



Little Superstars Family Day Care

**PARENT HANDBOOK**

Yanerys Aziz, Owner

Little Superstars Family Day Care

43 Roosevelt Avenue

West Haven, CT, 06516

Phone: (203) 479-1868

E-mail: [yanerysa@comcast.net](mailto:yanerysa@comcast.net)

Web: [www.littlesuperstarsfamilydaycare.com](http://www.littlesuperstarsfamilydaycare.com)

# About the Program

Welcome to Little Superstars Family Day Care. Our goal is to provide a safe, happy, and loving environment for your child to grow and learn at his/her own pace.

## **Philosophy:**

We believe that children Learn through Play and the first five years of a child's life are the most important in terms of social, emotional, physical, and intellectual growth and development.

## **Provider Qualifications:**

Early Childhood Educated  
Parent of three grown children  
Years of experience working with children of mixed ages/needs.  
Bilingual

## **License/Certifications:**

Licensed by Department of Public Health in Hartford  
License #54382  
Certified in Infant/Child CPR&AID  
Medication/administration Certified  
Accredited by the National Association for Family Child Care

## **Emergency/Substitute:**

To make sure that Little Superstars Family Day Care is ready and open for business, I have to substitutes with their Licenses as emergency/substitute help if I become ill or be called away for personal emergency. They assist with care occasionally so that children will be familiar with them in an emergency.

## **Statement of Non-Discrimination**

Little Superstars Family Day Care admits children of any racial, national, religious, ethnic origin or ability level from all background, belief systems, family dynamics, and orientations. In short, we recognize and invite the participation of all people, not discriminating on any basis in the administration of our programs.

## **Parent Responsibilities**

### **Updating Records for the Child:**

Little Superstars will remind you when your child is due for his/her next Physical and it will provide you with the Health Assessment Record Form if need it. After the child has his/her physical it is the parent responsibility to give a copy to the provider.

Little Superstars will update the DPH form EMERGENCY MEDICAL CARE once a year.

### **Arranging Backup Care:**

The Day Care will be closed for 3 weeks a year (not on a row) and some Holidays. It is the parent's responsibility to obtain substitute care for these days.

### **Supplies:**

Parents are asked to provide the following supplies, which will be kept in your child's private cubby and used only by him/her:

- \*Sheet, blankets, and pillow
- \*Change of clothes appropriate to the weather
- \*Change of underwear (two changes for those in toilet training)
- \*Sippy Cup
- \*Diapers
- \*Wipes

In addition, parents of infants are asked to provide and keep current supplies of:

\*Diapers

\*Baby Wipes

\*Infant formula you prefer.

Little Superstars Family Day Care will provide the Baby Cereals.

## Child Care Program

### **Hours of Operation:**

I am open Monday through Friday from 7:00 a.m. to 5:30 p.m. **Overtime is considered any amount of time that care occurs prior to scheduled drop-off time or after the scheduled pick-up time. For every 15 minutes or portion thereof, a \$10 late fee must be paid before the child can return to daycare.**

### **Holidays and Vacations:**

**Full weekly payment is required for Holidays and my Vacation time. Closed Holidays:** Martin Luther King Jr., President's Day, Good Friday, Memorial Day, Independence Day and day After, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and day After. **The day care will be closed for 3 weeks vacations a year (not on a row).** It is the parent's responsibility to obtain substitute care for these days.

Full weekly payment is required for any vacation time you choose, or if your child is absent due to illness or personal circumstance. Please read handbook regarding admittance of sick children.

### **Our Daily Schedule includes:**

\*Free play/choices

\*Expressive Art

\*Math

\*Story Time

\*Music, Movement and Exercise

\*Outdoor Time In a Fenced-In area

\*Sensory activities

\*Quiet/Nap Time

## **Celebrations of birthdays/holidays:**

Little Superstars Family Day Care celebrates all birthdays and holidays. Each child's birthday will be celebrated by decorating the house with ribbons, balloons and having cake, drink, and so the Holidays. Parents are welcome to join us.

## **Appropriate Dress:**

Children should wear casual; comfortable play clothes, appropriate to the season. Shoes with tread, rather than slippery soles are better and Velcro straps on shoes laces for children under age four. Please avoid sending children who are in toilet training in clothes they cannot remove themselves (for example, overalls with buckled straps).

## **Nap/Quiet Time:**

All children are encouraged to rest. If after approximately 20 minutes they are not sleepy they can choose to read, play puzzles, or do other quiet activities.

## **Potty Training:**

Little Superstars Day Care will assist the child during potty training. I asked the parents to work as a team with me to make this transition more successful by dressing the child in comfortable and easy clothes (sweat pants) and to provide me with a few sets of changing clothes for accidents.

## **Toy:**

Little Superstars Family Day Care does not allow children to bring violence toys such as **Gun**.

## **Field Trips:**

I will schedule times in the program that may include neighborhood walks by foots, stroller, wagon, parks, museums, and library. These are considered out-of house activities and the parent's permission is required. If a field trip includes a vehicle a car seat and State rules/regulations will be followed strictly.

## **Food and Nutrition:**

All meals at the Day Care are included at no additional charge. I will offer you the CVS Brand Infants formula with Iron or you can bring your own Food Program (Saugatuck Outreach Nutritious Program) to provide well-balanced formula. I will follow state guidelines, as participating in the Child Care meals to meet the dietary needs of growing children.

Breakfast is served at 8:30 am. This is a flexible time. It is depend of the child needs.

Lunch is a full, hot cooked meal, including meats, fish, pasta, breads, vegetables, and fruit, from the five basic food groups. I will encourage the children to try all foods served, but will not force a child to eat. Feel free to send ay-special food that your child will eat. NO PEANUT

Afternoon Snack is served when the children getup from nap. It may include milk or juice, crackers, a granola bar, cheese or raw vegetables. I try to keep it a light snack because I know it may interfere with your child's dinner.

## **Disciplinary Policy:**

The protection and well being of all children enrolled in Little Superstars Family Day Care are extremely important. All disciplinary methods used with children must guarantee the child's right for physical protection and emotional support. The types of discipline that are practiced at Day Care include verbal reminders, redirection, appropriate consequences, and "time out". It is a chance for a child to relax and be calm for only several minutes. At no time will a child ever be hit, bullied, etc.

Provider has received training in child abuse and neglect and does stated law require mandated reporter as.

## **Communication:**

A daily oral report will be provided for you to give you a summary of your child's day. This may include information about activities we did, special interests of the day, any "boo-boos" and first aid given, your child's mood (if it differs from the "norm"), eating and sleeping schedules, diapering schedules (when appropriate), and reminders.

This is just one tool used to create open communication. Phone calls during the naptime are welcome. If at any time you have a concern, question,

suggestion (or compliment!), PLEASE don't hesitate to speak up. Your child's day care experience will be at it's best when we can discuss issues openly.

## Risk Management Policies

### **Sick child/Limits:**

Please do not send children who are sick to Day Care. If they have a runny nose that is clear it is ok but if it is green or yellow please keep your child home.

In the interest of all the children, it is best to keep a sick child at home if they have any of the following conditions: a contagious disease, a fever of 101 degrees or higher, rash, an excessively runny nose, diarrhea, vomiting, or any other illness that requires an excessive amount of individual adult attention. As a parent, you know best when it is more appropriate for your child to be comforted by you at home than being sent to Day Care.

### **Health:**

It is required that your child has a physical examination, immunization, and Tine test on file. A yearly physical is mandatory for every child. This is required by the State of Connecticut. Your child's health records will become part of their permanent files required at the Day Care.

Significant medical facts about your child that would aid in his/her daily care should be made known to the Day Care. I should be informed if your child has any known allergies or is on any type of medication, even if it is not administered at the Day Care.

If your child is hurt or if I determine that your child may be ill, you or your family members will be notified.

### **When a child becomes ill at Day Care:**

If your child becomes ill at Day Care, I will notify you as soon as possible to discuss treatment and early or immediate pick up. Your child must be picked

up within an hour whenever possible, unless a mutually agreed upon time is set.

If your child is seen by a doctor for an illness, he/she **MUST** return with a note from his/her doctor indicating the type of illness, expected term of illness, medication your child is on, and if illness is contagious.

If your child is sick and will not be attending Day Care that day, please call me by 8:30am that morning or the night before if possible.

### **Administering Medication:**

I will not administer any medication including aspirin, cough drops/syrup or prescription drug without the parent and doctor's written authorization unless a telephone order is necessary in an emergency situation.

If your child begins taking an antibiotic, he/she must stay home for at least 24 hours after the medication has been started.

### **Incident and Injury Report:**

When an accident/incident occurs the provider will contact the parents by phone and explain the cause(s) of the accident, how the child is doing, and any treatment given to the child. Also, the provider will write an Accident Report and it will provide a copy for the parents.

### **Medical Emergency:**

Immediate first aid will be given.

Ambulance will be called and paramedic recommendations followed.

Parents will be notified as soon as possible.

When parents are not available, emergency references will be called for the Emergency Contacts and Permission to Drop Off and Pick Up form.

Parents are responsible for any expenses as a result of emergency room care, ambulance, or other medical treatments.

Hospitals for emergencies are Yale Hospital and Saint Raphael Hospital.

## **Weather Closings:**

We will call or text parents whenever we decide to close our facility because of inclement weather. We will also ask Channel 4 to post our closing when conditions are severe.

## **Termination procedures:**

Parents must give two weeks' notice prior to the last day of care. Payment is required for these two weeks either if the child attends or not to the daycare. The provider can immediately terminate this contract without any notice. There will be a two weeks trial period, we require full payment for these weeks.

