



Tiara Lee (owner)
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Oklahoma City, OK 73120
Phone: 405-367-7331

PARENT HANDBOOK

Welcome

Welcome to Tiara Tiny Tots Child Care LLC. We are licensed by the State of Oklahoma Department of Health & Social Services, to serve 7 children from the ages of 6 weeks to 5 years at any given time.

Disclaimer

No enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry.

Open Door Policy

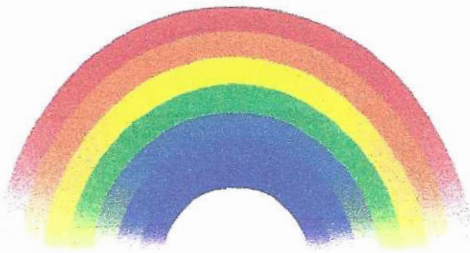
We carry an open door policy – you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. In addition, if your child is having separation issues, it might make it difficult for them when you leave.

Waiver

Tiara Tiny Tots Child Care reserves the right to make any policy or financial changes at any time when it is in the best interest of the daycare and will not compromise the quality of the children's care. Any changes will be given a two-week notice.

My Philosophy

In our Home Daycare, we use positive reinforcement constantly to provide motivation for the children in a loving atmosphere. By understanding and respecting each other, the behavioral development in children will mature and reach a positive level.



Mission Statement

Our mission is to provide a warm, nurturing environment that encourages children to develop their capabilities and interest at their own pace and to their individual needs.

Religious Practices

We say grace before every meal. If you have any objections to your child participating in any religious activities, please let us know so that other arrangements can be made for your child during this time.

Potty Training

We require pull-ups to start potty training for sanitary reasons. Then after two full weeks of being accident free and can verbalize, they have to go they may try regular underpants. Please make sure they have enough change of clothing here during this time.

Hours of Operation

Our hours of operation are 12AM to 12AM, Monday through Sunday, January through December.

Payments

Cash, money order, debit or credit cards will be acceptable methods of payment. WE DO NOT accept checks of any kind.

Payments are on a prepaid basis; and are due every Friday. Anything past that time will be considered late.



Taxes

Applicable documentation will be given to you by January 31st.

Enrollment

Enrollments are based on space available. The following forms will need to be returned prior to the first day of attendance or brought with you on the first day.

- 1. Enrollment form**
- 2. Health History**
- 3. Immunization form**
- 4. Verification of parent handbook signed & dated**
- 5. Transportation authorization**
- 6. Insurance Exception Form**
- 7. DHS Approval letter (will be mailed to me).**

Confidentiality

All information will be kept confidential in a locked file cabinet and will only be released to authorized persons such as but not limited to state licensor, police department, Health and Social Services, and my backup provider.

Supplied by Parents

Breast milk, formula, bottles, diapers, pull-ups, wipes, & pacifiers are to be supplied by the parents.

Holidays & Vacations

Tiara Tiny Tots will be closed on all major Holidays and will reopen the following day. If management decides to take a vacation a two – week notice will be sent out. If families take a vacation a two-week notice is required and all fees are due prior to your vacation.

Arrivals & Departures

Tiara Tiny Tots Childcare assumes full responsibility for your child once they are dropped off and signed in until they are signed out.

When dropping off or picking up children, remember to sign them in or out on the MASTER binder near the main entry.

We cannot release your child to anyone NOT listed on the enrollment form without prior approval from you. You will need to the us know if someone other than you will be picking them up, and they will need a PICTURE ID. **NO SWIPE NO STAY!**

Influence of Drugs/Alcohol

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone else come and get you and your child.

If you refuse a ride and leave with your child we will notify the police department and child protective services with all information required.

Communication

We will be using Class Dojo to keep you updated on daily activities and daily logs. Download the Class Dojo App to stay connected. Also, each month a monthly calendar will be sent home providing activities & a nutrition menu.

Termination/ Withdrawal

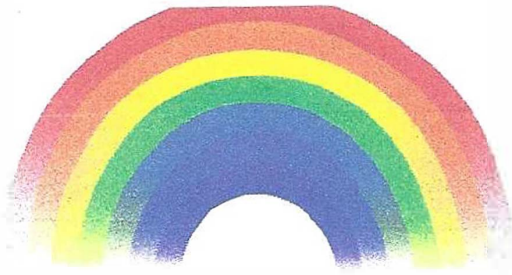
Tiara Tiny Tots Childcare requires a two-week notice prior to withdrawal. We reserve the right to terminate immediately or at any time for, but not limited to:

- 1. Failure to pay fees on time**
- 2. Failure to comply with policies**
- 3. Lack of parental co-operation, communication, or respect for the business.**

We will work with you and your child as much as possible but ultimately, we cannot put our business, the other children in our care, or our family in a compromising situation.

Nutrition

We serve 3 meals and 3 snacks a day. If your child has any food allergies, PLEASE make sure to put this on their enrollment form.



Eating Schedule

Breakfast is served at 7:00 am

AM snack is served at 9:30 am

Lunch is served at 11:00 am

PM snack is served at 5:00 pm

Dinner is served at 7:00 pm

PM snack is served at 9:00pm

Napping/Rest Time

Rest time begin at 12:30 pm & end at 2:30 pm.

In order to reduce the risk of SIDS the following rules will be applied.

- 1. All infants under one year of age one will be placed on their backs to sleep.**
- 2. Nothing can be used in a crib or pack-n-plays except a tight fitted sheet. No pillows soft items or comforters are permitted in cribs and pack-n-plays.**
- 3. The infant's head shall always remain uncovered.**
- 4. When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleep position they prefer.**
- 5. If your child is asleep when arriving I will arouse them a bit.**

If you have any questions about this or need further information, please ask me or call the SIDS alliance at 1-800-221-SIDS or Back to sleep campaign at 1-800-505-CRIB.

Schedule

6:00 – 7:00	Arrival/ Supervised Free Play
7:00 -	Breakfast
7:30 - 8:30	Wash Up/ Bathroom Break
8:30 - 9:30	Circle Time (Welcome Song, Weather, Day of the week, & Calendar-Month)
9:30 -	Morning Snack (Outdoor Play)
10:00 - 11:00	Manipulatives/Blocks/Learning Times
11:00 -	LUNCH/Wash Up
12:00 – 12:30	Story Time
1:00 – 2:45	Rest/Naptime/Quiet Time
3:00 – 3:30	Wake Up/Bathroom Break/Afternoon Snack
3:30 – 4:00	Outdoor play (Preschool group) Group Activity
4:00 – 4:30	Arts & Crafts/ Science
5:00 – 5:30	Structured Play/Group Activity
5:30 –	Dinner Time
7:00 – 7:30	Free Play
7:30 – 8:30	Dinner Snack/Bathroom Break/Song
8:30 – 9:00	Story Time
9:00 -	Rest Time

No meal will end at a specific time

Daily Activities

Our day will consist of one or more of the following: use and develop of language skills, use of large and small muscles, use of materials that encourage creativity, dramatic & manipulative play, daily indoor and outdoor activities pending the weather, active and quiet play, individual and group activities. This will help them learn new ideas and skills, be exposed to a variety of cultures, and protect them from excess fatigue and over stimulation.

Illness Guidelines

Promoting good health and safety is a goal at daycare. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the daycare.

Each child is required by STATE to have on file a health statement signed by a doctor, and immunizations all updated. I require children have all immunizations to attend here.

Please do not bring you child to daycare if any of the following apply:

1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours)
2. Diarrhea
3. Vomiting
4. Draining rash anywhere on the body
5. Eye Discharge (Pink Eye)
6. Lice or Nits
7. Communicable disease (chicken pox, measles, etc.)
8. Severe coughing or Congestion

Before returning you child to daycare they MUST BE free of all symptoms for 24 hours.



Medications

Before we can administer any prescription or non-prescription medications to your child you will need to do the following:

All medications must be brought in the original container with the following information on the label: Child's name, Prescription name, Doctors name, Dosage, Pharmacy name and phone number, Instructions for administering, & dates the medication is to be used for.

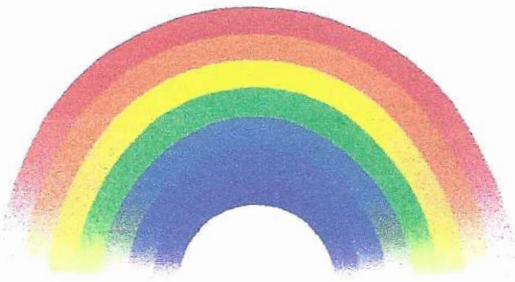
Non-prescribed medications may include but are not limited to:

- 1. Antihistamines**
- 2. Non-Aspirin fever reducing/pain reliever**
- 3. Decongestants**
- 4. Anti-itching ointments or lotions**
- 5. Diaper rash ointments or lotions**
- 6. Sunscreen**
- 7. Cough syrup**
- 8. Teething gels**
- 9. Insect repellent**

If a child will be on long term med, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files.

Medications that are not being used must be sent home. Only asthma type medications can be kept here to be used as needed.

A medication log will be available for you to review daily



CHILD ABUSE REPORTING

All staff at Tiara Tint Tots Child Care LLC will report any suspicion of child abuse, neglect and or human trafficking to the local office of the Oklahoma Department of Human Services or the Statewide Child Abuse Hotline (1-800-522-3511).

Failure to report is a misdemeanor offense and upon conviction is punishable by law.

COMPLIANCE FILES

Compliance files are located near the sign in entrance.

ENROLLMENT CONTRACT

I have received a copy of the Tiara Tiny Tots policy handbook, disaster plan, Fees and handouts. I have read, understand and agree to abide by the policies contained therein. I understand there is not a trial period and unless otherwise notified, the child will be accepted and permanently enrolled. I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child from the daycare program.

I also agree to give a minimum of two weeks written notice (ten full daycare days) of my intent to withdraw my child from the daycare program. If a two weeks' notice is not given, I agree to make full tuition payment for the final two weeks. Unpaid vacation/sick days cannot be applied to the final two-week period.

Please initial next to each item. I want to be sure you understand and agree to these policies.

- ☐ I understand that I must provide a completed medical form and shot record to the daycare.
- ☐ I agree to have our child/children photographed.
- ☐ I understand there may be a need to transport my child for emergencies only.
- ☐ I understand daycare payments are due Friday at drop off. Late fees are \$30.00
- ☐ I understand the hours of operation are 24 hours.
- ☐ I have contracted for the hours of _____ to _____ Monday Tuesday
Wednesday Thursday Friday Saturday Sunday (circle days needed).
- ☐ I understand infant rates \$175/week, 12-23months \$170/week, 24-35months \$165/week, 36-47 \$160/week,
48-59months \$155/week, 60months \$150/week.
- ☐ I understand the pick-up policy for other than parental pick-up.
- ☐ I understand the illness policy.
- ☐ I understand the meal policy.
- ☐ I understand the potty-training policy.
- ☐ I understand the behavior policy and I have read and shared the daycare rules with my child.
- ☐ I understand the no swipe no stay policy.
- ☐ I understand there will be a two-week notice given out when staff decides to take vacation.
- ☐ I understand a two-week notice is required for family vacation.
- ☐ I understand the child Abuse Reporting.
- ☐ I understand a two-week notice is required prior to termination/withdrawal.
- ☐ I understand Tiara Tiny Tots reserve the right to terminate immediately or at any time for, but not limited to 1.) Failure to pay fees on time. 2.) Failure to comply with policies 3.) Lack of parental co-operation, communication, or respect for the business.

Provider's Signature

Date

Parent Signature

Date