

Tonna's In Home Childcare

Hours of Operation: 7:30 am - 5:30 pm

Phone Number: (682) 316-8995

Licensed under the Texas DFPS

Admission Policies & Procedures

A. Mission Statement

Dedicated to providing you and your child exceptional care, love, support and guidance as we grow and learn, reaching not only for education but preparing for individuality and continuous success for life.

B. Admission/Enrollment

- Parents who are seeking to secure a place for their child's care must complete an enrollment packet.
- Children needing care will be admitted based on first come first served bases, following submission of the enrollment forms and nonrefundable deposit.
- When I am full and there are no active childcare spots a waiting list will be made and you will be contacted and accepted if you are still interested when a spot opens.
- Copies of personal documentation must be received at least 3 days before start date. **No portion of tuition, registration, or any other fees will be refunded.**

C. Paperwork

- Once you are accepted into the childcare you must bring all the following:
 - ✓ All completed enrollment forms
 - ✓ Immunization records
 - ✓ Physician's report stating your child can function and thrive in the childcare setting

Required Accompanying Supplies

A. Supplies Needed for Infants

- Full package of diapers
- Two (2) packs of wipes
- Diaper ointment/cream
- Four (4) or more bibs
- Two (2) Pack 'n Play sheets (fitted especially for for Pack 'n Plays)
- Pacifier (if used at home)
- Labeled bottles/food

- All bottles/food with the exact number of bottles you want your child to consume per day
 - If you are utilizing formula, bottles must be labeled and contain the correct measurement of water. All formula/rice must be measured and in a separate container. If you are utilizing breastmilk, bottles must have breastmilk already in the bottles. Please note that each child will be held for feedings until they are ready to hold bottles on their own.
- Extra bottle and extra can of formula to leave here for emergency
- Appropriate seasonal change of clothes for accidents
- Sippy cups to practice with starting at 9 months of age

B. Supplies Needed for Toddler & School-Aged Children

- Full package of diapers/pullups (if potty training)
- Five to eight (5 to 8) changes of underwear/clothing if beginning potty training
- Two (2) packages of baby wipes
- Diaper ointment/cream
- Appropriate seasonal change of clothes for accidents
- Extra hat, jackets, socks and shoes for outside
- Two (2) king-sized pillowcases
- If you have your own nap mat you would like to bring, please do. If not, nap mats will be provided.
- Blanket
- One (1) cup with lid for outside

Regarding Illness, Medication, Vaccinations, & Injuries

A. General Guidelines

- If your child falls ill during his/her day in my care I will notify you directly. Your child will need to be picked up immediately and will be isolated as much as possible from other children until you do arrive. If they have a fever, they will need to be excluded from care until the fever subsides *without* medication. Your child must be 100% fever-free without medication for 24 hours or until they are seen by a doctor and a doctor's note is received. A child will not be accepted into care if they are fever-free due to the use of medication.
- If your child is not well enough to participate in all activities, please keep them home.
- If your child has surgery, they cannot come back the same day. They should come back when they are feeling like their usual selves. This is also done to ensure that there are no adverse reactions to anesthesia.
- If I happen to get sick, I will wear a flu mask. If I am very sick where I need time off, I will have a replacement that has already gone through background check with the state of Texas and who has childcare experience, as well. In the worst case scenario, if I unable to have a substitute come in then I will notify you via phone call/email/text that I am closed for the day.

B. Notifiable Infectious Diseases

- Parents are asked to notify this Childcare service, if their child has been exposed to a notifiable infectious disease.
- Parents will be notified of any contagious sickness (flu, hand foot and mouth etc..) through text, call and written notification.

C. Medication

- You must fill out a medication distribution form and you must provide a new unopened box labeled with the name of your child. Medications are only to be given after a parent has filled out

a complete medication form. We will check the label and administer as instructed. All medication must be in its original container with its original label and child's name (if prescribed). When we give a child medicine, we will be sure to write down exactly what was given and the time that it was dispensed. You will then sign the form at the end of the day.

D. Immunization Requirements

- Every student must be immunized, and immunizations must remain current. For children who are not vaccinated, a notarized affidavit must be on file. As regulated by Texas state law we require validating records of complete immunization boosters, please send a copy of any and all records when your child receives them.

E. Accidents and Injuries

- Any injuries of a child will be tended to promptly. Accident reports will be filled out after the child is taken care of. Parents will be notified at the time of incident via text or call and a voicemail will be left if the parent cannot be reached at the time of call. Parents will be informed and asked to sign off on the accident report at the end of the day.

Tuition & Fees

A. General Information

- All tuition that is paid for on a monthly basis needs to be paid before or on the 1st of every month.
- If you pay your tuition weekly, it must be paid the **Monday before** the start of care.
- Tuitions fees are to be paid whether your child is present or not. Tuition can be paid in check. You may also use Zelle, a product that can often be found by going through your bank or at www.zellepay.com. My email address to make payments is tonna_steed@yahoo.com. Please coordinate both forms of payment in the case of your child being absent when tuition/fees are due.

B. Regarding Late Tuition Payments

- Tuition fees are subject to a \$35 per day per child late fee payment if paid after the Monday of each week
- If you are late more than four (4) times with either payments or pickups, I will start the process of looking for another child to enroll in your spot.
- Any late will payment may result in dismissal from the childcare.

C. Regarding Returned Checks

- Returned checks will be charged a \$35 processing fee. Regarding payment going forward after a returned check, only cash will be accepted. Nonpayment of tuition or any outstanding incurred fees will result in dismissal from program.

Provider Vacation & Personal Days

- Parents are asked to have back up care available in case of unexpected/expected closings, provider illness, vacations, or personal days. This childcare will operate on the FWISD school

calendar. Plus 2 weeks per year for vacations 5 personal days per calendar year. Holiday closings will be played for as normal for the week. During sick/personal days you will not pay tuition for those days that I am closed.

- In the case of emergency I will close/not be in attendance for up to one week for grieving and funeral attendance.
- Christmas/New Year's vacation will start the 19th of December, where we will have a half day of 7:30 am – 12:30 pm. Care will resume on the 8th of January. You will be expected to pay as usual during this time to ensure your spot for the new year. If payment is missed, your spot will not be secured and your child will be unenrolled. ***You will need to coordinate alternative care during this time.***

Regarding Late Pick-Ups & Drop-Offs

A. Regarding Late Pick-Up

- After 5:30 pm you will be charged \$2 per each minute you are late. If you are late by 10 minutes or more, a \$25 fee ***plus*** \$2 per each minute you are late will be added to your weekly/monthly fee. **This policy is enforced without exception and late fees will not be waived.**
- Fees incurred will be added to your weekly tuition and owed the week you incurred the fee.
- Continuous late pick-ups will result in dismissal from the childcare.

B. Regarding Late Drop-Offs

- If you are planning on coming later than your usual time and/or later than 9:30 am, it is your responsibility to communicate with me so that I can be up to date on who will and will not be in attendance for that day.

In-Home Things to Know

A. Security

- The doors will be locked throughout the entire day to ensure the safety of your children and all people on premises. Please knock gently (no need to bang on the door) or ring the doorbell and someone will gladly let you in!

B. Open-Door Policy

- I have an open-door policy which means that you can call/text and visit anytime during our operating hours. You can come and observe your child, program activities indoor/outdoor premises of designated childcare areas, while your child is in my care. If you wish to discuss your child's behavior or progress you can set up an appointment with your child's teacher/director.

C. Emergency Preparedness

- We make every effort to provide a safe environment for your child. We are properly equipped with fire, smoke, and carbon monoxide alarms as well as fire extinguishers. All staff are trained in dealing with emergency situations. Every staff member has also been trained and certified

pediatric/adult CPR and first aid. Formal emergency plans made as well as evacuation plans have been created and implemented to ensure the safety of everyone during an emergency.

- At TIHC we will practice severe weather and fire drills. We will proceed to the assigned spot, keeping the children calm and notifying each parent of the circumstance and safety of your child. We will keep you informed about the situation and our whereabouts during the time.

D. Common Areas

- The infant room, toddler room, and kitchen are all spaces that children are allowed to be in with adult supervision in accordance with my license. When you come to pick up your child your child is then your responsibility. If your child ventures somewhere they are not supposed to be and they are injured I am not liable or responsible for their injury.
- In reference to the above, one you arrive, please keep your child in areas that they are permitted to be in – this especially means no going up the stairs. This is still my home and I would like all areas respected. I recognize that this can be hard sometimes because your child gets so excited to see you but try not to let them run around the house. Other children see this as well and like to mimic the same behavior.

Child Safety & Facility Licensing

A. Suspected Child Abuse

- If any teacher or parent suspects for any reason that a child is being abused either physically or mentally suspected abuse is required by law to be reported. The Abuse hotline number is (800) 252-5400.

Texas Department of Family and Protective Services (DFPS)

“The mission of the Texas Department of Family and Protective Services (DFPS) is to protect the unprotected -- children, elderly, and people with disabilities -- from abuse, neglect, and exploitation.”

The DFPS website can be accessed at <https://www.dfps.state.tx.us/>

Phone Number: (817) 321-8600

Address: 1501 Circle Drive, Fort Worth, TX 76119 (Suite 310)

B. Steps for Reviewing Licensing Rules and Reports

- To review the most recent copy of TIHC Licensing inspection report, please utilize the following steps:
 1. Go to [DFPS.state.tx.us](https://www.dfps.state.tx.us)
 2. Scroll to the bottom of the page. underneath the find a service tab 7 down click on "Search a childcare"
 3. Click on "Search for a Licensed Child Care Center or a Licensed or Registered Child Care Home"
 4. View my most recent inspections and/ or deficiencies.
 5. If you are having trouble navigating the website, do not hesitate to reach out to our local child care licensing office.

C. How to Access a Copy of the Minimum Standards Online

1. The easiest way to access a copy of the minimum standards online is to go to dfps.state.tx.us
2. At the top of the page right corner there is a search box
3. Type "Minimum standards for childcare homes/centers (press enter)
4. The first link that comes up will give you access to a online copy of the minimum standards. I also have the standards available at the childcare.

Care Philosophies & Practices

A. Hygiene Procedures

- All new staff and volunteers will be verbally informed of hygiene procedures, in order to promote a healthy environment and a high standard of personal hygiene.
- Hand washing must be carried out after using the toilet, changing diapers, after outdoor play, and before and after handling food.
- Cuts and sores must be covered with suitable dressings
- Disposable gloves and towels must always be used when cleaning up spills of body fluids.
- The area of any spill or accident will be treated with suitable disinfectant.
- All toilets, items used for toileting including changing tables, and surrounding walls and sinks are cleaned and disinfected every day and in between uses.
- Floors, tables and equipment are disinfected and cleansed daily with solution set by licensing standards.

B. Nutrition

- Snacks and lunches will be provided for all children eating table food. If your child is a picky eater, has food allergies, or has a special diet that needs to be adhered to I ask that you pack a lunch as well as snacks for your child. I will provide healthy child appropriate snacks and lunches incorporating fruits, vegetables, and organic foods.

C. Safe Sleep Practices and Procedures

- Babies who are unable to roll over will be placed on back to sleep
- No quilts, pillows, wraps, or stuffed animals for non-walking infants.
- Separate linen will be needed for each child and will be given back to you to be laundered every Friday or when badly soiled.

D. Potty Training

- When your child starts showing interest in wanting to potty train and you as a family have actively been going through the potty-training process, I will do the same here. I will not work on any potty training unless we are on the same page and you are working on it at home as well.
- Once potty training is initiated, we will switch from diapers to pullups. If they arrive wearing a diaper, I will not be potty training them here. It delays the process and confuses the child if he/she is expected not to use the restroom in their pullup, but they can in their diaper.
- I require all children who are potty training to wear clothes that are easy for them to pull on/off themselves.
- For your child to be in underwear they must have 2 weeks of successful potty training in their pullup.

E. Regarding Outdoor Safety (Lotions, Sunscreen, & Bug Spray)

- I enjoy the outdoors and think that every child should be able to go outside at least once a day, weather permitting. Being outside children can experience the fresh air, the different textures, as well as the sounds and smells. With that being said, we do live in Texas! I am asking that you please provide sunblock and bug spray. I will begin to put sunblock/bug spray on at around 6 months, if provided. You are welcome to put on at an earlier age prior to arrival. Please consult with your doctor on what products to purchase.

F. Discipline and Guidance

- I use combined approaches that are founded in Maria Montessori's teachings and the Love and Logic philosophy to help redirect children while assisting them in making well thought out decisions. The Love and Logic philosophy, founded by Jim Fay and Foster W. Cline, M.D. method "causes the child to see their parent as the 'good guy' and the child's poor decision as the 'bad guy.' When done on a regular basis, kids develop an internal voice that says, 'I wonder how much pain I'm going to cause for myself with my next decision?'" Children who develop this internal voice become more capable of thinking and preparing themselves to make a wiser decision. This approach goes hand-in-hand with the Montessori method taught here.

G. Curriculum

- My childcare is Montessori-inspired and follows the curriculum from my own 5 years of experience in Montessori as well as Association Montessori Internationale. I will be working to get my AM certification so that my childcare will be an officially certified Montessori school. In the meantime, I will still be teaching the same curriculum founded in the Montessori way.

Withdrawal & Dismissal

- If you are wanting to withdraw your child, please give me a minimum of a three (3) week notice. You must pay for every week of your notice even if your child is not here.
- If you withdraw your child and you want to come back, you must pay an enrollment fee for your child to come back if there is space available.
- As director and owner, I can dismiss any child from my program if I feel that they are a continuous disruption. If I tell you about your child's behavior and steps are not taken to improve said behavior, then the next step would be dismissal.

Daily Pick Up & Drop Off Procedure

- Upon entering the childcare, the teacher/director will do a quick assessment of the child to be sure that they appear healthy and able to actively participate.
- If you have a child in a car seat you must unbuckle your child and take your infant out of their car seat and hand them to a teacher or set them on the floor or Pack 'n Play, if sleeping. This protects us as a business to ensure your child is in great shape before you leave.
- Please let family members know if they are ever needing to pick up a child in case of emergency, that they must be prepared to show identification that will be cross checked with enrollment forms.
- A person requesting to pick up a child should be listed on the Emergency Contact portion of your child's emergency form. However, emergencies may arise that require your child to be picked up by a person other than those listed on your emergency form. Before dismissal time the parent must notify us and supply the necessary information about the person arriving to pick up your child. Your child will not be released without appropriate identification.
- If divorced or separate custody, we must have a copy of the custody papers on file to deny dismissal to parent. This is Texas State law. ***The child will only leave once the family member/friend has been verified or if they are picked up by you, the parent.***
- **Please sign in!** I know it's an extra step, but it needs to be done, it is for liability as well as many other reasons. It is here to show that your child was here during the time stated if anything were to happen it shows where they were during the time frame indicated.

******If any changes are to be made to my procedures/prices I will notify you via email/phone/or sending out updated packets or letters of notice. If you as a parent have any questions or concerns, please do not hesitate to reach out.******