

Helps and Hints

Family Child Care Newsletter

Childhood Services

Arkansas State

University

2009

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Inside this issue:

Sample Letters and Forms for Parents

Sample Handbook

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Policies for Parents

Family Child Care providers are small businesses that must have written policies to handle any questions or misunderstandings that parents may have.

Quality Family Child Care Homes must have contracts and policies. This issue of Helps and Hints provide a guide that may be used or can be developed to fit individuals programs.



Start planning now!

10th Annual

Family Child Care Conference

May 8-9, 2009

Holiday Inn Holidome

Registration Information Coming Soon!
Call 1-888-429-1585 for more information.

The Importance of Contracts and Policies

Family Child Care Providers must operate with Policies and Contracts to successfully communicate with parents. These policies must be clearly stated in writing. Parents must know how you as a caregiver will handle payments, mealtimes, illnesses, closings, sleeping/resting arrangements, transportation and all other situations associated with your business.

Most Family Child Care Providers operate with one primary caregiver that handles the business and children, therefore, it is beneficial to attach a letter to your contract and policies to introduce your program to parents in the event that you are busy with a child when parents arrive or make telephone inquiries concerning enrollment.

Business Contracts and Policies

Key Components of a Contract

A contract should include these items:

- ✓ Name of child
- ✓ Hours of operation
- ✓ Payment rates and fees
- ✓ Payment due dates
- ✓ Late pickups
- ✓ Days closed
- ✓ Termination procedures

Key Components of Policies

Policies should include:

- ✓ Illness policies
- ✓ Court orders
- ✓ Arrival and departures
- ✓ Discipline and guidance
- ✓ Daily schedules and routines
- ✓ Nap time
- ✓ Birthday/Holidays
- ✓ Medication
- ✓ Extra clothing
- ✓ Toys and other personnel belongings
- ✓ Potty training
- ✓ Disaster Preparedness

Sample Introduction Letter to Parents



Dear Parent,

Welcome to my Family Child Care Home. I have prepared this letter to acquaint you with some of the activities your child will be experiencing while in my care and to make you aware of some areas of your child's development which I consider important and will be concentrating on daily.

I have arranged my home with your child's health and happiness in mind. Many toys are provided which will entertain and stimulate a child of any age. Much of our day is spent in "free play" as I believe this is very important for young children. Through play, children acquire many important social skills such as learning to share, taking turns, consideration for others, and decision making.

In addition to inside playtime, the children play outside whenever the weather permits. Items such as a gym set, sandbox, large wheeled toys, etc. are available to entertain your child while improving their coordination and contributing to the growth of their large muscles.

Every morning we have a special story time. During story time the children learn songs and finger plays and practice counting skills and time concepts as they mark a daily calendar.

Your child will receive a nutritious breakfast, lunch and snack while in my care. All meals are prepared in accordance to the USDA Food Guidelines. My menus are posted at all times. I participate in the Child and Adult Care Food Program here at my Family Day Care Home and in doing so I avoid serving excessive sweets to your child.

Following lunch, children nap, listen to story records and look at books while they relax. Nap time usually lasts one to two hours. Children are not required to sleep, however they must stay quiet and respect other children who wish to rest.

Good manners and kind, thoughtful behavior towards others is always encouraged. Being responsible, dressing themselves, picking up toys, taking care of toys, putting away their own dishes at mealtimes is another value we stress throughout each day.

My Family Child Care Home is neither a rigidly structured school nor is it a simple baby sitting service, but an attempt to provide some interesting activities and teach some skills in a comfortable familiar home environment. Because children's interest and energy levels vary day to day the amount and types of activities that we will do may also vary.

I hope I have answered most of your questions concerning my home daycare program. If you ever have questions, please ask me and I will do my best to answer them. Also, please feel free to discuss with me any problems you may have concerning your child. I am very interested in the welfare of all of "my children" and am eager to work with you to insure that your child remains comfortable, safe and happy.

Sample Family Child Care Home Handbook



This handbook is to provide you with the general information about our program. Please read it and keep it for future reference.

Children's Ages:

I care for children's ages _____ to _____.

Daily Operations:

The FCCH (Family Child Care Home) is open the following days of the week _____ through _____ for the hours of _____ am to _____ pm. All children must be picked up by the close of business.

Holidays:

My FCCH will be closed for the following holidays:

- | | |
|---|----------------------|
| _____ Labor Day | _____ New Year's Day |
| _____ Thanksgiving day and the day
(Friday) after Thanksgiving | _____ Memorial Day |
| _____ Christmas Eve | _____ 4th of July |
| _____ Christmas Day | _____ Other _____ |
| | _____ Other _____ |

Arriving and Departing

Your child is to be brought into my home and picked up in my home by the parent or authorized adult. Under no circumstances is the child allowed to find his/her own way into the home. We become responsible for your child after he/she has been delivered inside the home. Your child may not leave with anyone other than persons listed on your child's personal data sheet.

FCCH Attire:

The best attire for day care is play clothes and tennis shoes. Keep in mind that during cool weather we will play outside, and your child will need a coat, hat, mittens, etc. Please do not allow your child to wear jewelry. For your child's safety we do not allow clogs, flip flops or cowboy boots to be worn.

Curriculum

Curriculum will be carefully planned to meet the physical, mental and social needs of each child. Activities will include art, crafts, quiet time, music, blocks and outdoor play.

Daily Schedule

7:00-8:00	Children arrive, Learning Centers, Play
8:00- 8:30	Breakfast
8:30-8:50	Circle—Large/Small Group Activities
8:50-9:50	Learning Centers
9:50-10:00	Clean Up, Wash Hands
10:00-10:15	Snack
10:15-11:15	Outside Play Time
11:15-11:45	Wash Hands, Music
11:45-12:30	Lunch
12:30-2:00	Nap/Rest Time (children are instructed by teacher and given materials)
2:00-2:30	Snack Time
2:30-3:15	Small Group Activities
3:15—	Learning Centers

Plan a daily Schedule for infants and toddlers that is predictable and flexible. Feeding and diapering is an important part of the infant/toddler daily schedule. Other components to include in infant/toddler schedule.

- ✓ Arrivals/Departure
- ✓ Feeding
- ✓ Diapering
- ✓ Dressing
- ✓ Indoor and Outside Play
- ✓ Sleeping/Naptime
- ✓ Music
- ✓ Stories

Snack and Meal Times:

All children are served nutritious meals and snacks. My Family Day Care Home participates in the Child and Adult Care Food Program, therefore all meals and snacks will be provided by the FCCH, children are not allowed to bring their own food.

Nap Time:

Naps and/or rest time are mandatory for all children at FCCH. Surprisingly enough after a busy morning at daycare most children welcome the chance to rest and can do so in a large group of other tired children. If your child is not in the habit of napping at home please explain to your child that he/she is required to rest quietly on his/her mat while allowing their friends who want or need to nap the opportunity to do so. You may bring your child a small pillow and blanket. Please clearly mark each item with your child's name.

Late Pickups:

Your child must be picked up by _____ each day. There will be a charge if you are late picking up your child. You will be charged \$_____ for every _____ minutes that you are late.

If you need to speak with me please allow yourself extra time and arrive early. Call us to let us know if an emergency arises and you will be late, this will allow us to put your child's worries to rest.

Medical and Emergency Procedures:

A medical authorization form must be on file at the FCCH before a child will be permitted to attend the program. This form is required by the hospital and/or physician, should your child need emergency medical care. Should your child need emergency medical attention, he/she will be taken to the nearest medical facility.

Current health records must be provided by the parent. This report must include current records of immunization. These records must be resubmitted annually.

Sickness Policy:

A child who appears ill upon arrival shall not be admitted into the FCCH. If your child becomes ill during the day, and in our opinion should go home, we will separate him/her from the other children and contact you by phone and ask that you pick him/her up.

Parents should practice the "Golden Rule" when deciding whether or not to send a child who may be coming down with something to my FCCH. Children who have a temperature of 101 degrees or higher will not be allowed to stay at the daycare. Please do not bring your child if he/she has diarrhea, vomiting or is taking prescribed or over-the-counter medication that has made him/her drowsy or hyperactive.

Procedure In Case of Injury:

Although the staff takes every possible precaution to advert injury to any child, accidents can happen. In case of emergency the parents will be notified immediately. Immediate medical care will be obtained.

Contagious Disease Report:

Notify us promptly of a known exposure to, or contraction of, a contagious disease. Parents of exposed children will be notified.

Treatment of Illness:

Prescription medicine may be given by an authorized adult at the FCCH if a permission slip is signed by the parent. All medicine must be in the bottle prescribed by the physician, must have the child's name and dosage printed on the label.

Nutrition

All meals and snacks meet the Federal Food Program guidelines. Candy Land participates in the Child Nutrition Food Program. We are required to have a Food Program form on all children enrolled in the center. (Form inserted in back of handbook)

Breakfast is served—8:00 am

Lunch is served—11:00 am

Snack is served—2:30 pm

Disaster Preparedness:

A complete plan for responding to a disaster, such as fire, flood, tornado, earthquake and bomb threats. The children have drills in what to do. Plans are available to all staff.

Weather Bulletins:

In case of severe weather WARNINGS; proper precautions will be taken for tornado, earthquake, etc.

Absences:

Your fee reserves a place for your child in the FCCH for the entire week/month. In an effort to limit the disruption in your child's daily routine while at the FCCH, a policy of no substitutions has been adopted by my FCCH.

Permission to Leave Premise:

For the protection of all children, please send written permission to the provider of someone other than yourself is to pick up your child. In case of an emergency, you may call the FCCH to give verbal permission for your child to leave with another adult. If your situation provides, please notify us in writing of individuals with whom we should under NO circumstances relinquish you child.

Special Events:

Birthdays: Parents may bring special cookies or cupcakes to the home so that their child may celebrate his/her birthday with other children. Birthday cookies or cupcakes will be given to children after they finish their nutritious meal or snack. Send enough for everyone.

Field Trips: Field trips will be planned during the year. A permission slip is required for our files and will be good for all excursions. Seat belts will be utilized on all trips, children ages _____ and above will go on field trips.

Toys Brought to the FCCH:

Please discourage your child from bringing any of his/her toys to school. This creates a sharing problem with the other children and it is difficult to keep track of individual toys. We cannot be responsible if toys get broken or lost. Toys brought for "show and tell" should be clearly labeled with your child's name and they will only be brought out during this portion of our daily schedule.

Safety Regulations and Procedures:

Fire and emergency drills will be regularly held and children will be instructed on the procedures. The FCCH is adequately equipped with fire exits, extinguishers and smoke alarms.

Reporting Child Abuse and Neglect:

Family Child Care Home Providers are required by State Law to report child abuse and neglect.

What is child abuse and neglect? Arkansas Act 397 of 1975 defines who is considered a child and what is considered to be abuse and neglect:

"Child" means any person under eighteen (18) years of age;

"Abuse" means any physical injury, mental injury, or sexual mistreatment inflicted on a child other than by accidental means, or an injury which is at variance with the history;

"Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education as required by law; or medical, surgical, or other care necessary for his well being; or any maltreatment of the child.

The telephone number to report Child Abuse and Neglect is 1-800-482-5964.

Discipline

Corporal punishment (spanking) is not permitted. Children disrupting the FCCH will be separated from the group temporarily. Time-out and redirection of activities will be used.

Admissions and Discharge Procedure:

- ◆ All required forms must be completed and returned to the home along with the first week's child care fee.
- ◆ A _____ week notice is requested before a child is withdrawn from the FCCH.
- ◆ The FCCH reserves the privilege of dismissing any child who seems unable to adjust to the child care setting. Non-payment of fee is also grounds for discharge.

Financial Obligation:

Tuition: Child care fees will be established at the time of enrollment. Full payment is expected for the agreed upon time regardless of the child's attendance. One of the following payment methods may be chosen. The fee must be paid on the child's first day.

Weekly payment is due on _____ each week. A late fee of \$_____ will be charged if payment is not received by _____ of each week.

Monthly payment is due by _____ of the moth. A late fee of \$_____ will be charged if payment is not received by the _____ of the month.

Fees and Tuition Schedule:

According to the age for your child (ren), shown in the left-handed column, your cost will be the corresponding figure at right.

AGES	# Days Per Week	Weekly	Monthly	Hourly
Infants	5 days per week			
Toddlers	5 days per week			
Preschool	5 days per week			
Before/After School	5 days per week			
School-Age Summer Program	5 days per week			

Part- time rate (if available)..... \$_____ per hour.

There will be a **\$25.00** service charge on all returned checks.

Child's Personal Data Sheet



Name _____ Birthday: _____

Address: _____

Mother: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____ Pager: _____

Father: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____ Pager: _____

Medical Information

Insurance Carrier: _____ Record #: _____

Doctor: _____ Phone: _____

Address: _____

Allergies: _____

Medication: _____

Chronic Illnesses: _____

Emergency Contacts

Name: _____ Relationship: _____

Address: _____

Phone: _____ Work: _____ Cell: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Work: _____ Cell: _____

Persons Authorized to Pick Up Child

Name: _____ Relationship: _____

Address: _____

Phone: _____ Work: _____ Cell: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Work: _____ Cell: _____

Additional Information

Sample Monthly Expenses Record



List of Resource and Referral Agencies

Child Care Resource and Referral Agencies provide information daily to parents and businesses to assist families in locating quality child care.

Let us help you fill your available child care slots. Call your local child care resource and referral agency when you have openings and inquire about other services that we provide.

Child Care Resource and Referral Agencies listed below.

Northwest Arkansas Child Care Resource and Referral Center

(479) 751-3463
1-800-KIDS-LOG

Counties Served: Benton, Carroll, Crawford, Franklin, Johnson, Logan, Scott, Sebastian, Washington, Yell

CHILDREN of North Central Arkansas

(870) 793-5233
1-800-737-2237

Counties Served: Cleburne, Fulton, Independence, Izard, Jackson, Sharp, Stone, Van Buren

ASU Childhood Services Quality Institute for Resource and Referral and Education (ACQUIRE)

(870) 972-3055 x 2365

Counties Served: Clay, Crittenden, Cross, Greene, Craighead, Lawrence, Lee, Mississippi, Monroe, Phillips, Poinsett, Randolph, St. Francis, Woodruff

Jefferson Comprehensive Care Systems, Inc.

Child Care LINKS
(870) 536-0520

Counties Served: Jefferson, Grant

Division of Child Care and Early Childhood Education

(501) 682-9699
1-800-445-3316

Counties Served: Statewide

Child Care Connections, Inc.

(501) 374-0330
1-866-374-5439

Counties Served: Lonoke, Pulaski, Saline

Special Selections

Disaster Preparation

Disaster training designed to ensure Family Child Care Providers are prepared to respond to unforeseeable situations in order to be able to continue to serve the children and families who depend on them for care.

Call your local Resource and Referral Program for a schedule of Disaster Preparation Training in your area.



Books Worth Reading

Benchmarks: 1.19 Works cooperatively with others on completing a task

WSS: Domain: Personal and Social Development Component: Interaction with Others Performance

Indicators: 1: Interacts easily with one or more children. 2: Participates in the group life of the class

"Opening Your Door to Children: How to Start a Family Child Care Program",
Kathy Modigliani, National Association for the Education of Young Children, 1987.

Family Child Care Rating Scale, Thelma Harms and Richard M. Clifford.

Family Child Care 2007 Tax Workbook and Organizer, Redleaf Press, Tom Copeland,
JD.

Family Child Care Contracts and Policies

How to be Businesslike in a Caring Profession, 3rd edition

Tom Copeland, JD, Deloris Trishe, Beth Mork

Redleaf Press

Family Child Care Record-Keeping Guide, 7th edition

Tom Copeland, JD

Redleaf Press

Child's Play Is Serious Work

"How To Start A Child Care Business"

Adults & Children's Alliance





Cooking and Children Mix Well



Hamburger Soup

- 2 medium onions, diced
- 6 celery stalks, diced
- 4 cups water
- 2 cans (15 ounces each) tomato sauce
- 1 can (28 ounces) whole tomatoes diced
- 1 pound ground beef
- Garlic Salt
- Pepper
- Swiss Cheese, Shredded (optional)

Place onions and celery in a large pot and add water. Stir in tomato sauce and whole tomatoes. Bring to a boil, cover and simmer 3 to 4 hours. In a frying pan brown ground beef. Season with garlic salt and pepper to taste. Drain off fat and add ground beef to the soup. If soup is too thick, add more water. If it is too thin, remove lid and let it cook down. Serve soup in bowls and sprinkle with shredded Swiss Cheese, if desired. Makes 8 to 12 servings.

Pineapple Milkshake

- 4 cups unsweetened pineapple juice
- 4 teaspoons vanilla
- 2 cups powdered milk
- 4 small bananas, sliced

Blend all ingredients together in a blender and serve. Makes 10 to 12 small servings.
CACFP: Serves 10 children, 3 to 6 years old, at snack to fulfill the fruit/vegetable component.



Cooking and Children Mix Well

Dump Cake

- 2 (20 ounce) cans of cherry pie filling
- 1 (20 ounce) can crushed pineapple, undrained
- 1 package yellow cake mix, without pudding
- 2 sticks margarine, melted
- $\frac{1}{2}$ cup shredded coconut
- $\frac{1}{2}$ cup chopped pecans (optional)

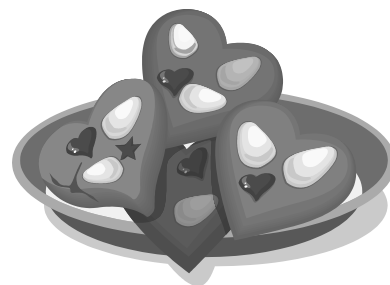


Preheat oven to 325 degrees. Spoon pie filling in a 13"x9" cake pan, spreading cherry pie filling evenly. Spoon pineapple and liquid over the pie filling. Next, sprinkle the dry cake mix over the pineapple. Pour melted margarine evenly over cake mix. Finally, sprinkle the coconut and chopped nuts on top. Bake for one hour. Cool slightly before cutting into 20 squares. Serve warm or cold.

One square=2 bread/bread alternate servings and one fruit/vegetable at snack for a 3 to 5 year old.

Sugarless Oatmeal Cookies

- $\frac{1}{3}$ cup margarine, melted
- 3 ripe bananas, mashed
- 2 cups uncooked quick-cooking oats
- $\frac{1}{4}$ cup milk
- $\frac{1}{2}$ cup raisins
- 1 teaspoon vanilla extract



Preheat oven to 350 degrees. Mix melted margarine with all the other ingredients in a mixing bowl; stir well. Let the mixture stand for about 5 minutes, until oats are wet. For each cookie, spoon out one tablespoon of dough and drop it onto the greased cookie sheet. Bake for 15 to 20 minutes. Allow to cool on the cookie sheet for one minute. Move cookies to wire rack to cool completely.

One cookie=a bread/bread alternate at snack for a 3 to 5 year old.



Cooking and Children Mix Well

Nuts and bolts

4 cups bite-sized shredded wheat

1/3 cup margarine, melted

Garlic powder

1 ½ cups stick pretzels, broken in half

½ cup dry roasted peanuts

½ cup raisins

Spread shredded wheat out in a baking pan. Cover with melted margarine and sprinkle on garlic powder to taste. Bake at 350 degrees for 15 minutes. Add pretzel sticks, peanuts, and raisins. Store in an airtight container.

CACFP: a ½ cup serving of Nuts & Bolts fulfills the bread component for 3 to 6 year olds at snack.

Giant Pretzels

1 package yeast

1 ½ cups warm water (105 to 115 degrees)

½ teaspoon sugar (needed for yeast to rise)

4 ½ cups all-purpose flour

1 egg yolk

2 tablespoons water

Coarse salt or sesame seeds

Dissolve yeast in warm water and add sugar. Add flour and knead 6 minutes. Let dough rise, covered, in a greased bowl until double in size. Divide dough into 12 pieces and roll into long sticks. Blend egg yolk and water and brush mixture on pretzel. Next sprinkle on some coarse salt or sesame seeds. Place pretzels on a cookie sheet. You can twist the pretzels, lay them out long and skinny or shape them into letters. Bake at 450 degrees for 12 minutes. A crock pot on low is good for keeping pretzels warm. Makes 12 giant pretzels.

Hint: long stick pretzels are fun to dip into sandwich spreads. Spoon servings of deviled ham, egg salad, tuna salad onto plates and let your children dip and eat. Shape pretzels in the shape of objects such as hearts, stars or alphabet.

CACFP: A serving of 1 giant pretzel fulfills the bread consumption for 3 to 6 year olds at lunch or snack.



Cooking and Children Mix Well

Purple Cow

- $\frac{1}{4}$ cup unsweetened grape juice
- 1 cup milk
- 1 banana, sliced



Mix all ingredients together in a blender. Makes 4 to 6 small servings.

CACFP: serves 2 children, 3 to 6 years old, at snack to fulfill the milk and fruit/vegetable components.

Rice Pudding

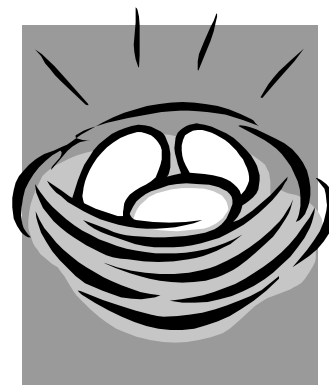
- 1 cup uncooked brown rice
- 3 cups unsweetened apple juice
- 1 cup water
- 1 teaspoon cinnamon
- $\frac{1}{2}$ cup raisins
- Milk

Place rice, apple juice and water in a saucepan. Bring to a boil, stir and then reduce heat to simmer. Cover pan and cook for 1 hour, stirring occasionally. If rice is watery after cooking for an hour, uncover cook for a few more minutes, stirring often. Stir in cinnamon and raisins. Serve warm in cups or bowls with milk poured over the top. Makes 8 breakfast or 16 snack servings.

CACFP: a $\frac{1}{4}$ cup serving of Rice Pudding fulfills the bread component for 3 to 6 year olds at snack.

Green Eggs and Ham

- 1 teaspoon vegetable oil
- 1 teaspoon chopped green onions (optional)
- 1 teaspoon chopped green peppers (optional)
- 1 tablespoon chopped ham
- 1 egg
- 1 teaspoon milk
- 1 teaspoon chopped spinach
- Salt and Pepper



Heat vegetable oil in a frying pan. Add green onions, green peppers and ham and sauté them. Beat the egg and milk together and add to the vegetable mixture. Stir in spinach. Add salt and pepper to taste. Stir in mixture constantly until egg is set. Makes 1 serving.

Hint: Serve this snack after reading Dr. Seuss's Green Eggs and Ham.

CACFP: Serves 1 child, 3 to 6 years old, at lunch or snack to fulfill the meat consumption.



Art Recipes

Quick Play Dough

1 cup flour, $\frac{1}{2}$ cup salt, $\frac{1}{3}$ cup water, 1 teaspoon of oil of cloves keeps it fresh longer. Color with cake coloring if desired. Store in a covered jar when not in use. The children can create "wonder things" when allowed to do it her/his way.

Goop

Mix together $\frac{1}{2}$ cup cornstarch and $\frac{1}{4}$ cup water on a cookie sheet that has a small edge around it. Add a drop or two of food coloring. The mixture should be somewhat thick and just barely smooth. Now it is ready to squeeze, drip, swish and play in...a very strange texture, indeed. Try it yourself!

Long Lasting Bubbles

$\frac{3}{4}$ cups liquid soap, $\frac{1}{4}$ cup glycerin, 2 quarts of water. Make a bubble pipe by inserting a straw into a small hole near the end of one side of a Styrofoam cup.

Finger Paint

3 cups water, 1 cup commercial wallpaper paste powder, food coloring, 1 cup salt (optional).

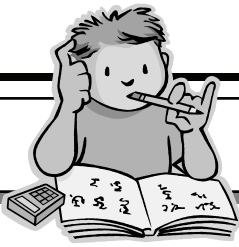
Stir powder into water. Divide into portions and add food coloring as desired. You may add 1 cup salt to the mixture for a different tactile sensation.

Creative Boxes

Endless Possibilities...No Cost...Hours of Fun!!!

Collect an assortment of various sized boxes. Shoe boxes and large appliance boxes may be obtained from parents, grocery or appliance stores. Two or three children may work together on projects using large boxes or each child may have their own box. Provide many open-ended materials such as paint, markers, glue, stencils, scissors and construction paper and let children make whatever they want too or use the boxes in any way they choose. Large boxes and pillows may be used as a private, quiet place for children to explore books. Children may also use boxes as houses, boats, cars, trains and beds.

Infants and toddlers may enjoy climbing in and out of boxes and playing peek-a-boo. Children may also explore the sense of smell, different colors and textures of various boxes. Allow children to make up their own games using boxes.



Training Announcement

Mark Your Calendars Now!!!

39th Annual Early Childhood Education Conference!

August 10-12, 2009

Arkansas State University—Jonesboro

Featuring Keynote Speaker

Lillian Katz!

Registration information coming this spring!

Nutrition for Busy People

This workshop will discuss the challenges facing today's busy people, the effects of stress on our health and the negative impact of the standard American diet. Attendees will leave with practical ideas they can use immediately to make changes in their diet for better nutrition and overall well being.

Brinkley...January 27, 2009

Jonesboro...January 31, 2009

West Helena...January 29, 2009

West Memphis...January 26, 2009

All 6:00-8:00 pm