

[Type here]

COZY KIDS CHILD CARE PARENT HANDBOOK



3 Sanborn Rd Londonderry, NH 603-437-5437

Website – cozykidschildcare.com Contact email –
cozykidsnh@gmail.com

[Type here]

WELCOME TO COZY KIDS.....

We feel we have developed an atmosphere where your children can be comfortable, happy, and safe. At the same time, we have a well-rounded, experienced staff to help develop your child's social life and learning process. Our goal is to make you feel confident that your children are well cared for in every aspect of their lives. We strive to be a community service and an educational facility for young children. We welcome children of all abilities and ethnicities. As space and staffing permit, we will accommodate schedules for special needs children. We have an open-door policy, and parents can visit anytime during operating hours.

GENERAL INFORMATION

Our operating hours are Mon. through Fri. 6:30 a.m. until 6:00 p.m. We are open year-round, observing the following holidays:

Closed: New Year's Day, Memorial Day, the week of July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day & New Year's Eve, and New Year's Day. Snow days are called depending on the severity of the weather. Usually, if 10-12" or more snow is forecasted, we will close. Notices will be sent through the classroom Do-Jo. We charge a late fee of \$1.00 per minute for pick-ups after 6:00 p.m. Please inform your child's teacher of any absence by calling the center or messaging through the class Do-Jo app. We request that all children arrive by 10:00 am for a consistent schedule and staffing requirements.

STAFF SELECTION

Teachers and assistants are carefully selected by meeting high educational standards, state requirements, recommendations, sharing similar philosophies, and having a genuine love for children.

TUITION POLICY & RATES

Tuition is due each Monday for that current week. We do not charge a late fee; therefore, payment is expected to be prompt. All accounts must remain within 2 weeks past due, or a late fee of \$15.00 per week will be charged. Please note that weekly tuition remains the same regardless of attendance, and after six months of enrollment, one free vacation week will be allowed per year. We accept checks, cash, debit or credit cards. Credit cards are stored safely and run automatically. If this is your payment choice, please request an authorization form. If you decide to remove your child from Cozy Kids, two weeks' notice is required.

[Type here]

RATES

FULL TIME DAY CARE – (eff. 4/24)

Infant - 1 yr.....\$355.00

1yr. - 3yrs. old.....310.00

3yrs. - 6 yrs. old.....280.00

PART-TIME RATES

Daily.....\$29.00

Morning only when space permits:

3's - 8:45 - 12:00

4's - 8:45 - 12:00

Full Day (3 yrs +)

\$77.00 1yr. old - 2 yrs

\$79.00

Infant – 1 yr \$91.00

Kindergarten.....\$98.00/

week M-F 8:45-12:00

Moose Hill Kindergarten:

*a.m. only care - \$135.00/\$44/day

Before & After \$193.00/week or \$47/day

*am only Moose Hill students can only attend afternoon care for an extra fee if space is available

SCHOOL AGE CHILDREN - 6 yrs. - 10 yrs.

Transportation is provided for Londonderry residents
attending North School & Matthew

Thorton School.

Before & After School = \$108.00/week

B&A Per Day = \$29.00 Vacations/Summer = \$200.00 Daily (vaca. weeks) =
\$45.00

[Type here]



EXCLUSION POLICY

We are required to make parents aware of our exclusion policy. It is as follows:

There may be situations in which we ask a parent to remove their child from our center. It is very rare, and it would only occur after diligently working with the family to resolve any issues. We also utilize a professional network to seek help and advice before deciding to excuse a child. If, after working with the family, the child is still extremely disruptive or has the potential to cause injury to another child, then we would ask for them to seek care elsewhere.

LUNCH & SNACKS

Our program supports healthy eating habits and safe food practices.

Children bring their own lunch from home each day. The program provides snacks. Families are encouraged to send balanced lunches that include healthy food choices.

Snacks served by the program may include fruits, vegetables, grains, proteins, dairy products, or approved alternatives.

Allergy information is shared with staff and precautions are taken to reduce the risk of cross-contact. In some cases, families may be asked not to send certain foods.

Lunches from home must be labeled with the child's name. Staff will monitor lunches for potential safety concerns, such as choking hazards or foods that require refrigeration.

Water is available to children throughout the day.

STATE REQUIREMENTS

A health form and a registration form must be on file for each child attending day care. The health form should be on file within 30 days after enrollment. The registration form is due for the first day. Each of these forms must be updated yearly or whenever changes are necessary. Please request a new health form at each physical/well check and be sure to include your child's immunization record.

Information contained in your child's file is privileged and confidential.

[Type here]

HEALTH POLICY

To help maintain a healthy environment, children who are ill should remain home. Children should stay home if they have:

- A fever of 101°F or higher
- Vomiting or diarrhea within the last 24 hours
- A contagious illness
- Symptoms that prevent them from participating comfortably in daily activities

If a child becomes ill during the day, they will be supervised separately from the group while a parent or guardian is contacted for pickup.

Children may return once they have been symptom-free for at least 24 hours without medication and are able to participate fully in the program.

Medication should not be used to hide symptoms so a child can attend childcare.

Families will be notified of communicable illness exposure while maintaining confidentiality.

Medication Administration Policy

To keep children safe, all medications are handled in accordance with the New Hampshire Child Care Licensing Rules.

Medication can only be given with written permission from a parent or guardian. Some medications may also require written instructions from a medical provider. Prescription medication must be in its original pharmacy container with the child's name attached. Over-the-counter medication must also be in its original packaging and labeled with the child's name.

Only staff members who have completed medication administration training may give medication. Training is updated yearly. A trained staff member will always be available when medication needs to be administered.

Staff follow safe medication procedures by checking the correct child, medication, dosage, time, and method before giving any medication. Medication is documented immediately after administration.

Emergency medications, such as inhalers or EpiPens, are kept accessible for quick use. Staff are trained on emergency procedures, including when to contact emergency services.

All medications are stored safely and securely. Refrigerated medications are kept in a designated secure area away from food.

Families will be informed immediately of any medication errors or concerns.

[Type here]

Emergency procedures

Fire drills are conducted monthly. Evacuations, shelter in place, and lockdowns are conducted throughout the year, with a minimum of twice yearly. Our front door is locked, and the door code is given to each parent upon enrollment.

Media, Electronics, and Communication Policy

Our program values open communication with families while protecting children's privacy. Photos and videos may occasionally be taken for classroom documentation, family communication, or program activities. Written parent permission is required before a child may be photographed or included in videos. Families may change or withdraw consent at any time.

The program uses:

- ClassDojo for daily communication and updates
- A monthly newsletter for reminders, events, and program information.

Photos and videos are shared only through approved and secure communication platforms. Children's personal information will never be shared publicly without additional written permission.

Families are asked not to share photos or videos of other children on social media without permission from those families.

Electronics and screen time are kept very limited in our program. Devices may occasionally be used for special occasions such as a holiday movie, educational event, or classroom celebration.

Any media shown will always be:

- Age appropriate
- Supervised by staff
- Limited in duration
- Used only with parent permission on file

Regular daily screen time is not part of our program routine.

All policies are reviewed yearly and updated as needed to remain compliant with New Hampshire Child Care Licensing regulations.