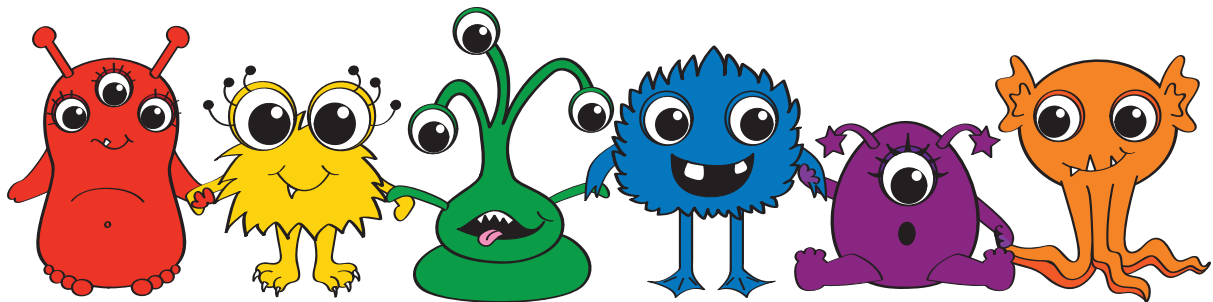


# Twiddle Bugs Daycare



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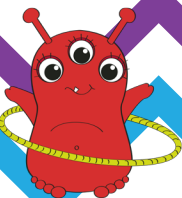
## Parent Handbook

(208) 286-6586

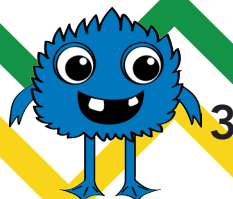
[twiddlebugsdayscare.com](http://twiddlebugsdayscare.com)

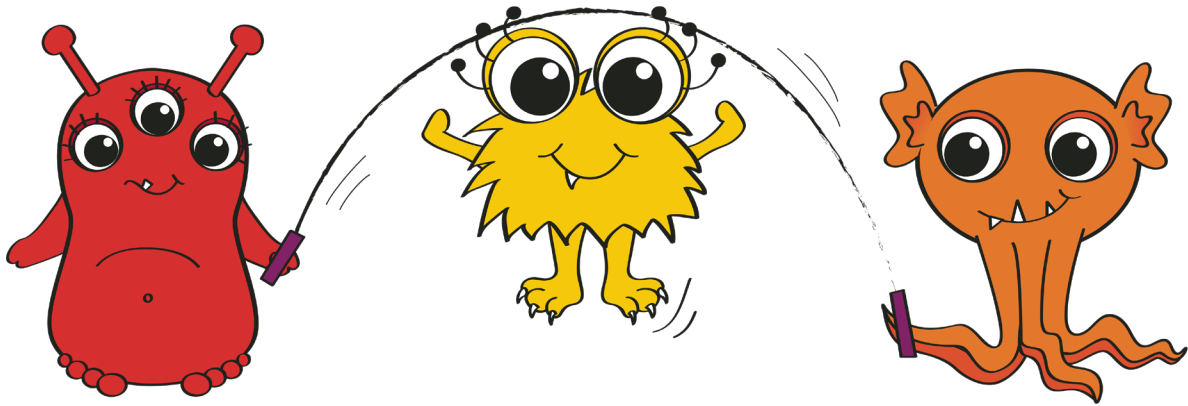
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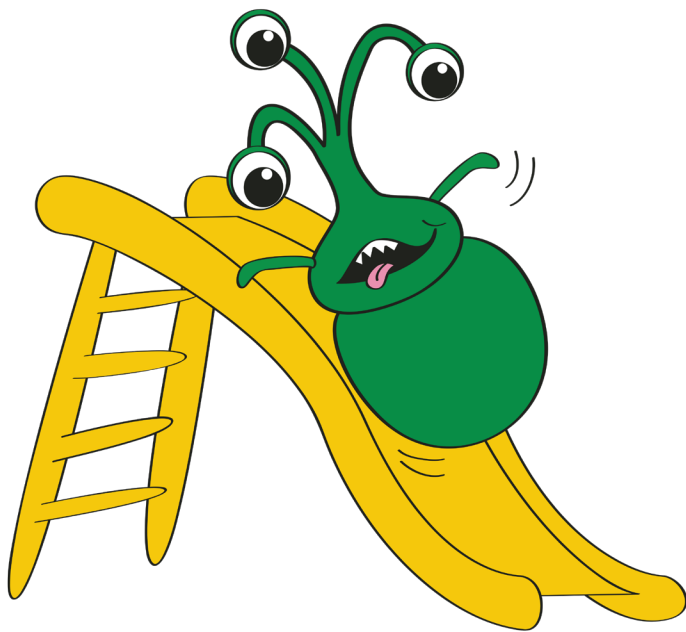


# Forever In My Heart

Although I'm not their mother  
I care for them each day,  
I cuddle, sing and read to them  
And watch them as they play.  
I see each new accomplishment,  
I help them grow and learn.  
I understand their language,  
I listen with concern.  
They come to me for comfort,  
And I kiss away their tears.  
They proudly show their work to me,  
I give the loudest cheers!  
No, I'm not their mother,  
But my role is just as strong.  
I nurture them and keep them safe,  
Though maybe not for long.  
I know someday the time will come,  
When we will have to part.  
But I know each child I cared for,  
Is forever in my heart!

~ Author Unknown ~





# Twiddle Bugs Daycare

(208) 286-6586

[twiddlebugsdayscare.com](http://twiddlebugsdayscare.com)

Parents,

Thank you for choosing "Twiddle Bugs Daycare" for your childcare needs. Enclosed you will find a copy of my ~Parent Handbook~. There may seem like a lot of information, but this is to let you know what you can expect from me as your child's care giver and in turn to also let you know what is expected once my contract is signed.

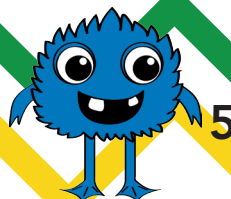
Please take the time to go over this handbook. This copy is for you to reference back to. If, at any time you have a question regarding my policies, please don't hesitate to ask. I want to always have an open line of communication with you.

I reserve the right to make changes in policies as I deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least a two-week notice of new changes.

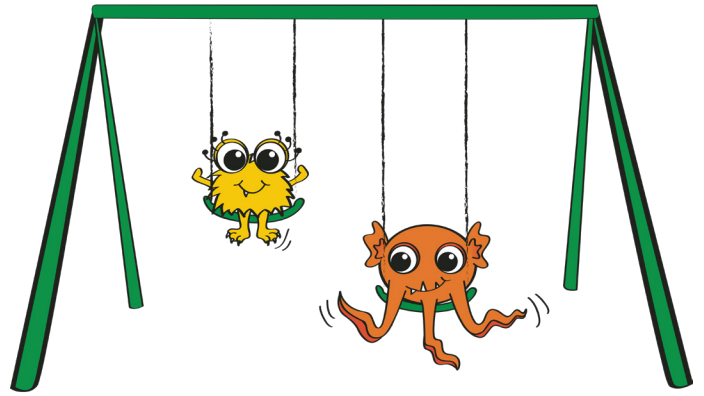
I look forward to welcoming your child/children into our daycare.

Sincerely,

Tammy Baker



Thank you for choosing Twiddle Bugs Daycare for your child. I've had the privilege of looking after some amazing children over the past several years. I operate my Emmett, Idaho daycare services from my home. I believe that

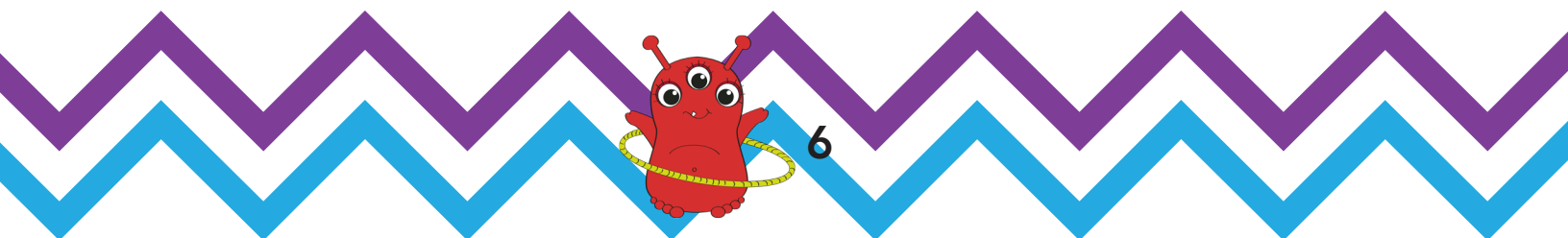


I'm able to provide your children with an "at home" feel that is second to none. When the parent to the child hires me, that means they put their trust in me. And trust goes a long way with me. My reputation and experience have become my strength. I'm grateful to the many parents who have entrusted me with their most precious gifts in life. And I don't take that responsibility lightly.

Each day begins a new adventure for your child. You will see from my website, as well as my facebook page that I take pride in looking after your little ones. They grow up so fast.

I'm also proud to say that I am a mother, as well as a grandmother. And my compassion grows each day for the children that I've been blessed to look after. I provide a fun and safe learning environment for each child, and it's so rewarding to see what the next day brings. I'd be honored to provide daycare services for you and your family.

As a family child care provider, my goal is to provide a safe and happy environment for each child that will stimulate their physical, intellectual, social and emotional growth at their own pace. I offer loving care that focus on each child as a unique and wonderful individual and in doing so, builds self-esteem and respect for others.



As your partner in caring for your child, my inter-actions with you the parent is as important as my inter-action is with your child. I encourage parent involvement in the child care setting.

## For Clarification Purposes:

Regarding all statements in this policy book directed to the parent, the word parent shall mean parent or guardian or adult person responsible for the child's physical and financial well being.

- Infant—any child 16 months or younger
- Toddler - any child 16 months to 30 months
- Preschooler—any child 30 months to kindergarten
- Kindergartner—any child attending kindergarten
- Schoolager—any child attending grades 1st or higher

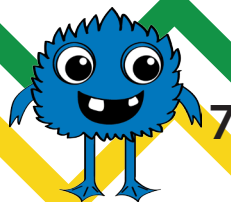
All policies shall remain in effect as stated herein unless provider gives notice of change of any said policy in writing. Provider retains the right to enforce these policies at will. Lack of enforcement or a certain policy at any time does not indicate that the particular policy is no longer in effect.

## Twiddle Bugs Childcare Rules and Procedures

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask.

## Ages Served

The ages of the children that I care for are 6 weeks up though school age. Please keep in mind that I do not provide transportation to and from school and my



home. I am available for non-school days to care for other siblings. Arrangements must be made in advance.

## Days and Hours of Operation

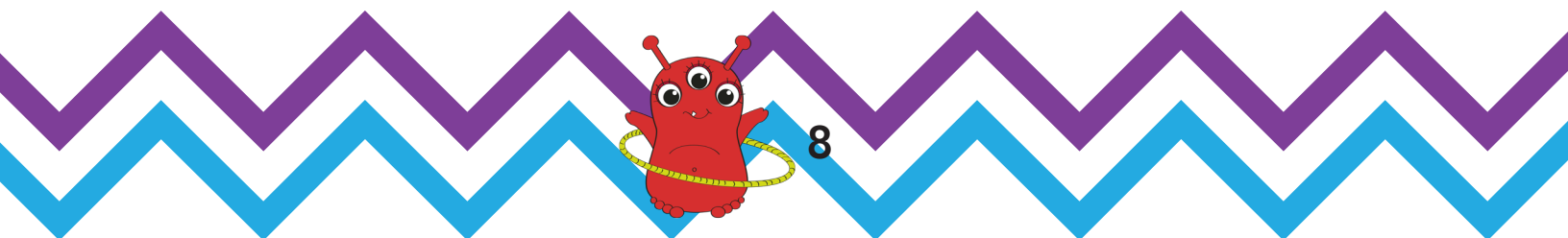
Child care is open Monday—Friday from 6:30a.m. to 5:30p.m. Child care is never offered on week-ends, evenings or holidays. Please remember that your fee is based on the hours you contract for, not the hours that I am open. I will care for your child from \_\_\_\_\_a.m until \_\_\_\_\_p.m You are scheduled for child care at the above hours. If you drop-off or pick-up before or after these scheduled hours, you will be charged an early/late fee of \$1.00 per minute per child per every minute that you are early or late. This also applies if your contracted drop off time is 8 a.m. even though my child care is open at 6:30a.m. Please choose your drop off and pick up times carefully. Late drop-off does not constitute late pick up. Please try to keep within our agreed times. If you have an early meeting or will be late please let me know the day before because I sometimes make appointments ie: Doctor, Dentist, Chiropractor and/or events to attend.

## Sign-In Sheet

Parents will be required to sign-in and sign-out your child on the sheet provided for each child, each morning. This will also include a space for times.

## Fees

My fee for child care is \$4 per hour or \$20 for anything over 5 hours. You are required to pay your total daycare fees in FULL by the last Friday before the end of the month. I also need you to have a childcare back-up - if my backup provider is not available- in the event of an emergency that I would become ill during the day.





## Holidays

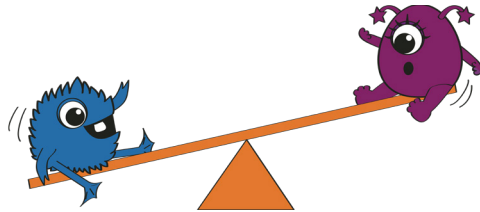
I take some Holidays off. They are: New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Friday after Thanksgiving, Christmas Eve, Christmas Day and New Years Eve.

## Emergency

If I would become sick or in a emergency during childcare hours either myself or my back-up provider will notify you to pick up your child. If I have a Doctor's appointment and will only be gone for a hour or less, my back-up provider will be with the children until I return. You will be notified of this.

## Transportation

Twiddle Bugs Daycare does not transport children to or from school.

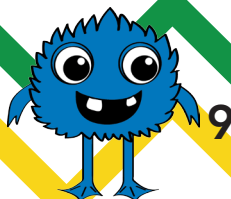


## Year End Statements

A year-end statement of all child care fees paid during the year will be given to you in January of the next year for tax purposes. You may request a receipt at any time. You will receive my EIN at this time for your taxes.

## Medication

If your child is on medication and it must be administered while at child care, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. Medication will be given at the time or with the meal you specify and a written record kept.



## Proper Attire

Child's play is messy work. Your child will be playing on the grass, in the sandbox, playing with chalk and other various activities. Please do not expect me to keep your child's clothes clean and free from stains. Please dress the kids appropriate. I will not be responsible for "Cute" clothes getting messed. The children will participate in all activities regardless of their dress. Children do not wear shoes when inside the home. They must be taken off in the entrance and put on the shoe tray. Children should have socks or slippers kept at child care to be used. This helps to keep the floor more sanitary for crawling infants and children.

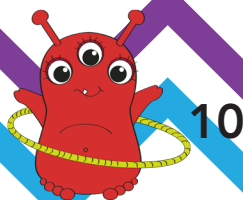
## A Typical Day at Twiddle Bugs Daycare

- 6:30-8:00 Children arriving and breakfast being served.
- 8:00-11:30 Free play, outside play, puzzles, ABC's, learning games, songs and dance.
- 11:30-12:00 Lunch preparation time/ hand washing, clean up time.
- 12:00—12:30 Lunch Time
- 12:30– 2:45 Quiet time. All children will be expected to rest at naptime. Age appropriate children will lay quietly and watch a movie.
- 2:45 Wake up time, hand washing.
- 3:15—3:30 Snack time
- 3:30-5:30 Free play, large muscle play, flannel stories. Close to closing, wind down time. Pick-up.

*(This is a typical day-- it is not set in stone. This is an idea of what we do during the day).*

## Outdoor Activities

Our outdoor activities will include using the playground equipment in the backyard, riding toys and playing organized games. During the summer most of the day is spend outside. During the winter, children will go outside if the temperature is above 40



degrees. If your child is too sick to play outside he is too sick to attend child care. Please be mindful of the weather and be sure your child has the appropriate attire.

## Illness and Sick Care

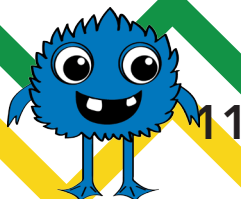
The health and well being of all of the children here are the utmost importance to me. It is for the protection of the children that I must insist on a strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making the decisions based on emotion instead of logic. Even with all our precautions, children do get sick and or hurt. When a child has certain symptoms, he should be kept at home. Some of these are:

### Fever

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 101 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to child care until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a high temperature and you administer a fever reducer, this generally only lasts a few hours and I will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

### Vomiting or Upset Stomach

A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to come immediately to remove your child. If you are not able to come as soon as you are called, please arrange for someone



else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

## Diarrhea

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the child care setting and this child must remain at home. Please use your discretion with this. If the child has diarrhea that's not contained, you will be called to come pick your child up from child care.

## Running Noses

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, and then rub them on other children, toys and on surfaces. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These cases will be handled on a case by case basis. Your cooperation will be greatly appreciated.

## Head Lice

We have a NO NIT POLICY. The National Pediculosis Association, recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in schools and daycares.

## Discipline

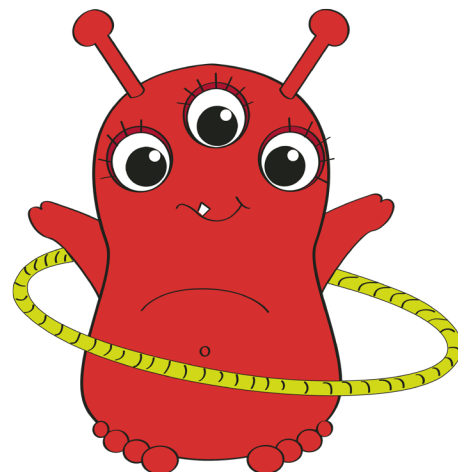
My philosophy is that you use discipline to teach a child. I achieve this through love, consistency and firmness. I stress two main patterns of behavior: respect of other people and respect for property. The children are explained the rules of the



children— especially, who are not adept at communication; have a hard time expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases.

The following methods of discipline will be used:

- Encourage children to solve problems themselves
- Intervention and discussion
- Redirection to another play area
- Loss of privileges
- Time-out



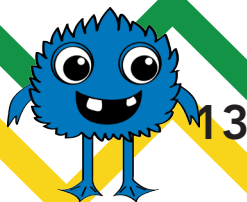
If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline between our homes. These types of behavior might include such things as biting, use of bad words, chronic hitting, etc.

Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

## Birthdays

Each child's birthday is his/her "Special Day." Please feel free to bring cake or treats if desired.



## Fire Drill Procedures

We practice fire drills. The children are instructed to go outside to the playground until everyone is outside. If there is a fire the children will be moved to safety and the fire department will be called.

## Health and Safety

If your child becomes ill while at child care, he/she will be isolated from the other children and one parent will be called immediately. If I am unable to contact a parent I will call the designate emergency contract person. The child will be unable to remain in daycare if ill and I will expect them to be picked up WITHIN the hour. No exceptions—IF a child is not picked up with one hour you will be billed a late fee of \$1.00 per minute. If your child is unable to go outside or participate in daily activities, please inform me. Special needs required by one child restricts the activities of all the children. Prolonged requests for special treatment may result in a request to keep the child home until they are able to participate in normal activities.

Should your child require a modified diet due to recovery from an illness or injury, please inform me. You may be requested to supply the necessary foods required.

## Medical Emergency

In case of an EMERGENCY, I will administer necessary first aid. The Emmett Police Department or Paramedic Unit will be called and your child will be transported to the hospital . YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be covered by the parent or guardian.

## Parent-Caregiver Communication

Communication is very important to me. When I accept a new family into my



child care, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular child care hours either by telephone or conference.

## Meals

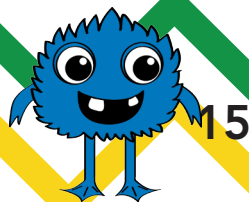
Breakfast is served until 8:00 a.m. Please have your child here by that time if you want them to eat breakfast here. If your child arrives after 8:00, I will have expected them to eat at home. Lunch is served at 12:00 p.m. and I serve a p.m. snack at 3:30p.m. I believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat it. Children, who choose not to eat, will not be served food until the next meal or snack.

## Naptime

All children are to lie down for a rest period in the afternoon. Even older children will benefit from a short period of "Quiet Time". Naptime is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes and do activity planning. If you child has a special blanket or stuffed animal that he/she sleeps with, please send it along. I would ask that you please avoid picking up your child during naptime. Please come before 12:30 or after naptime around 3:00, or let me know during drop off.

## Miscellaneous

1. Please make sure to send along extra clothes, to be kept here, in case their clothes soiled. (Marked with their name).
2. Please help me to keep floors clean and safe for the children by removing your shoes if they are wet or muddy stay close to the daycare door.



3. Please call me in the morning if your child will not be coming that day.
4. Be prompt in picking up your child after work. And please remember that child care is for Child care only and not so that you can do errands or pick up a couple of things at the grocery store.
5. Please share information with me that will help me better care for your child. For example: child complaining of tummy ache, throwing up over the week-end, etc.
6. Please respect me, my profession and my home. The respect that you show me, including my home, furnishings, equipment and yard will communicate itself to your child and will make for a better working relationship.
7. Please be mindful that although this is a daycare it is also my home. Please stay within the daycare rooms unless I welcome you into my home living areas.

## Withdrawal

Please do your best to give 2 (two) weeks notice if you are planning to withdrawal your child from daycare.

## Absenteeism and Illness

If a child or parent is ill, or for any other reason the child will not be here for the day, please call me in the morning to let me know. If you know the night before please call before 8:00 p.m. I would appreciate this courtesy. Parents should have alternative arrangements available in the event of emergency, illness, vacation or such, if the situation should occur. If you are having someone else pick up your child, please let me know in advance. I will need to know the name of the person picking up your child, and please let them know I will be asking for some form of I.D.

## Personal Possessions

- Please label your child's personal possessions.
- Please be certain that boot's slip on and off easily, zipper's zip, etc. as the





malfuction of these things can hinder and frustrate the child learning to dress him/herself.

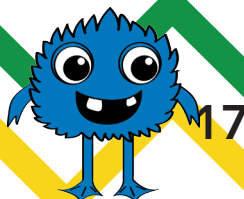
- Please encourage children to take responsibility for their own belongings.
- I am not responsible for replacing lost or broken toys. This is why I request you keep such items home.
- Accepting responsibility for their own possessions is an important skill for a child to learn.

## House Rules

Please go over this section with your child so they may also know what is expected of them while at child care. I expect all children (age taken into consideration) to know the rules of the house. These I assume are quite similar to the ones you have in your own home. I don't intend for these to sound as though I don't allow the children to play and enjoy themselves, but I feel it is important with the number of children in a child care setting to follow these rules to insure safety and lower maintenance of my home.

- No hitting, biting, pushing, kicking etc.
- No throwing or intentionally breaking anything
- No running, jumping, wrestling in the house. They can play this way in the daycare rooms only. Not in my home.
- No picking up babies or toddlers.
- No leaving the house or the yard.
- No name calling, teasing etc. Everyone is treated with respect.
- NO GUM.

Sometimes at pick-up time, the children may get rowdy because someone else is here (you). Your child has listened to my rules all day. Please show your child that you respect



me and my rules by reminding them and enforcing them while you are here. Please remember there are times we have places to go or appointments that we have to meet at the end of the day. For this reason, please don't be late. Child care hours END at 5:30 p.m. (Remember your contracted pick-up time.)

## Open Door Policy

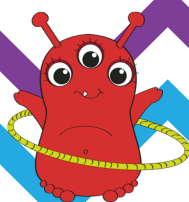
At Twiddle Bugs Daycare, you can always be assured that the door is open to you. Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply send me a text message and I will call as soon as I am able.

## Frequent Unpaid Absences

Some family child-care providers avoid this problem by insisting that a weekly fee be paid whether your child is there every day or not. I however do not do this. You only pay for the days your children are in my care.

## Dropping Off a Child Who is Sick

Obtain clear guidelines as to what kinds of illnesses the provider will care for. This will depend on the needs of the majority of her clients and any regulations she must abide by. Avoiding these problems will help you maintain a friendly, stable relationship with your provider. You can work more productively, if you have complete confidence in your provider. She can concentrate on providing quality child-care if she trusts you. And best of all, your child will be able to thrive in an emotionally supportive environment.



# Emergency Contacts

Name \_\_\_\_\_ phone \_\_\_\_\_ work \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ work \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ work \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ work \_\_\_\_\_

The following people have my permission to pick up \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Drivers Liscence # \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Drivers Liscence # \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Drivers Liscence # \_\_\_\_\_

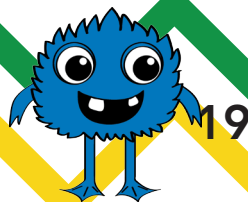
Phone Number \_\_\_\_\_

I give Tammy Baker permission to drive my child to and from any activities and/or field trips:

X \_\_\_\_\_

I have read and agreed to the terms of the parent handbook

X \_\_\_\_\_



# Twiddle Bugs NO Nit Policy

Pediculosis represents one of the most common communicable childhood diseases and whether or not we understand how this has evolved, it is important to acknowledge head lice as a problem when raising or caring for children.

The Spirit of the No Nit Policy is to minimize head lice infestations as a public health problem and to keep children in school lice and nit free.

## Frequently Asked Questions

### What are head lice?

Head lice are small insects. They are very small (about 1/16 to 1/8 of an inch long), gray or white in color and have no wings. Head lice have claws that cling to hair shafts and they spend their entire life cycle on the heads of people sucking blood for nutrition.

### What are nits?

Nits are the eggs of lice. Female lice glue the nits to the hair shaft very close to the scalp. A female can lay 50-150 eggs over a three to four-week period.

### Where are head lice found?

Head lice are rarely found off the head. They are most commonly found in the hair above and behind the ears and near the neck. Head lice cannot live for more than 48 hours without a blood meal therefore they do not live long off the head. Very few nits will hatch away from the head, and any nymphs which hatch will die very soon without a blood meal.



## What is the life cycle of the head louse?

Head lice eggs hatch in seven to nine days into the first nymph stage, which looks like a miniature adult. The nymph takes a blood meal by biting the scalp soon after hatching and will feed every three to six hours. In about nine days, the louse will have passed through two more nymphal stages and reach the adult stage. The adult will stay on the head for its entire life.

## How do people get head lice?

Head lice are usually spread by close personal contact with the hair of an infested person. Sharing personal items such as hats, headbands, coats, or storing these items close together such as in classrooms can spread lice. At home, sharing items such as combs, brushes, towels, soft toys and bed sheets can also spread lice.

## What are the symptoms of head lice infestation?

People with light infestations may not notice any problem. Itching is the most common symptom caused by an allergic reaction to the bites. Other symptoms include a tickling feeling of something moving in the hair, irritability, and sores on the head caused by scratching.

## How are head lice diagnosed?

Seeing the nits or lice is the only way to confirm an infestation with lice. It requires a thorough look at the scalp. Lice move quickly and can be hard to see. Finding nits close to the scalp is the usual way to confirm an infestation. Finding nits that are more than 1/4 inch from the scalp usually means that they are old and not active even though they are firmly glued to the hair.



## Can head lice spread any diseases?

Head lice do not spread any diseases. Sores caused by scratching can become infected.

## What is the treatment for head lice?

Over-the-counter or prescription shampoo, lotion, or cream rinse is used to treat head lice infestations. Sometimes, a pill may be prescribed. Follow all instructions given by your health care provider and the product label. Treatment failure is common. If active lice are seen 8 to 12 hours after treatment, call your health care provider to see if a different product should be used.

## Will the medications kill the nits?

There is no guarantee that any product will completely kill all the eggs. It is extremely important that the hair and scalp be thoroughly checked every two to three days after treatment. Most head lice products do not kill all of the eggs and recommend a second treatment in 7 to 10 days after the first treatment in order to kill any lice from newly hatched eggs.

## How difficult is it to remove all the nits?

Hair should be looked at in small sections while removing nits with the nit comb (some people prefer flea combs, fingernails or tweezers). Certain over-the-counter products and white vinegar may help to loosen the glue holding the nits to the hair. It often takes many hours over a period of days to remove all of the nits. Because of many reports of lice that are resistant to products designed to kill them, it is very important to remove all nits close to the scalp.

## Is cleanliness important in preventing head lice?

Infestations are not prevented by personal or household cleanliness, use of shampoos



or length of hair. All social and economic groups can be affected by head lice, but African Americans are much less frequently infested than other racial groups.

## How effective are home remedies?

Many alternatives to head lice products are promoted because of treatment failures. But, there is little proof that these methods are effective at killing the lice and nits on the head. Some of these remedies include olive oil, mayonnaise, tea tree oil, petroleum jelly, and hair dryers. Never use harsh substances such as kerosene or gasoline. Do not use pesticides (bug spray) that are not registered for treatment of lice such as diazinon.

## How can my family avoid being infested?

All contacts of an infested person should be examined, but only those with live lice or nits within 1/4 inch of the scalp should be treated. Bed mates and brothers and sisters should also be treated even if no live lice are found. The examination and treatment of contacts, if necessary, should be done all at the same time. Treated people should be checked for at least two weeks to be sure the lice and nits are gone. Family members should avoid sharing combs, brushes, towels and other personal items.

## What else can be done to prevent the spread of head lice?

It is probably impossible to totally prevent head lice infestations. Young children come into close head-to-head contact with each other frequently. Children should be taught not to share personal items such as combs, brushes and hats.

## Where can I get more information on head lice?

- Your health care provider
- Your local health department
- American Academy of Pediatrics [www.aap.org](http://www.aap.org)

