

Shannon Rooney's
My First Wish Licensed Home Daycare
751 Heather Drive
Shoreview, MN 55126
651-468-5237

POLICIES & PROCEDURES

Thank you for entrusting me with the care of your child. I have been working with young children for over 20 years. I have experience with children 6 weeks old through school age. I have been running and operating my daycare since 2014. I have many years of experience teaching preschool where I implemented a curriculum, preparing the children for kindergarten. I have a CDA (child development associate) degree, and I am CPR and First Aid certified.

Since this will be your child's home away from home, my goal is to provide a safe, loving and homelike atmosphere where your child(ren) can learn and grow at their own pace. I will nurture your child(ren)'s physical, intellectual, emotional and social development. I believe children learn through play and benefit from a structured yet flexible schedule. I strive to foster high self-esteem and teach your child(ren) respect for others, themselves and the world around them.

REGISTRATION

The following forms are required by Ramsey County and the state of Minnesota to be completed BEFORE care can begin:

- FCC Admission and Arrangements
- Policies and Procedure for Reporting suspected child abuse
 - Immunization Record
- Permission to administer Medication

- Provider Policy

DAILY SCHEDULE EXAMPLE (all times are approximate)

- 7:15-9:00 Arrivals, free play, Breakfast
- 9:00-9:15 Bathroom breaks, Diaper changes
- 9:15-9:45 Table Toys/ Free play
- 9:45-10:00 Group clean up
- 10:00-10:20 Circle time/story time
- 10:20-10:45 Arts & Crafts/music/sensory play
- 10:45-11:00 Bathroom breaks, diaper changes
- 11:00-12:00 Outside play/large muscle movement
- 12:00-12:45 Lunch
- 12:45-1:00 Bathroom breaks, diaper changes, story time
- 1:00-3:00 Naps, quiet time
- 3:00-3:15 Wake up, bathroom breaks, diaper changes
- 3:15-3:30 Snack
- 3:30-4:15 Free play, outside play- Parent pick-ups

MEALS & SNACKS

I serve breakfast, lunch and snack, during the times listed above. Infants will be fed on demand or by a schedule provided by the parent/guardian. Your child is allowed to bring pre-packaged, unopened treats to share with all the other daycare children. Please refrain from sending single treats for your child only or from

sending homemade items as well. It is important to let me know if your child has any special dietary needs.

Please ensure your child is well fed if he/she will be missing a mealtime. I will only provide meals and snacks during the scheduled times.

SLEEPING ARRANGEMENTS

All children are expected to sleep, or at least rest during nap time. I provide a safe, comfortable sleep space, with separate bedding. Infants will sleep in cribs with mattress pads, and tight-fitting sheets. I will sleep infants on their backs according to the recommended guideline of the SIDS and American Academy of Pediatrics Foundation.

ILLNESSES

Please contact me immediately if your child contracts an illness, suspected illness, or infectious disease. If your child is sick, please do not bring them to daycare. For example; If your child is vomiting, has diarrhea, an undiagnosed rash, lice, severe coughing, appears to have pink eye, or has a temperature of 100° or higher. If these symptoms occur while in my care, I will keep them comfortable and notify you immediately. You will be expected to make arrangements to have your child picked up promptly to prevent and eliminate the spread of the illness to other children in my care. Your child should remain home until 12 hours after your child's symptoms and/or temperature has returned to normal without the use of fever reducing medicine or 12 hours after their first dose of any prescribed antibiotics.

EMERGENCIES/BACK-UP ARRANGEMENTS

The Admission and Arrangements form must be completed prior to admission. If, for any reason, your child would require emergency medical attention, I need to have your permission to follow any steps necessary for his/her well-being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

If for any reason, I need to leave for an emergency for myself or for my family, I will have my mother Pepper, step in for a short time. You will be called and expected to pick up your child/children. In the event that I am ill, on vacation or have an appointment that cannot be made outside daycare hours and I cannot provide care for your child, you are expected to have back-up arrangements available. I am not responsible for finding alternative care for your child/children.

CLOTHING & SUPPLIES

For children under school age who are toilet trained, please provide one extra set of clothes. For children under school age who are not toilet trained, please provide: two sets of extra clothes, diapers/pull-ups and wipes. For infants please provide: two sets of extra clothes, breast milk (if applicable), bottles, diapers and wipes.

Weather permitting; we will be spending time outside each day. Please provide appropriate clothing for the current season. Please also provide sunscreen and bug spray if you wish for your child to use them.

Child's play can be messy. Your child will be having fun painting, cooking, using a variety of art materials, playing on grass and sand. Also playing with water. Please dress your child appropriately with this in mind.

AUTHORIZED PICK-UP

Occasionally your child may need to be picked up from childcare by someone other than a legal guardian. Unless the names are listed on the Admissions and Arrangements form, your child/children will not be released without written or verbal authorization. I will ask for ID when they arrive.

HOLIDAYS & PERSONAL LEAVE

I will inform parents/guardians at least 28 days (one month) in advance of any personal leave or vacation days. **I will be taking up to 14 days paid vacation/personal time off (PTO) within each year.** Payment for holidays and PTO are due prior to time taken off.

Daycare will be closed the following paid holidays, or the designated day celebrated:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

If a holiday falls on a weekend, the weekday closest to it will be taken as the regular holiday. (i.e If Independence Day falls on a Saturday, I will be closed on the previous Friday, July 3rd)

HOURS OF OPERATION

Care is provided Monday – Friday between the hours of 7:15 am to 4:15 pm. Overtime is considered to be any time before or after these hours. Please respect my time. If you are late for pick-up (after 4:15), and it has not been pre-approved by me, please call or text as soon as possible.

The fee for late pick-ups will be \$1.00 per child per minute of time past 4:15 pm. Should a child remain in care after 4:15 pm without prior arrangements or a phone call or text from the parent/guardian, I will phone the contact person to pick-up the child and late fees will be applied.

RATES

6 weeks- 10 years old - \$247.20 per child /week

Before and/or After School Care - \$128.75 per child/week

Drop- in care -\$56.65 per child /day

Rates are guaranteed whether or not you bring your child/children on your contracted days.

*** Rates will increase by 3% annually, January 1**

PAYMENT

I will accept payment in the form of a check made payable to **Shannon Rooney**, cash, Venmo, or Cash App. I do not carry change for cash payments, but I will deduct any change due from the following payment. Weekly payments will be made the Friday before the week prior to care by 4:15 pm unless pre-arranged. A late fee of \$20 will be added to every day thereafter.

Some breakage and normal wear and tear does occur to toys and furnishings in a child care home. If personal property damage is

either deliberate or excessive, you will be responsible for the harm done.

My First Wish Licensed Home Daycare's Tax ID/EIN is 46-5563382

TERMINATION

I ask for at least 2 weeks notice if you choose to remove your child from my care and I will give 2 weeks notice of termination of our contract on good terms. If I feel that any children or myself are in danger, immediate termination may be set in place. Provider may terminate at will with parents forfeiting all fees.

Please be aware that by signing the attached contract, you are agreeing to the policies stated in this handbook and in the contract. This is a legal binding contract between you and Shannon Rooney s My First Wish Licensed Home Daycare. You will be held liable for each item stated in the contract and handbook. By signing it, you are accepting all of its terms.

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