Litte Stars Daycare

**Parent Handbook/Policies 2025-2026**

 **Hours of Operation:**

**Monday-Friday: 7:45AM – 5:00PM**

The purpose of this Parent Handbook is to outline the policies and procedures under which I operate as a childcare provider. I reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

**Policy & Contract:** Every year the policies will be looked over for changes, minimum standards additions, and possible increase of rates. This is our home as well as business, so please be respectful of my family and home by adhering to the policies and procedures outlined in the parent handbook. I realize this is a lot of information to absorb. Because of this, please keep your Parent Handbook of Policies accessible so you can periodically review our policies and procedures, as necessary. You are also able to view them on my website at little-stars-daycare.org. I reserve the right to amend any portion of the Parent Handbook of Policies & Contract, Contract and Enrollment Application at any time. When I do make a change to the contract you will be given a new copy.

**Communication:** It is important that you feel comfortable with our policies, procedures, and your child’s care. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child. I’m always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need my attention during business hours. Also, so I can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved. I am available for face-to-face communication, phone, or texting while your child is in my care.

**Privacy and Discrimination:** I will abide by the state privacy law. All records and information about your child and family will be kept confidential, unless I have your written permission to reveal specific information (i.e. Speech or developmental delays). I also ask that you respect my privacy and that of my family by not sharing any information you learn about my family without my written permission. For example, contents or layout of my home, vacation schedule, routines, etc.I do not discriminate based on race, color, gender, disability, national origin, sexual orientation, or public assistance status.

**Registration Checklist**:

The following forms are required for the provider that need to be read, completed and/or signed prior to the first day of care {We will go over all of these during the meeting process. You will be provided a copy of all signed agreements}

1. Parent Handbook of Policies
2. Contract
3. Enrollment Form
4. Parent Interview Sheet
5. Parental Authorization for Emergency Treatment
6. Authorization Child Pick Up
7. Photography Release Form
8. Infant Feeding Instruction (filled out at enrollment and monthly until child is one year old)
9. Non-Prescription and Prescription Medications Form

**The Mission:**

At Little Stars Daycare, I believe in the value and uniqueness of each child I serve. My childcare experience is designed to promote each child’s own individual social, emotional, physical, and cognitive development. As a caregiver and educator, my mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create, and become a lifelong learner.

**Tuition:**

**Two to Four Years of Age:**

Full-Time: Flat Rate $125 per week per child.

Part-Time: Flat Rate $62.00 per day per child.

**Infants to 24 Months:**

Full-Time: Flat Rate $135.00 per week per child.

Part-Time: Flat Rate $65.00 per day per child.

**Contracted Payment Policy:**

**Tuition is required whether you are there one day or five days**. If tuition and fees are not received when due, it will be cause for suspension of services until full payment is made. Failure to pay the past-due amount will result in legal action being taken against you. This includes your normal weekly rate, overtime, late fees, and legal fees. If your child is absent on your pay-date, you are still required to make your payment. Enrollment is based on holding your child’s slot, not on the child’s attendance. No refunds are given for late arrivals/early departures, parental vacations, or exclusion due to illness. If your child is contracted full-time or part-time you are still responsible for paying for sick/personal days, child absences from: sickness, being late, being picked up early or vacations. If we are closed due to weather, you will not have to pay for that day. The tuition will be added onto your next weeks payment for that/those days and no need to pay for that full next week. If needing to close early tuition is still full rates for those days. Your specific hours, dates and rates are outlined in your childcare contract. **Tuition is due** **every Monday morning. If not paid by Monday morning it needs to be paid before/or at pick up on Monday, or the child can’t come until payment is made. Plus, a $10 late fee per day**. It is not the responsibility of the provider to remind the parents when payment is due. You can pay the tuition weekly, or monthly if you wish. I will accept cash or Venmo at this time. This is subject to change within time to create a better billing system. I WILL NOT accept checks. Please understand that you are required to pay regardless as this holds your child’s spot.

Drop-Offs: If you know you’re going to be late, please let me know in advance.

Late Pick Up Policy: Please make pick-ups as fast possible. I understand things come up, but if you know you will be late for pick up, please let me know in advance and how late**.** Habitual late pick-ups breach the cooperative relationship between provider and clients and may result in termination of contract. **The late charge is assessed as $5.00 if five minutes late then $1.00 for every one minute late**. Please be courteous and arrive on time. Late pick-ups can cause issues in my family’s schedule.

**Personal/Sick Days:** I will take one full week off for vacation each year, parents are not required to pay. Additional days (10 Days) throughout the year for personal/sick days will/can be taken off and parents/guardians are not required to pay. Parents/guardians will be notified in advance for every counted day off.

{If it is my decision to close daycare for whatever personal reason you are not required to pay for those days}

I do have a decent immune system however, I still can/do get sick. I will still be open for that day. It will be your decision whether you’d like to still bring your child. I will inform you of my symptoms and let you choose if you’d like to bring them. If I do have a fever or contagious I will NOT open. My children do get sick too, please keep that in mind. I believe the same rules apply, you can choose to bring your children still as mine will not be roaming around the house and around your children. If they are running a fever or contagious depending on what they may have, we will be closed otherwise we will still open, and you are responsible for deciding if you’d like to bring your children for those days. {Typically, my children don’t get sick enough to stay home from school. They like to get sick during Christmas Break}

The provider may need days to open later or earlier pick up due to personal circumstances. Daycare will still be available for those days but there is a possibility of time changing for that day. Parents/Guardians will be notified in advance for these days. My plan is to eliminate these as much as possible. If need my mother-in-law will be able to open in the morning until I am able to get back. All day’s daycare is still open; parents are still required to pay their tuition.

**Holiday’s:** Additional holidays’ {Martin Luther King Jr Day, Presidents Day, Good Friday, Veterans Day, Juneteenth, ect we will be open still}. The following Holiday’s we will be closed for to spend time with my family: You are not required to pay. {We will close early at 4:00PM on Halloween. Please plan accordingly}

* New Year’s Day
* Memorial Day
* 4th of July
* Labor Day
* Thanksgiving/Day After
* Christmas Eve/Christmas Day (Closed 12/24-12/26)
* Easter Monday

**Weather:** In case of emergency or natural disaster the provider will follow emergency procedure and contact the parents as soon as it’s safe. Daycare will not close for “snow days” unless necessary and my road is unsafe to travel. I will try my best to contact you within 12 hours of advance notice. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

**Discontinuing Services/Termination:**

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract. After the first two weeks of enrollment, a two-week written notice from parent or provider is required to terminate the contract, with the exception of (provider’s) family emergency, gross misconduct on part of the parent or child, or failure to follow the rules as stated in this handbook and agreement. This is grounds for immediate discontinuation of service. In lieu of written notice, two weeks of pay may also be given to terminate the contract. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred. Two weeks’ notice must be given if you plan on discontinuing services. I will not hold spots, unless you plan on paying $125/$135 (depending on the child’s age) per week still.

**Mandated Reporter:** First and for most I am a legal mandated reporter. Mandated reporting requirements is my mission to ensure all children in my center are safe and well cared for, not only while they are at my center, but at all times. Missouri law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual’s attempt to report child abuse or neglect.

**Safety Authorized and Unauthorized Pick-Up:**

(VERY IMPORTANT, PLEASE READ CAREFULLY)

Pick-ups will be taken very seriously. The child will ONLY be released to the parent/guardian with legal custody or persons over the age of 18 who are designated by the parent on the Emergency Contact Form. The provider will refuse to release the child to anyone who is not on the list. The provider will require photo identification from anyone that is not recognized. The provider will not release the child to anyone including the parents/guardian s if they suspect the person in under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child. Also, please ensure that the provider is in compliance with any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

**Medical Emergency Procedures:** I am CPR and First Aid certified. I renew every two years. Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you on how to proceed to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, I can make sure your child receives the necessary emergency treatment he/she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform me immediately of any changes to keep yourinformation current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

• A phone call to 911 is made.

• Child's parents (or emergency contacts) are called.

• Child is separated from the other children and appropriately cared for.

• Parent, emergency contact, or ambulance takes the child and health records to the doctor or hospital.

**Illness:** I understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to daycare. The daycare provider has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. A cough and runny nose is not a serious issue to me as I get, they will have those. The cough will have to be severe for them not being able to attend.

Children who have been ill may return when:

• They are free of fever, vomiting, and diarrhea for 24 hours.

• They have been treated with an antibiotic for 24 hours.

• They can participate comfortably in all usual activities.

• They are free of open, oozing skin conditions and drooling (not related to teething) unless:

o The child’s physician signs a note stating that the child’s condition is not contagious, and; The involved areas can be covered by a bandage without seepage or drainage through the bandage.

• If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

• Illness that prevents your child from participating in activities.

• Illness that results in greater need for care than we can provided.

• Illness that poses a risk of spread of harmful diseases to others.

• Fever (100F or higher under the arm, 101F or higher in the mouth, 102F or higher in the ear) accompanied by other symptoms.

• Diarrhea-stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

• Vomiting-green or bloody, and/or more than 2 times during the previous 24 hours.

• Mouth sores caused by drooling.

• Rash with fever, unless a physician has determined it is not a communicable disease.

• Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

• Impetigo, until 24 hours after treatment.

• Strep throat, until 24 hours after treatment.

• Head lice, until treatment and all nits are removed.

• Scabies, until 24 hours after treatment.

• Chickenpox, until all lesions have dried and crusted.

• Pertussis (Whooping Cough), until 5 days of antibiotics.

• Hepatitis A virus, until one week after immune globulin has been administered.

• Rubella, until 6 days after the rash appears.

• Mumps, until 5 days after onset of parotid gland swelling.

• Measles, until 4 days after onset of rash.

• Has a physician or other health professionals written order that child be separated from other children.

**Medication:** Both non-prescription and prescription medications, ointments, and creams may be given to your child by myself if needed. Parents are required to fill out the proper form and to supply all medications in their original container. Medications must be labeled with the child’s name, weight, and dosage amount. Any fever reducer or Benadryl will not be provided to your child by the provider. If your child needs these medications I suggest they need to stay home.

**Special Diets:** If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then I must be informed.

**Meals/Snacks:** Each day I provide three nutritious and well-balanced meals. Breakfast, mid-morning snack if needed, lunch and afternoon snack. If your child arrives after breakfast and has not eaten, they will be provided with a little snack until lunchtime due to breakfast being cleaned up. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered food, but they will not be forced to eat.Please do not send food, drinks, or sweets with your child, except for special occasions and when requested,

**Children Not Eating Solids:** Written feeding instructions are required from parents of infants, including type of formula and/or food, amount of formula and food and feeding times. A sheet will be completed at enrollment and every 30 days until the infant is eating food. If your toddler is not eating solids, please provide their baby food for the week.

**Nap/Rest Time:** The infants will sleep in a separate room in a pack in play with a mattress. The older children will sleep on nap maps. Nap/Rest time for the older children is during the time between 1:00pm – 3:00pm each day. Typically, children 12 months (if needed) will take a morning nap as well. No child will ever be forced to sleep; however, they are encouraged to remain quiet and on their mat during this time. If your child uses a pacifier, please bring your own, this can stay here as well in their cubby or be taken home each day.

**Toilet Training:** (Typically, between 2 and 3 years old) I will work with parents on potty training. Toilet training collaboration between you, your child, and your child’s care provider makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them. When your child shows interest, you and your child’s care provider will discuss how to work together to encourage toilet learning. It takes teamwork. I am committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child. Every child begins toilet learning at a different age and progresses at a different rate. Pull-ups are required for nap time if they are wearing underwear to school and still working on potty training. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups.

**Diaper Policy:** It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Each child has his/her own labeled diaper bin. Each child will use their own required supplies. Please make sure they have all they need as the provider will not have any extras.

**Toys/Personal Items:** I have well organized, separate, age-appropriate toys for children. However, please do not bring your child's toys to daycare. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. During the initial adjustment period I encourage your child to bring a piece of home with them; a special blanket, or teddy can be very comforting. (This may be left at the Center in their box and taken home at the end of the week).

**Indoor/Outdoor:** We know that children also learn through play; because of this, I do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under my care receive lots of both free-play and structured-play throughout each day. Age-appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. As you know, children play hard and will get some bumps and bruises from time to time. I will do my best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen.

During the summer months (June, July and August) I allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day. Please bring a swimsuit for your child in the summer months. (These can be taken home at the end of the week to be washed and returned). We will be using water toys and sprinklers on hot days. Please be aware that if they do not have something to get wet in, they will be unable to play in the water.

Fall/Winter months we will likely not be going outside depending on the temperature but will still have play time when we can. Please make sure they have appropriate outdoor wear (coats, hats, gloves, shoes).

**Preschool Curriculum:** Three to four-year-oldslearn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. I encourage participation, but the child will not be forced to participate. Most importantly, my goal is to make learning for all ages fun, and non-intimidating. It is my hope to start helping to get your children ready for pre-school/kindergarten.

**Birthday/Holiday Parties:** You may bring, if you wish, a small snack to share for your child’s birthday, but it is not mandatory. We do celebrate holidays with a small party; I will provide the necessary items for these unless the parent wishes to bring items/snacks/drinks in. Please check with the provider beforehand due to possible food allergies for other children.

**Cubbies:** Upon enrollment each child will be assigned a “cubby”. Cubbies are labeled with your child’s name. Please check your child’s cubby daily for items that need to be taken home. Each child will have a folder assigned to them for any arts/crafts they are bringing home. Please check these as well.

**Website Page:** Photos will be taken of your child while in care. This is for parents to see what their children are doing within the day, as well as promoting my business. A signed waver will be provided in the contract to approve or disapprove this action.

**Behavior Management & Discipline:**

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try and teach the children in my care manners, kindness and to be respectful to others. One of the ways in which I do this is by the example I as provider set. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

* Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
* Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
* Time-Out: The child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
* Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply

when you are around. We will also remind them of the rules and correct them if needed.

**Contract Adherence:**

This is my home as well as my business, so please be respectful of my family and home by adhering to the policies and procedures outlined in the parent handbook. I realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when I do, make a change to the contract you will be given a copy.

**A Final Note:**

Please remember that although I chose this profession because of my love for children, it is also my job. My family depends on my income as I am sure yours’ does also. Prompt payment, adherence to drop off and pick up times, consideration of your sick child, and consideration of my personal time is very much appreciated. I take my job very seriously and am committed to the very best care of your child. I consider it a privilege to have been entrusted with the care of your child, and I will always treat him/her with love and respect. It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of the policies and/or procedures it is important that you express that to me before enrolling your child in my daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need my attention during business hours. Thank you for the opportunity to work with you and care for your little one. I look forward to the future of keeping your child smiling and safe.

**The undersigned have read and understood this agreement, and by signing this agreement, all parties agree to all the above terms, conditions, and policies, including financial responsibilities for childcare provided**.

**Print Name: Date:**

**Signature: Date:**

**Provider Name: Date:**

**Provider Signature: Date:**