



## **1. Philosophy and Goals**

At Pups & Tots Village, we believe in fostering a safe, nurturing, and stimulating environment where children can explore, learn, and grow. Our goal is to support each child's development while building strong partnerships with families.

## **2. Hours of Operation**

- Operating Hours: M – F; 8:30 am to 5:30 pm
- Holidays:
  - Martin Luther King Day
  - President's Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Diwali
  - Columbus Day
  - Veterans Day
  - Thanksgiving Week (dates may vary)
  - Christmas to New Years (dates may vary)

## **3. Enrollment Procedures**

- To enroll your child, please complete and return the following:
- Enrollment Application: Sign and return the acknowledgment page.
- Emergency Contact Information: Sign and return.
- Immunization Records: Up-to-date vaccination records.
- Birth Certificate: Copy for age verification.
- Allergy Information: Sign and return the Allergy Information Form.
- Parent/Guardian ID: Copy of photo ID.
- Community Park Consent Form: Sign and return.
- Emergency Medical Authorization: Sign and return.
- Financial Agreement: Sign and return.



#### **4. Daily Schedule**

- Arrival and free play
- Structured learning activities
- Outdoor playtime (see Community Park Consent)
- Snack and meal times
- Nap/rest periods

#### **5. Communication**

We prioritize open communication through:

- Daily communication on your child's activities via texts, phone calls and email or updates during pick up and drop offs.

#### **6. Best Practices**

- Encourage open-ended play and exploration.
- Foster social skills through group activities.
- Promote positive behavior with consistent guidelines.
- Provide opportunities for physical activity.

#### **7. Parent Responsibilities**

- Keep emergency contact information current.
- Notify us of allergies or special needs.
- Communicate concerns regarding your child's experience.



## 8. Childcare Instructions

To ensure a smooth experience for both children and parents, please follow these guidelines:

- Arrival and Departure:
    - Please arrive on time for drop-off and pick-up to maintain our schedule.
    - Inform us in advance if someone other than a parent will be picking up your child.
    - Please hold your child's hand to and from the car. A child should never be left unaccompanied.
  - What to provide:
    - Crib sheet
    - Blanket
    - Extra clothes
1. Winter Pack – one set of Jacket/Scarves/Mittens/Socks/Warm Hats
  2. Summer clothes and hats in summer
    - Diapers
    - Medicines, sunscreens/lotions/rash cream, over the counter meds, cough drops, etc (see health & safety rules)

Will be washed at daycare

- What not to provide:
  - Solids for infants
  - Please do not provide food the child has never tried at home. Please provide me with information of new food they are introduced to so I can maintain a record.
- Communication:
  - Regular updates and communication are essential. We encourage parents to share any concerns or questions.
  - Use the designated communication channels for updates on your child's day.
- Health & Illness Policy:
  - When to Keep Child Home: If a child shows signs of illness while in care, parents will be notified to pick up the child.



- Fever (100°F or higher)
- Vomiting or diarrhea
- Rash or skin infection
- Conjunctivitis (pink eye)
- Coughing or difficulty breathing
- Medication Administration: Prescription medications may only be given with written consent from a doctor and instructions from parents. A lock box for medications that need refrigeration must be provided. Non-prescription medications will not be administered without prior consent from a doctor.

**Medication must include:**

- Name of Child
- Name of Medicine
- Fill and Expiry Date, Doctor's Name
- Dosage to administer
- Time to administer
- The route to administer the medicine (rubbing on skin, putting into ear etc)

**Emergency Procedures:**

1. In a medical emergency, 911 will be called, and parents will be notified immediately.
  - Communication during medical concerns:
2. Parents will be informed of any health concerns or outbreaks (e.g., flu) in the childcare setting.
3. Parents will also be notified if lice are detected in the setting.
  - Health Check: Daily health checks will be conducted to monitor for signs of illness.

**Lice Policy:**

- Regularly conduct head checks for your children at home and remind them not to share hats, brushes, or personal items.
- If a child is found with lice or nits, parents will be notified immediately. The child must be picked up and treated before returning.
- A child can return to care after treatment and once no live lice or nits are present. A follow-up check may be conducted before the child rejoins the group.





### **9. Special Needs & Care Scope (Future Planning)**

At this time, Pups & Tots Village does not provide specialized care for children with significant medical or developmental needs beyond the scope of typical childcare services. We plan to expand to support children with special needs in the future, subject to appropriate staffing, training, licensing, and insurance approvals.

### **10. Injury & Incident Response**

Minor injuries will be treated on-site with basic first aid. Parents will be notified the same day. An incident report will be completed when required. In emergencies, 911 will be called and parents notified immediately.

### **11. Illness Return Policy**

Children sent home due to illness must be symptom-free for at least 24 hours without the use of fever-reducing medication before returning, unless cleared in writing by a medical professional.

### **12. Acknowledgment of Receipt**

I acknowledge that I have received and read the Pups & Tots Village Handbook.