

Ann Angel's In-Home Childcare

Parent Handbook



Mission Statement

Ann Angel's In-Home Childcare exists as a childcare program to provide a safe and loving environment for children of all faiths, cultures and socioeconomic backgrounds. It is our goal to help your child develop physically, emotionally, spiritually and socially. I will do this by providing a variety of developmentally appropriate activities which recognize the individual differences and needs of each child. We hope to create a lifetime of interest in learning by providing a fun learning environment at an early age.

About Us

My name is Kimberlie Morris-McIntosh. I am 33 years old. I am originally from Virginia and lived there with my mom until 1999 and then I moved to Florida to live with my dad for 6 years. After 6 years with my dad, I moved to Charleston. I went to Wando High School and graduated in 2009. My senior year in high school I took an intern class for special needs children. I went straight to College at Trident Tech where I took an early educational class. I got married to my high school sweetheart at the time. We had a baby girl named Elizabeth. I took time off from school and 3 years went back to school to finish my degree and as we know God had other plans for me.

I divorced in 2017 and spent the last 3 years working on myself and my daughter. In 2019 I moved back to Florida to help my dad out with caring for my grandmother who had Alzheimer's and Dementia. I spent almost two years with her being her care taker until Christmas 2020. But due to Covid-19 I had to move back to Charleston for work.

Went back to work and ended up meeting my current husband Marshall we got married February 2021. We decided to open up Ann Angel's In-Home Childcare part time while I was still working at the Circle K. We decided to go full time in March 2022. My best friend and I decided to change the name to Ann Angel's In-Home Childcare when I moved to Texas.

My name is Felica Haremza. I am 32 years old. I am originally from Florida. I am a mother of two boys (Joseph and Anthony). I married my sweet heart Jake and moved here to Texas. I have four dogs Sonic, Hershey, Goof, and Scarlett. I am a silent partner of Ann Angel's In-Home Childcare. I am also a professional photographer. I have been best friends with Kimberlie Morris-McIntosh for the last two decades. I help more with the after school older aged children.

Rates

Ages	Days	Fees
2-5	5 days/week (full time)	150.00
2-5	4 days/week (part time)	130.00
5-12	After School	85.00
5-12	Summer	120.00

Policies and Procedures

Enrollment Fee

There is a one time non-refundable enrollment fee of \$75.00 to hold your child's spot. The enrollment fee is due on the first day that the child starts.

Payment Policy

Payment is due on the Friday by 6pm of each week/ bi-weekly. Payment can be made in advance for the upcoming month. Starting on Monday a \$10 late fee will be applied and then each day the payment is late, up to three days. After three days, we reserve the right to terminate care. All payments are to be done by the Procure. If a payment falls on a Closed holiday then payments will be due the Day before. If payments consistently continues to be a problem, after two weeks, then care will be terminated.

Tuition

Tuition will be prorated for the week that your child starts care for example if you are needing childcare the following week then the week before the child starts your enrollment fee and tuition payment must be paid in full on the day your child starts. The tuition covers the cost of food, field trips, curriculum, and other supplies that are needed to care for your child(ren) through out the week.

Open Door Policy

You are welcome to our facility anytime during regular daycare hours. We will keep the doors locked at all times for the safety of the children, but just knock and we will quickly let you in.

Hours of Operation

Our hours of operation are 5:30am-6:00pm, Monday through Friday, with the exception of the listed holidays. Picking your child up late will not be accepted unless due to an extreme emergency, or it has been stated up front and we will need to be contacted as soon as possible in such an event or you have given us advance notice. There will be a late fee of \$1.00 per minute, per child, added onto your tuition fee. if you are late, up to 30mins for a total of \$30 will be added on to the tuition.

Holidays

We will take the following holidays and DO NOT provide childcare on these days. There will be no monthly financial adjustments for these holidays.

New Years Day

New Years Eve

Memorial Day

Independence Day

Thanksgiving (Thursday and Friday)

Christmas Eve

Christmas Day

Easter

Daycare Closure Policy

We reserve the right to close the daycare during days and times in which most or no children are attending, such as: bad weather, the day before/after a holiday, etc.

You will need to arrange for back-up care for days that we are closed. In the event that we have to make an appointment for myself or one of my children during child-care hours, we will do our best to give you advanced notice if we foresee having to be closed, but please be aware that we cannot always know ahead of time if we will have to close (ie: if myself or our children fall ill).

Vacations

If you are planning a vacation, please let us know at least 2 weeks in advance, in which we will hold the child or children's spot with no fee charged, as long as we have the proper notice and communication between caregiver and parents.

Our family normally vacations in the summer. We will do our best to give you at least 3 weeks notice of a vacation, but it will most likely be an even longer notice.

Meals

We provide breakfast, two snacks, lunches and drinks for the children. Meals are included with your tuition. Please be aware that it is your responsibility to inform us of any special diet restrictions your child may have. If your child is going to be arriving later than 8:00am, they will need to eat breakfast before arrival. I am required to follow strict guidelines for the food program.

Allergies and Medication

Please be aware that it is your responsibility to inform us of any allergies and/or medications your child has, and to provide us with the correct dosages/medications in case of emergency. Medicine left in our possession must be in the original container with your child's full name and directions. All medications are stored in a bin safely away from the children's reach.

Should your child have any life-threatening condition medications, such as epinephrine pens and rescue inhalers, they must be left at childcare at all times the child is present. We keep these medications in close proximity to the child for immediate administration when needed, including outdoors when the child is outside. However, medications are inaccessible to children. If your child takes ANY medication on a daily bases please list those on the form in case of an emergencies. Please ask us about bringing food to celebrate birthdays. It is the parents responsibility to give us the child(ren) medication at Drop off not the child(ren)

Pick up/ Drop off

Children will only be released to parents or individual's listed on the form provided. If your child is to be picked up by someone not listed, we must have written instructions from the parent's/guardian's and they will be required to show proof of identification for the safety of the children. Please do not linger, only if it is the upmost important to speak with us.

In an effort to provide a consistent routine for all children, there will be no drop-offs allowed after 7:45am. In addition, pick-up or drop-off will not be allowed from 12:30-2:30pm daily, as this is our nap time and pick-up/drop-off during this time tends to wake up the other children. If you have something come up and have to pick up during this time, please give us advanced notice so we can prepare ahead of time.

We ask that you please do not linger at drop off. Even if your child seems very upset, We can assure you that they will adjust to drop off quicker if you do not linger. When you linger, it can give them a false sense that they either do not have to stay or that you will stay all day. If they are inconsolable and do not adjust after you leave we will be sure to notify you. Please let us know when your child will not be attending for the day, either by call or text. If a child does not show up by 7:45 am, We will contact the parent/guardian to inquire why the child has not yet arrived after two days of the child or children being absent. If no response after 3 days we have the right to terminate.

Dress Code

Please be aware that your child's clothing may get messy. We will be playing outside each day, weather permitting. Most of our craft materials are washable. No matter how hard we try, we cannot prevent all stains, including food. Please do not dress your children in anything meaningful or expensive. Ruined clothing will not be replaced. Closed toe shoes are required. Unless there is a special event i.e picture day etc please make sure to pack extra clothes. Also dress your child for the correct weather appeal.

Volunteer Policy

We will not have any volunteers at this time. If we have any volunteers they must due a background check on their expense.

Discipline Policy

We have been trained in and will be using Love and Logic as a form of discipline. It is a way to use positive reinforcement and redirection rather than negative discipline. We encourage children to use their words when frustrated, and to express their feelings. Love and Logic encourages children to think for themselves and learn to solve problems, rather than an adult solving the problem for them. When redirection does not work, We may then resort to a short time out followed by a short discussion of the incident. If negative behaviors become a problem and are continuous, then care will be terminated if we can not come to a solution.

Rules

We ask that the children:

- Do not hit, push, bite, kick, scratch or pinch each other
- Use walking feet
- Use inside voices
- Respect all property of Ann Angel's In-Home Childcare
- Children do not act as the authority figure to other children
- Do not name call, tease and bully, or use inappropriate words
- Remove shoes upon arrival (especially when wet outside)
- Children are not permitted to care for the house animals (feeding, letting out of kennel)

We are not responsible if the child or children breaks these rules.

Sick Policy

For the safety of all of the children, we do not keep children that are sick. This includes children with fever, vomiting, diarrhea, viruses or any other illness that can be contracted by other children.

** A sick child may not return until they have been both fever and symptom free for at least 48 hours without the aid of medication. For example, if your child or children are sick on a Monday they can not return until Wednesday if the symptoms are cleared. Any longer you will have to provide a doctor's note.

Is my child sick?

A child should be kept home for ANY of the following:

- Fever
- Runny nose
- Cough
- Diarrhea
- Unknown rash
- Discharge from eyes
- Vomiting
- Illness being treated with antibiotics for less than 24 hours

** Young children are very susceptible to contract illnesses, so the dismissal of any child or children will always be at our discretion.

It is crucial that all emergency contacts information be kept up to date. Please be sure to notify us promptly of any changes in your emergency contact numbers. This includes: home numbers, cell numbers, work numbers and email addresses.

While it is important to keep your children home when sick, We also don't want to spread illness to them if we become ill. If we become ill and cannot work, we will have to close. Please be prepared with back-up care in case this should happen. We have **10** allotted days per calendar year. These are days which we hope to not use, but germs even get the best of us sometimes!

Injury

If your child gets hurt while in our care, we will be sure to notify you. If it is a minor injury (ie: bump, scrape), then we will write an incident report which we will give you a copy at pick up. If it is an injury that needs immediate attention, We will be sure to contact you right away. We are not required for medical expenses unless it was due to our neglect for example kids playing outside with out supervisions.

Pacifier Policy

We do not allow pacifiers for children age 1 and above. Pacifiers will not be used during childcare. This helps to ensure that pacifiers are not used by other children, lost and safety reasons.

Toilet Training

We will make every effort to assist in toilet training, along with your efforts at home. We will begin when the child appears ready for this step. A child must be able to verbally express that they need to use the toilet. If a child has to be reminded to potty or taken every so often, this is not considered toilet trained. We will ask that your child wear pull-ups that have the velcro tabs (so we don't have to take pants and shoes off to change them) once they are ready to be toilet trained. We will only attempt to toilet train if the child is being toilet trained. In order to ensure that the children's environment remains a clean one, your child cannot wear normal underwear while in our care until they have established a successful bathroom routine and are communicating their needs to use the restroom (must be accident free for a month prior to wear underwear at daycare).

Please be aware that licensing guidelines do not allow us to rinse soiled (urine or feces) underpants/ garments/ cloth diapers. Soiled garments will be placed in a sealed ziplock bag and ready for you at pickup. Due to the time requirements of toilet training, no child is guaranteed "private" bathroom time as it can be hazardous to leave a young child in a bathroom unattended. Children may have to use the restroom with other children present.

Toilet training can be a stressful time for both parent and child. Please remember that your child will be toilet train when they are ready. Try and be patient and encouraging! You are responsible in providing the necessary sanitary items needed for your child. If we have to provide the necessary sanitary you will be billed on your invoice.

Pets

We do have pets on the property. We have two dogs Roxie and Puff that stays in a kennel and have been vaccinated. We also have four dogs(Sonic, Hershey, Goof, and Scarlett) that are also vaccinated and stay outside. All dogs are nothing but sweet and a big Teddy bear.

Transportation

I provide transportation for field trips. I have room for 4 car seats in my transportation. so if everyone goes on the field trips please help with transporting your child so they do not miss the fun activities that are planned. I must be able to transport your child to my daughter's events for school. This includes taking her to Summerville for reading class and other errands as well.

Immunization Records

As required by the state, all immunizations must be current. In order for children newborn to school age to attend childcare, this record must be on file with the provider. Shot records must be kept current with us at all times. Due to possible vaccine reactions, a child will not be permitted to return to care the same day as getting any type of preventative shot or vaccine. If you do not believe in vaccinated your child or children due to religion beliefs please have a document form from the doctor.

Child Abuse and Human Trafficking

We are required by the state to report any and all signs of abuse. If we suspect any type of abuse at home, then we are obligated to report it. If we have any reason to believe that any person is engaging in the crime of human trafficking in children, then we are required to report the matter promptly.

Compliance Folder

As required by the state, to comply with all rules and regulations, we have a compliance folder available for all parents to see upon request. It is located on the desk in the daycare room.

Disaster Policy

- Emergency Medical Care Plan

In the event that a child needs immediate medical care, the child will be transported to the nearest hospital. Our vehicle's are available for emergency transportation. Parents will be notified immediately by phone. If parents cannot be reached by phone, they will be notified via email or PROCARE app.

- Emergency Situations

- Tornado

In the event of a tornado, we will relocate to the tornado shelter. We will take our disaster kit, which includes food, water and child information forms. If we can get cell service, parents will be notified via phone followed by phone. Licensing will be notified.

- Flood

In the event of a flood, the children will be relocated to a safe place. In the event that there is flooding in the house, we will relocate to place of relocation. If we need to evacuate the property, we will go to name of place or house. Parents will be notified via phone, followed by phone.

- Blizzard or Ice Storm

In the event of a blizzard or ice storm, the daycare will close. If the event is foreseeable, We will close beforehand and send all children home before the weather gets too bad. Parents will be notified via phone.

- Fire, including wildfire

If there is a fire in the house, we will quickly evacuate through the safest exit. We will go to place of relocation. If we need to evacuate the property, we will go to the nearest house. In the event that we need to evacuate for a wildfire, we will leave by vehicle and head to the nearest safe location. Parents will be immediately notified via phone. If needed, parents will be called. Licensing will be notified.

- Man-made disaster, including chemical and industrial accidents

In the event of a man-made disaster nearby, we will shelter in place. Parents will be notified via phone and licensing will be notified.

- Human threats, including individuals with threatening behaviors, bomb threat, or terrorist attacks

We will go on lockdown. All doors will be locked, curtains and blinds drawn. TV and any music will be turned off. Children will be moved to the hallway and all of the hall doors closed. The children will be given a quiet activity to do. Parents will be notified via phone . Licensing will be notified.

- Earthquake

In the event of an earthquake, the children will be taken under the kitchen table. They will be instructed to get on their hands and knees, and to hold onto their head and neck until the earthquake stops. Once the event is over, parents will be notified via phone and Licensing will be notified.

- Power Outage

In the event that we lose power, a call will first be placed to the electric company. If the power will be out for an extended period of time, or will interfere with food storage/prep, then the daycare will close. Parents will be notified via phone. Licensing will be notified.

- Shelter in Place

Should there be a weather event requiring us to shelter in place, the children will be moved to the hallway. Children will be given a quiet activity. Parents will be notified via phone. Licensing will be notified.

Termination and Expulsion Policy

The daycare contract may be terminated by the parent by giving a 2 week notice prior to the ending date. The parent must pay for the last 2 weeks after giving notice if the child attends the last 2 weeks or not. The contract may be terminated without any notice by the daycare provider if the parent does not abide by the contract rules and policies or if the child is not a good fit for the program.

** We reserve the right to terminate the contract at any time. This ensures that the child properly adjusts to a new environment, and allows me to ensure that we are able to successfully meet all of the child's needs at any given time.

Supplies

We will supply extra diapers (18months-2yrs), pull ups(2yrs-4yrs old) and wipes in case of emergency's for example the child(ren) had more accidents than what was predicted. We will charge you \$2.00 per diaper, packets of wipes, and pull-ups if they were to run out of their own supplies. It is your responsibility to check their cubbies when leaving for the day. We will also let you know when we are running low by sending a note home via PROCARE. The charge will be added to your weekly tuition.

Backpacks are a requirement for every child. Backpacks with wheels are not permitted due to space and possible injuries. When closed toe shoes are not being worn they must be in the shoe cubby at all times. Shoes with wheels are not permitted due to possible injuries. No personal items unless it is their blanket are not permitted for example no toys, game systems, ipads, etc are not permitted as well due to liability. If these are found on site they will be taken away and put up until parent pick up.

All Children must have a change of clothing with them at all times. We can't predict what activities are done due to last minute changes in lesson plans for example the weather.

Communication

Communication plays a major role between parents and childcare providers. We ask that you let us know when your on the way to dropping off and picking up so we can have enough time to have your child(ren) to be ready for your arrival and drop off. All communication must be done through the PROCARE app, quick text or a phone call.

Procure App

PROCARE app is where all tuition, communication, and daily reports are located. Once you have enrolled with us you will received a email inviting you to create an account. This is required to have and no personal information will be shared. This app also allows you to sign in and out each and every day either through your phone or the tablet.

Curriculum

While your child(ren) are enrolled in our care they will be taught the basic of fine and gross motor skills. We are a Christian based facility. We use two different curriculum programs. One of the programs that we use is the Abeka program to teach your child(ren) their ABC'S, number's, art's and crafts, and reading. We also use our own program to teach your child(ren) Science and Social Studies. We will also being teaching your how to be self-efficient for example how to put shoes on their correct feet, and how to put their belongings up. Every month you will receive a monthly newsletter.

Attendance

When enrolled in our program attendance is vital. When you signed a contract with us you are giving us schedule days for when the child(ren) are with us. When you fill-in the days that you need childcare on the contract those are the days the we expect the child(ren) on. We understand that scheduling can change from week to week but it is your responsibility to update us. When this happens please let us know within 48 hours. if no contact is made you will be charged for that day. For example if you are Monday, Wednesday and Friday and your schedule is changed to Tuesday, Thursday, Friday then we must be notified. Another example if your are a full Monday-Friday, and your child(ren) will not be at childcare on Thursday and we do not hear from the parent/guardian by 6pm the day before, you will be charged.

Field Trips

We love taking the children on Field Trips. We will let you know about any Field Trips at least 3 weeks in advance. We plan Field Trips that are fun and educational. Some of these places has gifts shops and we ask that you do not send gift shop money. This is because we do not want the child(ren) that wasn't given money to feel left out. On days we do field trips and you do not want your child to participate it will be your responsibility to find alternative childcare.

Ann Angel's In-Home Childcare Handbook Agreement

I have received Ann Angel's In-Home Childcare parent handbook. This is to verify that I have read and understand the parent handbook and agree to follow the policies and procedures outlined in the handbook.

I understand that the daycare reserves the right to amend the policies and procedures as necessary, and we agree to abide by any changes. Any changes made to the handbook will be distributed by the daycare.

Child Name	
Parent/Guardian Signature	Date
Parent/Guardian Signature	Date
Childcare Provider Signature	Date