rate on time*
3. *Failure to abide by the policies and procedure set forth in the “Parent handbook”*
4. *Irreconcilable differences between provider and parent and/or child*
5. *Destructive or harmful behavior by child or parent that persists after intervention has taken place.*
6. *Child is continuously brought to child care sick or with communicable disease*
7. *Parent changes or does not pay the agreed weekly rates or refuses to pay due rates because*

 *he/she feels they shouldn’t pay.*

**Monthly Communication Systems**

1. *Murray Munchkins – newsletter that comes out monthly*
2. *Weekly Individual Child Reports*
3. *Information board*

**Closings & holidays**

 *Murray’s Little People is closed one week during the summer and the week between December 25 – January 1st. Any notices of closures are given within a month’s time period unless it is an emergency. All weeks of child care fees are due weekly with no exceptions unless discussed with provider.*

**Child Absences**

 *If child is unable to attend child care due to illness or injury or family emergency please notify provider as soon as possible. If child is absent “three” times and parent does not call in the provider has the right to terminate contract. Please understand that each morning we prepare for our day and if you do not call your child out then we go with the assumption your child will be attending child care.*

**Holiday & Other Celebrations**

*We respect that some families do not celebrate the holidays or want their child to participate in prayer. However, this daycare does celebrate the holidays and have birthday celebrations as well. If you do not want your child to participate in these festivities you may not want your child or children in care for the day of celebration.* We do not exclude children from celebrations if they attend during these festivities.

**Behavior Management**

 *Children who attend Murray’s Little People FCH will never be punished, physically hurt, ridiculed, or made to feel ashamed. We use re-direction and preventative means to deal with unwanted behaviors. Each child is taught the rules of the daycare as well as what is expected of them when in child care. If preventative measures or re-direction is not affective we will inform parents; together provider and parents can develop a way to effectively change the unwanted behavior. Our goal is to teach children how to regulate their own behaviors; in doing so child can return to activities and being with peers.*

**Nap/Rest Time**

All children attending Murray’s Little People FCH are required during afternoon care to lie down and have a rest period. Children do not have to go to sleep but they do have to lie quietly while others use the time for sleeping or resting. Children under 1 year old do not follow the nap time schedule; infants sleep when necessary to meet their needs.

**Necessary Items for Child Care**

*If child is under 5 years old: Children older than 5 years old:*

1. *Diapers or pull ups a) Change of clothes*
2. *Diaper wipes b) Change of under garments*
3. *Rash ointment or cream c) Socks*
4. *Bottles and pacifiers*
5. *Bibs*
6. *2 changes of clothes*

***Note:*** *Children should always be properly dressed for child care, as well as, have clothing in diaper bag or left at child care proper for weather. Murray’s Little People FCH is not responsible for clothing, shoes, or toys that may get dirty, wet, or damaged while playing in child care. All children should have spare clothes due to accidents can happen even with older children.*

**Learning Activities**

 *Our objective for each child is to meet the school readiness standards for the state of Florida. Educational assessments will be done on each child in Murray’s Little People FCH so that we can meet each child’s individual educational needs. We offer a variety of opportunities so children gain experiences and exposure to different learning styles as well as situations. Listed below are some of the activities we do;*

1. *Learning proper manners*
2. *How to brush our teeth (age appropriate)*
3. *Exercise for good health*
4. *You are what you eat! (children learn about good eating habits)*
5. *Cooking experiences*
6. *School Readiness approved Curriculum*
7. *Arts & Crafts*
8. *Literacy*
9. *Indoor and outdoor activities*

***Note:*** *Our parents will be informed of topic/s we will be learning each month. We encourage parents to show excitement and enthusiasm for what your child or children may tell you about what they have learned. Building a good foundation for learning and education is a goal provider and parents should have for each child. Success is school revolves around the learning experiences and feedback a child receives.*

**Drop Off – Pick Up Policy and Procedures**

 *Under Florida child care regulations and policies, all child care providers are required to have all children signed in/out daily. The daily sign in sheets are for the child’s protection and maintaining records for the child care. Parents are responsible for bringing child into child care and signing them in/out each day child is attending child care. Be sure to have adequate emergency contacts and acceptable pick up persons listed in your forms.*

 *Only persons listed on forms will be allowed to pick your child/ren up from child care. If person is not listed on the forms and you call to allow this person to pick up they must have a valid driver license w/ picture and child must feel comfortable in leaving with person.* Our reasons for this policy are to keep your child/ren safe from harmful person/s who may attempt to sign out your child. In the event you are going or already are divorced please be sure to “state” whether or not the child may leave with other parent (we will need a copy of portion of divorce decree that states who custodial parent is.)

 ***Late Pick-ups:*** *Please be sure to sign your to sign your child/ren out because if you wait till the next morning you could be charged “accumulated” $5.00 per 15 minute late fee. If you do not call to state you will be “late” after contracted hours for each additional 15 minutes you will be charged $5.00 and will be expected to pay it that day.*

**Monthly Emergency Drills**

 *Every month this child care home practices emergency drills which include; fire, weather, shelter – in, and lock-down. Statistically children under the age of 5 years old have a tendency to panic and hide in different places which is very dangerous and life threatening. We also teach and practice using a non-hooked line on how to use “911.”*

 *It is imperative that “all” children learn how to use and call “911” in the event of an emergency. We have seen on the news how even the youngest of children were able to save their parent’s life by dialing the 911 emergency number. Children also learn and practice their full name, telephone number, and address; this is important and lifesaving information all children should have. We also every three months run through our “Emergency Evacuation Plan.” In the event all persons in the child care needed to evacuate due to chemical or other situation that deems the child care unsafe. Below are the evacuation areas where your child/ren would be located;*

1. *Vance Harmon Park (Poinciana large park off of Country Club Rd.)*
2. *Publix (parking lot area)*
3. *Kissimmee Lake Front Park (the park located in down town Kissimmee by lake front)*

*Upon arrival at these destinations all parents will be called and told where to pick their child/ren up. Again, if you are unable to pick your child/ren up in the event of such situation please remember that if “person” is not on form for emergency pick-up or I do not have a verbal confirmation of person picking up child or person lacks proper ID “YOUR CHILD WILL NOT BE PERMITTED TO LEAVE” and* THERE IS “NO” EXCEPTION TO THIS RULE.

**Child Illness Or Disease**

 *“RULE OF THUMB” – IF YOUR CHILD/REN ARE TO SICK TO VISIT THEIR GRANDPARENTS OR GO TO SCHOOL –* THEN THEY ARE TO SICK TO COME TO CHILD CARE! *If we feel that you knowingly brought your child to daycare sick or with a communicable disease we will immediately terminate your contract with this daycare. If your child/ren show any signs of any of the listed items below or have not been at least 24 hours free child is not allowed to come to child care.*

1. ***Unexplained rash (other than diaper rash but cannot be severe diaper rash; such as***

 ***bleeding when cleaned or child is unable to comfortably were diaper or pull up.)***

1. ***Fever (child must be 24 hours free of fever before returning to care)***
2. ***Diarrhea (mild or severe child cannot be in child care; this protects other children from***

 ***accidently being infected)***

1. ***Discharge from eyes, ears or nose (any type of green or white mucus discharge indicates***

 ***an infection.)***

1. ***Vomiting (child must not have vomited within 24 hours before returning to child care.)***
2. ***Communicable Diseases (i.e…chicken pox, mumps, strep throat, or any contagious***

 ***disease; child will only be allowed to return with doctor note stating child is safe to***

 ***return.)***

***CHILD BECOMES ILL AT CHILD CARE: Please be advised that if your child becomes sick at daycare that the following guidelines will be adhered to.***

1. *Clean and comfortable area for child to stay so he/she is not near other children.*
2. *Contact parent or an emergency contact (if parent is unreachable) to pick child up.*
3. *Child will be unable to attend child care at “least” for 24/48 hours based on how ill child is. If*

 *child shows severe symptoms he/she may only return with a doctor note.*

1. *Failure to pick up child in the event of illness can result in immediate termination.*

**MEDICATIONS:**

 *Murray’s Little People FCH does not administer medications unless the medication is one necessary for life sustainment. Our reason for not administering medications is possible side effects or allergies to medicines. If your child/ren is taking medications please make sure we are aware of the type of medication and possible side effects to watch for.*

\*\*IF WE ARE UNAWARE OF MEDICATION USAGE OR POSSIBLE SIDE EFFECTS WE CAN NOT RESPOND PROPERLY IN THE EVENT MEDICATION CAUSES AN EMERGENCY SITUATION.\*\*\*

**FOOD PROGRAM AND MENU SELECTIONS**

 *Murray’s Little People FCH tries to use organic products and milk for children attending. We are with the USDA Food Program which helps with covering food costs so children eat a well-balanced and nutritious meal/s and snack/s. Every child in Murray’s Little People FCH is placed in the food program, however, if for some reason you wish not to put your child in the food program be aware that your child care rate will increase.*

 *Refusal of child participation in food program or food program has no funds below are the charges that will occur.*

**Full-time: $10.00 per child Part-time/After school: $5.00 per child**

**Communication**

 *In order to keep everything flowing in a positive and productive manner communication is very important. Communication helps develop strong relationships between provider and families so when life challenges occur together resources can be found. Together as a team “all” those involved with a child or children’s lives can get back on track and move forward again. We are diligent about keeping communication open so that issues or situations can be taken care of in a timely manner. Murray’s Little People FCH asks that parents “please” help keep open communication also. You can do this by calling in when your child won’t be in for care or changes within the family such as divorce or death. Anything that will affect your child’s attitude or behavior would help us (care providers).*

 *Remember this is not a “babysitting service,” we are by law a professional licensed business. We work hard to stay educated and up to date with current issues and resources available for family child care providers so your child receives the best child care. Please respect the fact that when you pay your fees/rate that you are paying for a slot in our child care. If you choose not to follow the rules, abuse the child care, or ignore policies and procedures; termination of your contract will occur.*

 *Let’s make this experience a positive one for your child as well as for parent/s and provider. Welcome to our family child care home!*

 *Cordially,*

 Director- Sherry Murray Asst. Director- Dan Murray