



**Laetitia Craig
4261 Hammock Drive South
Colorado Springs, Colorado 80917
719-573-9401**

**Hours: Monday-Friday 7:00 am to 5:00 pm
Each family's rates are based on a 10-hour day regardless of attendance.**



Meals



Our meals are the BEARY best!

I participate in the Southwest Food Program. I serve nutritionally balanced, attractive, highest quality food each day based on guidelines set by the federal food program at no extra charge to the parents. Children are offered the meal, not forced to eat. They are encouraged to try new foods. If a child requires a special diet, parents will need to supply the foods needed. All children will be served meals if they are present during the scheduled meal times. If they miss a scheduled mealtime, then it is the parent's responsibility to ensure the child has eaten prior to arriving. Infants: Parents need to supply formula until the child is one yr old. I will supply infant cereal, baby food and snacks. Infants are fed as needed and do not follow the meal schedule below.

Our meal and snack schedule is as follows:

**Breakfast: 7:00-8:15 am
Lunch: 11:15-12:00 pm
Afternoon Snack: 3:00-3:30 pm**



Preschool Program



Bear buddies read together

Beginning at a willing age, usually around 2, I offer a preschool program. There is no additional cost for this program. I am currently using the program entitled, "FunShine Express". Take a moment to view this program online at www.funshineexpress.com. We use the program 3 days per week. We really enjoy the program because it is flexible, fun, educational, and it allows us time to enjoy other activities too. There is also a parent's letter that is sent home with you each week, which includes some of the songs, books, etc. so you can participate along with us at home! The preschool program runs September through May. The summer months are packed full of fun and stimulating outdoor activities with story time and other activities included.

As an added bonus I offer a music class 2-3 times per month. A music teacher comes to my home for 30 minutes each visit and plays the guitar, sings, and dances with the children. She also brings instruments for the children to use while she is here.



What to bring for your child

You should ensure your child has the following:

1. A change of clothing (several if potty training!!)
2. Diapers, formula/breast milk (for infants/toddlers)
3. Appropriate clothing for the weather, as we like to spend time outside weather permitting.

What I will provide for your child

I provide all meals/snacks, high chairs, baby wipes, spit rags, bibs, infant spoons, sippy cups, bottles, infant cereal, baby food, cribs, nap mats, sheets, pillows, blankets and toys.





House Rules

- 1. Please do not bring any items from home (with the exception of a special blanket or stuffed animal for nap time; these items must be placed in the closet prior to your departure). Items brought from home in the past have caused "sharing issues" and on occasion, safety issues. We have a wide variety of ages and need to ensure the safety of all children in care. So please leave all other items at home or in your vehicle.**
- 2. All children have a rest time in the afternoon. Infants will nap as needed through out the day.**
- 3. There is no physical punishment in my childcare. A child may be removed from the playgroup for a cooling off period of 3-5 minutes.**
- 4. I cannot accept sick children into my care. If your child becomes ill while in my care, you will be notified and your child will need to be picked up as soon as possible. Your child will not be able to return to daycare until he/she has been symptom free for 24 hours. If your child stays home because of illness he/she needs to be symptom free for 24 hours before returning to daycare.**
- 5. If I must be away from the daycare, i.e. Doctor's appointment, for a short period, my husband Jeff, will provide substitute care. In the unlikely event of a situation requiring immediate attention, my son Shane or Shane's girlfriend Ashley may provide temporary care until Jeff can arrive home.**
- 6. In the event that we should have to evacuate from the daycare home, you can find us across the street at 4266 Hammock Drive South. I will have my cell phone with me...that number is 205-6437. If you can't reach me on my cell phone, Jeff will always know how to get in touch with me...his cell phone number is 205-6438.**



Payment Due Dates

The following are the payment due dates for 2009

January 9 & 23

February 6 & 20

March 6 & 20

April 3 & 17

May 1, 15 & 29

June 12 & 26

July 10 & 24

August 7 & 21

September 4 & 18

October 2, 16 & 30

November 13 & 27

December 11 & 25

If payment is not received by due date a late fee will apply. A start date outside of the listed pay dates will require payment to be due for all days leading up to the scheduled payday.

A receipt will be provided for your payment(s) upon request. All clients will receive a yearly statement for tax purposes no later than January 31st for the year preceding.

At my daycare, you pay "PER POSITION" which means that the slot is held just for your child & is not based on attendance. There will be NO refunds or adjustments made to your child care fees for any time missed due to illness, holidays, or vacation. A place has been reserved for your child that cannot be filled on a short-term basis.



New child enrollment

Should you wish to place your child into my daycare, you will be required to pay a fee of one week's tuition in order to secure your slot. No fee will be required if the slot is immediately available, and enrollment begins within one week of interviewing. This fee ensures you will have a slot when you are ready to begin care. This fee will NOT be applied toward daycare tuition.



Personal Days

I will take 10 paid personal (vacation) days per year. In the event of illness or other circumstances that require additional time off you will not be required to pay for those additional days.

Please mark your calendars...Vacation dates not listed on website.

If needed, I will assist you in finding alternate back up care with another licensed provider.

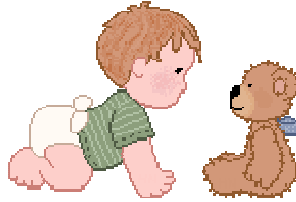
Holidays off

The following are a list of paid holidays that I am closed.

**New Years Day (Jan 1st), Martin Luther King Jr. Day (Jan 19th), President's Day (Feb 16th)
Memorial Day (May 25th), Independence Day (Observed July 3rd), Labor Day (Sept 7th),
Thanksgiving Day (Nov 26th), The Friday after Thanksgiving (Nov 27th), Christmas Eve (Dec
24th), Christmas Day (Dec 25th) and New Year's Eve (Dec 31st). In the event that a holiday falls
on Saturday, I will be closed the Friday before and if the holiday falls on Sunday I will be closed
the Monday after.**



Potty Training



We must work together if potty training is going to work. If you are not working with your child at home, I cannot work with them here. Your child will be required to wear pull-ups at my house for sanitary purposes. After they have gone accident free for several days, then we may try the regular underpants.

Please make sure they have enough changes of clothing during this time. Also make sure they are wearing clothes that are easily pulled up and down. No overalls, belts, onesies, snaps or zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.



TRANSPORTATION

By signing the contract and transportation form you are giving permission for your child to be transported as needed in case of an emergency and allowing them to participate in all activities of the daycare away from the daycare home. If you do not want your child to participate in an activity away from the home, you will need to arrange back up care for that day, however, daycare fees will still be due for the day.



Illness and Medication Policy

Please keep your child at home if he/she has:

***Rash**

***Fever (100F. or higher)**

***Excessive cold and/or cough**

***Vomiting**

***Diarrhea**

***Lice or nits**

***Discharge from eyes or ears**

***Unusual drowsiness**

***Persistent or excessive crying**

***Communicable diseases (chicken pox, conjunctivitis, influenza)**

It is our responsibility to do everything possible to prevent contagious infections from spreading to the other children in my care. If your child develops an illness while in my care, they will be isolated from the other children and you will be contacted so that you can immediately make arrangements to pick your child up. If it is necessary for the child to leave daycare due to illness, State regulations require they not return until they have been symptom free for 24 hours (this policy will be strictly enforced so we can keep the children as healthy as possible). If your child has been ill over the weekend or is staying home due to illness he/she needs to be symptom free for 24 hours before returning to daycare. Please keep in mind that bringing a sick child to daycare can result in me becoming ill and having to close the daycare for all of the families in care. If your child is ill, please notify me regarding the nature of the illness, especially if it is contagious. I will then notify all families of children known to have been exposed.

Medications

I must obtain written permission from a doctor or dentist prior to administering any medication (in Colorado this includes over the counter medication as well). I must also have written permission from you to administer any medications. Prescription medication is to be brought in its original pharmacy container appropriately labeled by the pharmacy or person with prescriptive authority.



Parent's Responsibility

*** Give advance notice if someone other than yourself is to pick up your child. I will need name, vehicle description, and time of pick up and they will need to have a photo ID with them. I will not release your child to anyone without the above information.**

*** Drop off and pick up your child at the scheduled times. If you need to drop off early or pick up late, please call as soon as you know. There will be an additional fee after a small (5-10 minutes) grace period. If no advance notice (minimum 1 hour) is given for late pick up, late fees will begin to accrue at the scheduled pick up time.**

*** Notify me as soon as possible, if your child will not be coming (so we can begin our daily activities).**

*** You are required to give me a 4-week written notice of termination. Payment for the 4-week notice period is due whether or not the child is brought to my daycare.**

*** Notify me immediately of any contagious illnesses. (See illness and medication policy)**

***The contract, enrollment forms and shot record form are due on the first day of daycare. The physical form is due within 30 days of enrollment. It is now a state licensing requirement that all forms be updated annually. I will provide you with the necessary forms in November of the preceding year. I am requesting that all forms be returned to me by January 5th.**



Our Mutual Responsibilities

***Treat each other and the children with respect. Communicate on a regular basis about your child's new skills, fears, nutrition, interests and joys.**

***Plan together for a consistent program of toilet training at an appropriate age.**

***Feel free to discuss any suggestions, concerns, or ideas that will benefit this childcare.**

***I operate my childcare in a "family-type" atmosphere. We must work together to raise healthy, happy, well-adjusted children. I have an open door policy, feel free to stop in or call anytime during your child's day.**

Sharing in the Caring...



What is included for your Child Care Fees?

- * Unconditional love and nurturing of your child - priceless**
 - * Dependability**
- * Family atmosphere; 3 big brothers & a big sister at no extra cost**
 - * Preschool program**
- * Craft supplies: crayons, tape, scissors, markers, paint, paper, pipe cleaners, etc.**
 - * Daily communication on your child's day**
- * Nutritious meals and snacks according to the Federal Food Program**
 - * Treats: things that might not be included on a normal basis.**
Lunch at McDonald's, pizza, admission to the zoo, pumpkin farm, etc
- * Toys, games, puzzles, books, movies, sandbox house, upkeep of swing set, bikes/cars, strollers, cribs, bedding**
- * Training for provider: CPR/First Aid certification, nutrition classes, medication administration, universal precautions, etc.**
 - * Daycare Insurance**
- * Utilities: electricity, heat, air conditioning, water, garbage, gas**
- * Vehicle: Gas and wear and tear with trips to the library, McDonald's, parks, etc**
- * Furniture: wear and tear, cleaning, replacing, repairing rips or tears**

And the list goes on.....