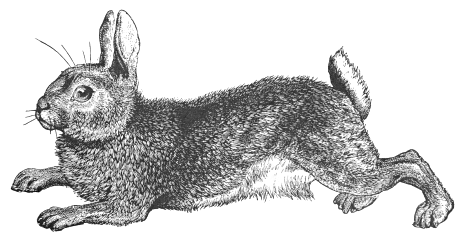
Bunny Trails Child Care

Handbook

**Contact Information:**

**Owner/Provider:**  Bethany Shaw

**Address:**

53355 Ingle Chapel Ln.

Milton-Freewater, OR

97862

**Phone:** 541-861-0587

**Website**: [http://bunnytrailschildcare.weebly.com](http://bunnytrailschildcare.weebly.com/)

**Facebook:** https://www.facebook.com/bunnytrailschildcare

**Email**: [bunnytrailschildcare@gmail.com](mailto:bunnytrailschildcare@gmail.com)

Acceptance Form

This is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been accepted for care at Bunny

(child/children)

Trails Child Care. A place will be reserved until the first day of care which will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_.

(date)

An enrollment fee of $ \_\_\_\_\_\_\_\_\_ (equivalent to two weeks of full-time care based on age at start date) has been received on \_\_\_\_\_\_\_\_\_\_\_\_\_. This enrollment fee is nonrefundable. When the child does begin care, the enrollment fee will be applied to the **last** two weeks of care, provided at least 1 month notice of care ending is given.

Monthly tuition is:

23 months are under- $925

24 months and older- $815

Signature of parent/guardians:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Policy**

Child care tuition will be pre-paid for each month. You are paying for your child’s reserved spot whether they attend or not. In the event day-care must shut down to comply with state laws and guidelines (for example, the Covid-19 requirements) care slots will not be reserved unless tuition is paid.

Tuition is **monthly** and due the 1st of each month. Tuition is the same each month, regardless of closed days.

If a monthly tuition payment is not paid by the 2nd care day of the month, the care slot will be considered unreserved and the next client on the waiting list will be contacted to fill it.

Future openings can only be held empty for the last two weeks before the start date with a deposit. To hold a spot open for longer than two weeks, monthly tuition payments must be made.

Provider sick days/appointment days: If the provider is sick and day-care must be canceled, clients will be contacted as soon as possible. If the provider has an appointment and must cancel day-care, clients will be notified as far in advance as possible. There are no tuition refunds for provider sick days or appointment days. If the daycare must close for quarantine your child's spot will not be held unless their tuition fees are paid.

Provider Vacation schedule: The provider vacation schedule will be provided at the beginning of the year as accurately as possible. Any changes will be announced as soon as possible.

There is a $1 per minute late fee after pick-up time. Late minutes will be tallied at the end of each month and the fee will be added to the next month’s bill.

The enrollment fee paid before care starts will be applied to the last two weeks of care the last month spent at Bunny Trails Child Care. This enrollment fee is non-refundable.

You will be provided with a receipt when you make a payment for childcare. You may choose between a printed or emailed copy.

Payment can be made in cash or check. A $40 fee will be charged for any returned checks.

**Child Care Tuition at Bunny Trails Child Care**

*Subject to change with 1 month notice to enrolled clients*

*ONLY ACCEPTING FULL-TIME CLIENTS*

**Infants-24 months:** $915 per month

**2 years old and Up**: $815 per month

**Late pick-up fee:** $1 a minute   
  
**Hours:** 7:30 AM - 5:00 PM, Monday-Friday  
  
**Weekend Away Care:** 5:30 PM Friday evening- 5:30 PM Sunday evening - $150 per child, only available for potty-trained children comfortable sleeping independently.  Not available regularly; you must arrange at least 7 days in advance and not every weekend will be available.  
  
**Evening Baby-sitting:**  $10 an hr for the first child, +$2 for each additional child per hour.  Children will be put to bed between 8-8:30 PM.  Pick-up by 11 PM.  Must schedule at least 1 day in advance and not every evening will be available.

**Bunny Trail Child Care Privacy and Confidentially Policy**

Bunny Trails Child Care is committed to keeping information about your child and family confidential. I will not release any information unless I am required to do so under state law or if you have given me permission to do so. Contact information will never be shared, and I will never sell any photographs or information about you or your child.

I will only share information with childcare licensing, the USDA CACFP (food program), law enforcement agencies, child protection agencies, and government health officials that I am required to share.

I will keep all records and information about your child and your family private and confidential unless I have your written permission to reveal specific information.

I sometimes post photos on our Day-Care Facebook page. I try to take all photos from an angle that does not show client children’s faces. If you do not mind your child being in a photo where their face is shown, please let me know.

To maintain confidentiality for all enrolled families, I ask that you refrain from sharing any information you learn about the other families enrolled Bunny Trails Child Care without their explicit permission.

**Program Philosophy**

I believe children learn best with lots of opportunity to explore, experiment, and ask questions while also feeling safe and secure at home and in daycare. My goal is to encourage children to develop socially, emotionally, cognitively, and physically at their own rate. Children are individuals and meeting the specific needs of each child is very important. To ensure that all children are included, activities are planned with the specific needs of the children in mind. I see the most important things young children need to learn as resilience and independence. I give children a safe place to learn how to overcome problems and perceived obstacles and learn how to take over age-appropriate self-care like toileting and feeding. This will prepare them to move on in their lives feeling confident they can be successful. I believe family involvement gives children continuity between home and daycare. I make a point to be in close contact with each child’s family and make each family comfortable here. Daycare should be an extension of home where children feel comfortable sharing their language, traditions, customs, and culture.

**Discipline policy**

Absolutely no physical discipline is used in this house. Natural consequences are supported whenever safe and logical. Types of discipline used:

1. Giving choices

2. Problem solving

3. Natural and logical consequences

4. Ignoring minor negative behavior (and teaching children to ignore a child trying to annoy them)

5. Redirecting

6. Cool-down time away from the situation

Repeated behavior issues will be reported home in a Behavior Report. A daily verbal report will be given at pick up of how your child’s day went, including any behavior issues. If you are concerned about your child’s behavior you may contact me and we can work out a plan to work together to help support your child making good choices.

To prevent problems, we practice how to share, how to take turns, how to nicely ask for a toy or turn, what to say when you’re angry, and when to ask the grown-up for help. I provide clear expectations for behavior with the children and try to head off arguments and tussles with supervision and practiced scripts.

You can practice using scripts with your child at home. The following are some of the first we do here:

“I’d like to play with that next!” “I would like the next turn!” “Can we set a timer?” “I need help!”

**Mandatory Reporting**

All child care providers are mandatory reporters and are required by law to report any suspected child abuse or neglect. This is to keep your child safe.

**Medication**

No medication will be given without a written Medical Form that is filled out and signed by the parent. Children with a fever or contagious disease will not be allowed to attend care until they are well. Request a medication form if you need your child given medication while in care.

**Sick Child Policy**

If a child becomes ill while at daycare, they will be separated from the other children and a parent/guardian will be called to pick them up. Illness requiring pick-up includes, but is not limited to: throwing up, diarrhea, fever of 100 degrees or higher, trouble breathing, lethargy, severe coughing, nose bleed that will not stop, or symptoms of a concussion.

Children who have had a fever of 100 degrees or higher or thrown up must not attend until they have been symptom-free, without medication, for 72 hours.

**Accident Report**

If any accident or minor injury occurs while in care, a report form will be filled out and you will be given an account of the occurrence and sign the form. The form then goes in the child’s file. For any injury potentially requiring more care, I will immediately contact a parent.

**Travel Permission**

In the event of a field trip or trip to the park, you may give general permission for the provider to transport your child\*, or you may give specific permission for only a certain instance. In either instance, you will be notified of the event requiring travel beforehand. If you choose only specific times for permission to travel, you will fill out a permission slip before that event. The general permission slip is included in your enrollment forms. \*2019 change: Due to a change in the Oregon child-care laws, WE ARE NOT CURRENTLY DOING ANY PROVIDER TRANSPORT FOR ACTIVITIES.

**Substitute Care**

In the event the provider is unable to care for children, a substitute provider may be available. If a substitute provider is not available, you will be notified as soon as the provider knows they cannot provide care.

**Developmental Screening Policy**

This program uses the Ages and Stages Questionnaire to screen all incoming children under school age within 45 days of their start of attending. This information is kept confidential between the provider and the parents and is used to learn if a child needs to be referred for specialized assessment. The results of the assessment will be provided to the parent and the parent can then take the results to their child’s doctor to discuss whether their child needs further screening.

The results of this screening will also be used in the program to design activities that help each child in areas of weakness and foster their strengths.

**Family Contribution Policy**

Families are encouraged to contribute something to day care that furthers a child’s learning and developmental goals and shares their child’s interests at least once a year. This could be a parent doing a presentation, telling, a story, or bringing something special to show the kids. It could be sending a food with for their child to share that is special to their family or culture. It could be a photographic array to hang on the wall, a recording of a family story, a special book, etc. A child’s special interests can be a great place to expand learning; a child fascinated by dinosaurs might love to bring a new book or toy about paleontology. Please contact me about how you want to share with the group or if you need help thinking of something to do. You are not required to contribute, but the kids gain a lot from it.

**Consistent Caregiver Policy**

At Bunny Trails Child Care, your child is cared for by Bethany Shaw all day, every day. If a volunteer is present, they do not do full care for your child. Your child gets to know me as a steady grown up in their life for their entire time here. If a substitute provider is working, they will work for the whole day so your child will be able to get used to them and feel safe.

**Staffing Ratios Policy**

Bunny Trails considers ‘full’ to be 6 client children. Bethany has two children of her own, who may be present and make the number of children in the house 8. The licensed allowed number of children of daycare age is 10. In order to best care for your child, numbers are kept low.

**Policy on Adult-Child Interactions**

Adults are an important part of a child’s life. As such, we have detailed guidelines on how adults interact with children here at Bunny Trails. Whenever possible, they will use open-ended questions to engage in conversation with children. Adults will spend time with children, sitting with them, playing on the floor, and generally being in close proximity. They will join children’s play frequently. Adults will use positive comments and encouragement with children and validate children’s emotions. They will focus interaction on children’s activities and interests. In speaking with children, they will provide feedback on children’s ideas, comments, and work. Adults will use repetition and extension, self-talk and parallel talk, and use scaffolding to children learn and understand concepts, answer questions, or complete activities. In all communications, adults will treat children with respect and understanding.

**Toilet Learning Policy**

As children become ready to learn to use the toilet, I will work closely with parents to assist in the process here at day-care. I have a stool and potty seat where children can reach them so that children can be as independent as they want to be in the bathroom. I will walk the child through the bathroom process as many times and as often as needed, assisting whenever they need it. I teach handwashing after every trip to the bathroom. When your child begins the learning process, please bring several changes of clothes that are easy for your child to put on and off themselves. Pull-up style diapers can be very helpful, especially at naptime. We sing the Daniel Tiger bathroom song, play-act with dolls, and read books about using the toilet. While learning, I will remind children to think about if they need to go potty, and sometimes do a ‘bathroom break’ if an activity is very interesting and might distract a child from listening to their body. We keep it positive and encouraging so your child will build solid bathroom skills.

**Germ Prevention Policy**

At day-care we wash our hands a lot! Children will find an instructional poster in the bathroom that gives the steps for washing their hands. We always wash hands before meals and when we come in from outside. I give one-on-one instruction on handwashing, blowing your nose in a tissue, sneezing and coughing into your elbow, and other germ prevention habits. We also practice as a group and use any naturally occurring opportunities to discuss how to stay well and not transmit germs. We also talk about not putting toys in our mouths, not sharing food and cups, and other ways to keep our germs to ourselves. It is always kept fun and positive.

**Meals and Snacks Policy**

Our program is small which allows us to treat meal time like a family meal! We sit together at the table and chat while we eat. Children are encouraged to discuss things and tell stories, while I talk about their food and what is in it, what country it is from, and how it is healthy for their bodies. I give age-appropriate portions during each meal, with more food available if they request it.

Food is generally made from scratch with fresh ingredients. We are part of the CACFP; the USDA Food Program. This means that each meal served adheres to the strict guidelines of the program. Fresh produce is served every day, meals include whole grains, and nothing is ‘out of a box’.

Children are not required to ‘clean their plate’ or forced to eat a certain food or amount of food. I encourage everyone to try something new, but it is not forced. Children can help during meals, setting the table and cleaning up after the meal. Child-friendly silverware is available for babies and toddlers still learning to use regular utensils.

To teach about nutrition, I use posters on the wall and discussion. We also read books about being healthy and watch educational videos about nutrition. We are very body positive and do not discuss ‘fat’ as bad. We frame everything as growing healthy bodies and eating food that will help us grow up strong and healthy.

We do sometimes serve a homemade cupcake or cinnamon roll. If you do not want your child having a desert item, please let me know and I will provide an alternative item for your child.

**Policy Regarding Children With Special Health Needs**

If a child has special health needs, I will work to make necessary exceptions and accommodations. I will consult and collaborate with the health care and service professionals working with the child to meet their special heath care needs. If your child has special health needs, please provide documentation, background, care plans, and anything else you want me to be aware of, as well as contact information to any service professional you would like me to communicate with. I strive to be a supportive professional a child’s health.

**Screen Time Policy**

Screen time includes television, games, computers, phones and anything else with a screen. This does not apply to devices used to communicate for children with disabilities as part of their educational program.

We use screen time for educational purposes in our program. If you do not want your child having any screen time, please let me know and I will make sure to accommodate that. Children under 2 do not get screen time. Any screen time used in our program will be age appropriate, non-violent, and culturally sensitive. Children are never forced to participate in screen time. They will always have an alternate activity they can engage in. Screens will only be used during a planned screen time and will not be on all day as back-ground noise. Screens are not allowed during meal or snack time. Adults do not use electronic media for personal use during the care day.

**What to bring to child care**

Each child will have a cubby or drawer to store their belongings in.

Please bring:

A full change of clothes. If your child is toilet-training, your child should bring two extra shirts and at least five pairs of pants or shorts.

If your child wears diapers you will send diapers, wipes, and diaper cream as needed. They will be used

only for your child.

A jacket or sweat shirt

Optional:

If your child has a special possession like a toy or blanket, they may bring it to care and can keep it in their cubby when they aren’t using it. Please do not bring anything irreplaceable as I cannot guarantee it’s safety!

Painting smock for doing craft projects

Slippers or house-socks for use in the house.

A change or two of socks.

A tooth brush and tooth paste.

Brush and hair bands.

A special blanket or pillow for naps if your child naps.

Please do NOT bring real or toy guns, knives, or weapons of any kind to care.

Do not bring gum.



Alternate phone: 509-301-1574