

# NURTURE HOME DAYCARE

Thank you for your interest in Nurture Home Daycare. This packet outlines the policies and procedures of the child care home. The Provider is fully in compliance with the Minnesota state licensure requirements.

As per License Class A, the Provider may care for a total of 10 children, 10 years of age and under. 4 may be school aged, with 6 being under school aged. Of the 6 under school aged children, 3 may be toddlers and infants, with a maximum of 2 infants at a given time.

## **Definitions:**

Infant	6 weeks to 12 months.
Toddler	12 months to 24 months.
Preschool-aged	24 months to 5 years old.
School-aged	5 years old through 10 years old.
Provider	Danielle Jarvela, daycare owner.
NHD	The Daycare, Nurture Home Daycare

## **Hours of Operation**

- Monday-Friday 7AM-5PM
  - Other hours may be available upon request, dependent on the Provider's availability, at a premium.
- The cut-off time to drop your child at NHD will be 9am. After 9am your child will be marked absent for the day, unless **prior** authorization has been made..

## **Meals**

- The daycare participates in a federally funded food program called Milestones. The Provider is required to serve nutritious and balanced meals/snacks. NHD offers breakfast, AM snack, lunch, and PM snack.
- Breakfast 7:45-8:15, AM snack: 9:15-9:30, Lunch 11:15-11:45, PM snack: 3-3:15
  - If providing meals and/or snacks for your child(ren), please pack all food in a bag/lunch box labeled with your child's first and last name.
  - If providing formula/breast milk please label bottles and/or bags/storage containers with your child's first and last name.

## **Sleeping Arrangements**

- The daycare provides mini cribs for infants and sleeping bags with mats for toddlers, preschool children, and any school-aged children who may be napping. Parents/Guardians are more than welcome to supply sleeping bags for their child.
- All children will be provided clean and separate bedding in a comfortable sleeping space. Infants are required to be placed on their backs in an approved pack 'n play or crib, with a waterproof mattress, and no loose bedding, in compliance with safe sleep practices.
- Any non-napping children will be encouraged to rest their bodies by doing a quiet, independent play activity.
- Nap time will be from 12:30-2:30 daily for toddlers and above.
- Infants will have as many naps as necessary.
- If a child falls asleep in the 2hr dedicated sleep window, the Provider will not wake them up unless in an emergency.
- If a parent needs to pick up during nap time, please inform the Provider. The Provider will use best judgement to adjust the nap for the child.

### **Supplies**

- For infants and toddlers: The daycare will provide generic wipes, creams and diapers. Please bring baby bottles and 2 sets of extra clothing. If your child is sensitive or you would prefer to supply your own wipes/creams/diapers, please note this on the "*Preferences and Sensitivities*" worksheet.
- For potty trained preschool and school aged children: please provide 1 set of extra clothing.
- For all children: During the warmer months, please provide a swimsuit for water related activities. During the colder months please send a hat, mittens/gloves, appropriate jacket, and boots. During snowy months please bring waterproof mittens/gloves, snow pants, and waterproof boots.

### **Discrimination**

- No caregiver shall discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

### **Illness**

- Parents are advised to keep ill children at home. If a child falls ill under the supervision of the Provider, the child will be isolated and the Parents/Guardians of the child will be notified to come retrieve their child.
- The Provider will contact Parents/Guardians if the child presents with: a fever at or above 101°F, vomiting, diarrhea, and/or a rash.
- Parents/Guardians are required to inform the Provider of any contagious illness or parasitic infestation (i.e. lice) within 24 hours of diagnosis.

- The Department of Health will be notified if a child presents with a disease denoted on the Department of Health’s website:  
<https://www.health.state.mn.us/diseases/reportable/index.html>
- Children who wish to attend Nurture Home Daycare, are required to be up to date on vaccinations, unless medically advised against them (i.e. immunocompromised individuals) and a record of immunizations or an exemption submission will be required for enrollment. Non-medical exemptions are not accepted.

**Administering Products**

- Parents/Guardians will have to fill out the “*Permission to Administer*” form.
  - Allows the Provider to administer soaps, over-the-counter meds, band-aids, etc.
- Parents/Guardians will have to fill out the “*Permission to Administer Medication*” form if the child requires any over-the-counter or prescription medication aside from Tylenol.
  - Allows the Provider to administer and keep your child(ren)’s prescription and over-the-counter medication(s) and/or medical equipment.
  - The Provider requires written instruction with the child’s name from a licensed physician or dentist in order to administer medications. Medicine with current prescription information on the label constitutes as instructions.

**Emergencies**

- The Provider has a plan for any catastrophic incidents that may impact your child(ren) or your ability to get to them.
- Fire and Storm drills are performed monthly.

**Transportation**

- The Provider will not be using a vehicle to transport children. Any field trips to the park or library will be made on foot and/or utilizing strollers/wagons.

**Rates**

Infants	\$7.00 per hour	\$200.00 for 4 days	\$260.00 for 5 days
Toddlers	\$6.50 per hour	\$185.00 for 4 days	\$240.00 for 5 days
Preschool-aged	\$5.50 per hour	\$130.00 for 3 days	\$220.00 for 5 days
School-aged	\$5.00 per hour	\$115.00 for 3 days	\$200.00 for 5 days

- The Provider will inform you 1 month in advance of any change in rates.
- A 2-5% annual increase to cover inflation costs will take effect in January 2027.

- Sibling Discounts->

2 children: \$2.00 off per hour

3 children: \$3.00 off per hour

4 children: \$4.00 off per hour

## **Fees**

- Your child's contracted hours are:

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- Anytime before your drop-off time or after your scheduled pick-up time will be considered overtime. There will be a \$15 overtime fee for the first 5 minutes and \$2 per minute for any time after that.
  - Parents are allowed a 10 minute grace period. The grace period should not be used to the full extent of 10 minutes consistently.
    - Please contact the Provider if you need to be early or late. If Parents/Guardians are consistently early/late without communicating, it is grounds for contract termination.
  - I require that payments be made by 11:59 PM, Friday, post-care. A \$10/day late fee will be added to your next bill if not paid by then. If payment has not been received by their next day of care, and no communication has been had, the child will not be allowed to be dropped off.
    - Your invoice will be available 3 days before your payment is due.
  - The Provider will require a deposit that will equal to a week's care for your child(ren). The deposit will be used towards the last week of care.
  - A 2 week written notice is required in advance of any terminations, so the Provider can plan accordingly. If none is given, payment is required for the two weeks whether fully utilized or not and the deposit will be forfeited.
  - If the Provider finds they can no longer care for your child(ren), a 2 week written notice will be given unless there is a danger to the children or the Provider.

## **Leave**

- In the event of an emergency, the Provider will give intentional notice to families and the daycare will have to shut down for the day(s) necessary.
- The Provider will notify you at least 2 weeks in advance of any personal leave being used.
- The Provider has an allotted 13 days of paid personal time, and 13 days of paid sick leave.
  - Your child will not be in care, but you will still be charged.
  - This time will carry over.
  - Provider time resets at the beginning of the year.

- The Provider understands that your child may get ill, have family vacations, etc. So, the Provider offers 6 days of absence of care, free of charge. These 6 days will reset each year, on the anniversary of your child's entrance to the program.
  - The Provider will have to charge for any days beyond these 6 days, whether your child is here or not.
- NHD will be closed on: New Years Day, March 3rd, The Friday before Easter (Good Friday), Independence Day, Thanksgiving (Thursday and Friday), Christmas Eve, Christmas Day, and the day after Christmas, New Years Eve.
  - These are paid holidays. Your child will not be in care, but you will still pay for these days.
  - If any of these days falls on a weekend, the closest weekday will be used.
- NHD will be open on these Holidays: Martin Luther King Day, President's Day, Memorial Day, Juneteenth Day, Labor Day, Indigenous Peoples Day (Columbus Day), Veteran's Day.
  - These are unpaid holidays. If your child is not in care, you will not need to pay for them.
  - If your child is in care, you will pay 1.5x your current rate.
- Parents/Guardians must ensure they have back-up care.

### **Pets**

- The Provider has 1 pet in the residence. Dog, boston terrier, up to date on all necessary vaccinations including rabies.

### **Liability**

- The Provider does not currently have liability insurance.

### **Smoking, Drugs, and Alcohol Use**

- Smoking is not allowed on the property, if caught doing so, The Provider will ask the individual(s) to leave the property.
- The Provider will not be under the influence of non-prescribed/illegal drugs and/or alcohol during the hours of operation of the daycare facility. All alcohol and pharmaceuticals will be kept in a cabinet inaccessible to the children in care.
- The Provider requests parents/guardians not be under the influence of non-prescribed/illegal drugs and/or alcohol when on the Provider's property during business hours.

### **Supervision**

- The Provider is required to be within sight or hearing of infants, toddlers and preschoolers at all times.
- The Provider is required to be available for assistance and care for school aged children.
  - Any school aged children will not be allowed to leave the Provider's property alone without written permission.

### **Discipline**

- Please inform the Provider of your preferred behavioral guidance that is used in your home.
- The Provider is not allowed to use any sort of physical discipline, please do not suggest this method. Provider is also not allowed to threaten, frighten, or humiliate children.
- The Provider will use verbal messages, a short time-out (away from the other children and activities, 1 minute per the age of the child), or take away use of toys or other items. The Provider will reward positive behaviors with verbal praise.

### **Behaviors**

- Biting
  - Biting is a normal stage of development that is common among infants and toddlers and sometimes even among preschoolers. The Provider will care for the bitten child as needed to calm them and proper first aid will be given. The biter will not be punished for the behavior, The Provider will instead conduct closer supervision to try and prevent the biting from happening again and to find the root cause of the biting and correct it.
  - Both sets of parents will receive an alert after the bite occurs.
- Hitting
  - Like biting, hitting is a common developmental stage. Parents will be notified if your child is being hit, or is hitting. Supervision and prevention strategies will be used.
- Aggressive Behaviors
  - More aggressive behaviors such as severe defiance, self injury, excessive hitting/biting, etc will need to be discussed with parents in depth to develop an appropriate strategy.
  - If aggressive behaviors are occurring in the daycare space, all parents will be notified so they may be aware of the situation.

### **Activities**

- Children will participate in age appropriate activities throughout the day.
- Play is the most integral part of this program, both indoor and outdoor. We will also do more structured activities including crafts, reading, drawing with different mediums, sensory play, movement/dance, and many more!
- Outdoor play will be integral, weather-permitting. Children will not go outside when the temperature is above 90° or below 15°. Heat index and wind chill will be factored into the weather consideration.
- We will have movie Fridays and screen time on special occasions e.g. holidays, birthdays, etc. Screen time may also be used when the Provider is feeling unwell, but still well enough to provide care, to allow for a more restful, low-energy day.

## **Communication**

- IT'S ESSENTIAL! The Provider will keep parents up to date on their child with the Brightwheel app. All major communication will be had with this app, be comfortable with it and please talk with the Provider if you have any issues. Please keep the Provider up to date on your child! New behaviors, development, going up in diaper/clothing sizes. And please communicate with the Provider if your child develops an allergy immediately.
- If you wish to have a call/in person appointment to discuss your child(ren), please let the Provider know and we can figure out availability.

## **Trial Period**

- An adjustment period of 2 weeks will be given to ensure satisfaction. The Parent/Guardian and the Provider have the right to terminate the agreement within the 2 weeks without further obligation.

## **Grievance**

- If you have any issues at all with Nurture Home Daycare, please do not hesitate to speak with the Provider. If scheduling an outside hours meeting is necessary, the Provider will accommodate.

## **Questions?**

- If you have any questions regarding child care rules and statutes involved with the daycare program, you may call St. Louis County Family Child Care at **(218)726-2064**. This is the licensing agency for Nurture Home Daycare.

## **Mandated Reporting**

- The Provider is legally required to report suspected or confirmed abuse or neglect of dependents. Please refer to the 'Maltreatment of Minors and Mandated Reporting' attachment for more details.
- If a parent/guardian has any concerns of child maltreatment, they can reach St. Louis County Child Protection at **(218)471-7128**.

## **Attachments**

- Rule Summary for Parents, Maltreatment of Minors and Mandated Reporting.

**I have read and understand this Provider Policy, and agree to uphold the terms of it. I have received the 'Rule Summary for Parents' and 'Maltreatment of Minors and Mandated Reporting' Attachments.**

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date