



# Pamm's House Policies

## Payment Procedure

A deposit equal to a weekly payment for child care is required. This is non-refundable and may be used towards your child's last week of care if you request it two-weeks or more before your last day of care. If less than a two-week notice is given, the deposit will be forfeited.

Payment may be made in cash or online (no checks, please) and is due every Friday morning at drop-off (or by 10am), for the next week of care. A late fee of \$20 will be billed if the payment is late. Child care rates are weekly; therefore the price is the same during holidays and absences. Substitution of regular scheduled days cannot be permitted. Child care fees are non-refundable. A yearly receipt will be provided to you in January by email with the total of all payments made from the year before.

You may take up to two-weeks vacation per year at half the weekly rate to hold your child's spot if you give at least a two-week notice. If you are paid for your time off, I ask that you extend the same courtesy to me.

I do not offer extended care and charge a \$20 fee for early drop-off or late pick-up. If you are going to be late due to an unforeseen circumstance please text, email, or call to let me know.

## Drop-Off & Pick-Up

Your child must be signed in and out every day using the Time Clock Computer.

Children are to arrive clean and dressed in comfortable play clothes as sometimes we get messy. Please do not send any toys, coins, soda, candy, gum or other foods as they cause disruptions and messes. Short goodbyes are easier -- The shorter the goodbye, the shorter the cry.

Children will only be released to the people named on the Pamm's House Pick-Up Form (you can revise this any time). I require a photo ID to release your child to anyone I am unfamiliar with.

## **Discipline**

Pamm's House helps children learn the rules by redirecting, giving choices, problem solving, or having the child sit away from the activity for one or two minutes depending on the age of the child. We have a big emphasis on language skills, including teaching a few signs in sign language, to minimize toddler frustration and discipline problems.

## **Supplies**

I provide diapers, baby wipes, store brand formula, meals, snacks, bottles, sippy cups, blankets, nap items and just about everything except a change of clothes and medication. Please make sure your child has two sets of clean clothes in the cubby at all times and provide medication (Tylenol, teething meds, etc.) to leave at daycare. Pamm's House is not responsible for lost or broken items.

I follow the Child Care Food Program meal pattern. I make wholesome foods from scratch for the children and minimize serving processed foods, juice, and sugar. Water is available to children at all times and milk is served with lunch.

## **Need To Know Information**

In addition to this list of policies, clients are responsible to be familiar with the information on the website: <http://pammshouse.com/forms.html>

\*Technology & Communications

\*Bite Policy

Pamm's House Program

\*Keep Me Home If . . . (Illness Policy)

Family Food (Not Baby Food)

Party Guidelines

\*Checklist

Typical Skills Children Learn in Family Day Care

\*Daily Schedule & Holidays

Family Style Care

Sample Menus & Meal Patterns

\*Back-Up Care

Potty Training

Teething & Diarrhea

Maternity Leave

That is a lot of information. Some of it is for specific times in your child's development such as potty training, teething or transitioning to table food. Please pay close attention to the marked (\*) forms as they are forms that can prevent misunderstandings about me and my child care.

Documents that need to be filled out and returned to Pamm prior to child care:

Child's Biography

Pick-Up Form

A copy of child's shot record or Request For Exemption To Immunization

Permission Form

Child Care Agreement