



TINY TREASURES CHILDCARE HANDBOOK



Mindy McCandless

208 Beech St, Vincennes, IN
tinytreasures2026@outlook.com
(812) 881-2027

Drop-Off and Pick-Up Policy

Child care hours are strictly 6:30 AM to 5:00 PM.

Children may not be dropped off before 6:30 AM and must be picked up no later than 5:00 PM. Cut off time is 10 AM unless arranged. Please respect these hours. Arriving early or picking up late disrupts the program.

Late Pick-Up Policy

A late fee of \$5.00 will be charged for every 10 minutes after the scheduled pick-up time. Late fees are due at the time of pick-up or before the child returns to care. After the fifth late pick-up, care will be terminated. This policy is in place to protect the provider's time, ensure fairness to all families, and maintain the integrity of the program schedule.

Drop-Off Cut-Off Time

Any children dropped off later than cut off time requires communication through call or text.

Arrivals and Departures:

Please try to have your child attend as close to the days and times indicated on your contract agreement. If you plan any variations to your child's schedule, please try to let me know in advance so I can plan activities accordingly. I ask that whenever possible, children do not get picked up or dropped off during nap time. If you must drop off or pick up during nap on occasion, I ask that you message me just before you get here, or when you arrive so I can quietly wake your child, and bring them out to you without waking the other children up.

Enrollment

To enroll your child, enrollment fee (\$130 first week pay) is required and is due on or before the first day of care.

Tuition Policy

Tuition is a flat rate of \$130 per week (all 52 weeks of the year) for all children and is due on or before Monday for the current week of care. This fee secures your child's spot and is required regardless of attendance. I will require a late fee of \$10 for every day past your scheduled pay day. There are no discounts or refunds for absences on days when the daycare is open. However, if the daycare is closed for any reason, tuition will be adjusted accordingly. Part time care will be discussed at a prorated amount before contract signing. I accept payments through cash and cashapp.

*Terminating care contract requires a 2 week notice (hand written preferred), but as much notice as possible is appreciated.

Paperwork:

All Enrollment paperwork must be completed and returned on or before the child's first day of care. It also needs to indicate who may pick up your child. This information will also be kept on file. Children will not be released to anyone other than the custodial parents unless the parent provides a written request to release the child to a specified person. Identification of that individual may be requested at the time of pick-up.

Absences, Holidays and Vacations:

I strive to be available every day; however, there may be rare occasions when I am unable to provide care due to family emergencies or unforeseen circumstances. In such cases, it will be your responsibility to arrange alternate care. I will provide as much notice as possible for any circumstances. I will allot 3 PTO days for me in the case of emergencies, but anything beyond 3 days, parents will not be charged for that time off.

Please note that tuition will not be discounted if your child is unable to attend for any reason, including illness, unless you receive notification that the daycare is closed that day. If your child will not be attending or if drop-off times will differ from the usual schedule, kindly notify me as soon as possible. Thank you for your understanding and cooperation!

Daycare will be closed for the following holidays: New Years Day, Good Friday, Independence Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after Christmas. There will be no refund or discount for closed holidays.

Each summer, the daycare will be closed 1 week for vacation, you will not be charged for this week. Each year I will take vacation time. You will be notified in advance of the dates. You will be responsible for obtaining alternate care during this time.

Personal Belongings and Parent Provided Supplies:

Parents are required to supply:

- A full change of clothing including socks. (should be appropriate for the current season)
- Proper outerwear for outdoor play.
- Blanket for naptime
- Diapers, pull-ups, formula, and/or baby food for their child.

*Please mark your child's first and last name on all of their belongings

Nap/Quiet Time:

I try to make rest time a relaxing time when children can sleep. If your child does not nap, please understand I do not insist that he/she fall asleep; I do require the child to rest quietly so the other children are not disturbed. Each child is provided with a cot for napping. Blankets and pillows are laundered at least weekly.

*If your child has outgrown naps, they have outgrown my program. Naps will not be skipped, or shortened for any reason.

Nutrition/Meals:

I provide the following meals each day:

Breakfast @ 8:00
Lunch @ 11:00
Afternoon snack @ 2:30

No child will be made to sit for the entire meal time under any circumstances, and may excuse themselves from the table at any point when they feel they have had enough to eat. Children will be encouraged to eat, but will never be forced to eat. If parents prefer to send food, only food that doesn't require reheating will be allowed. All outside food must be approved and agreed upon by me.

Guidance Policy:

I will encourage and teach your child to use their words to settle conflicts. Children will be encouraged to resolve conflicts on their own as much as possible. Acceptable techniques and approaches to help children solve challenging behavior problems will be used. These techniques include, but are not limited to:

1. Redirecting the child to an alternate activity.
2. Rewarding acceptable behavior
3. Encouraging children to talk about their feelings
4. Modeling acceptable behavior for the children by speaking and interacting in a positive manner.
5. Telling children what they can do instead of what they can't do.
6. Protecting and preserving children's feelings, reminding them that they are lovable and capable.
7. Offering children choices only I am willing to abide by their decisions.
8. Working with children instead of against them.
9. Giving children safe limits they can understand.
10. As a last resort, children may be removed briefly from the group when the child's behavior results in harm to self, others, property or disruption to the rest of the group.
11. Children are encouraged to use their words to express their emotions, needs and ideas.

Redirection or ignoring the behavior when dealing with minor forms of misbehavior is considered appropriate. If the child continues to be disruptive or to threaten harm to another child, he/she will be removed from the immediate area. If the child's behavior becomes too difficult to manage within the classroom, I may request immediate pick-up. If the problem continues, a family conference will be required.

I will not at any time:

1. Isolate a child in any area where the child cannot be seen and supervised by me.
2. Use corporal punishment. The term corporal punishment means spanking, biting, shaking, slapping, twisting, or squeezing, demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures, and forcing the child to eat or have in the child's mouth: soap, food, hot spices, or foreign substances.
3. Withhold or use food, rest, or sleep as a punishment.
4. Use methods of discipline that frighten, demean, or humiliate a child. If the unacceptable behavior does not improve after all acceptable guidance techniques and approaches have been tried, parents will be notified. In the event of extreme behavior problems that threaten the health and safety of the other children, the parent will be contacted to pick up their child immediately.

Tiny Treasures reserves the right to require a child be withdrawn from the program without a notice period if the child's behavior is determined to be detrimental to the program or if the health and safety of the other children or provider is compromised or jeopardized.

Biting Policy

Biting is a common but serious behavior in early childhood settings. While it can be developmentally typical for young children, especially those who are teething, non-verbal, or struggling with impulse control, it poses a safety risk to others and cannot be allowed to continue.

Our Approach:

Each biting incident will be:

- Documented and communicated to both families (the child who bit and the child who was bitten)
- Handled with immediate redirection, supervision, and appropriate developmental guidance

Three Strikes Policy:

If a child bites three times, the following will occur:

1. After the first bite, parents will be notified and the incident documented.
2. After the second bite, a meeting may be scheduled with the family to discuss strategies and support.
3. After the third bite, the child will be dismissed from the program, either temporarily or permanently, depending on the severity and circumstances.

Immediate dismissal may occur at any point if a bite causes serious injury or if the behavior escalates aggressively. This policy is in place to protect the physical and emotional safety of all children in care. While we recognize biting as a developmental phase for some, my top priority is maintaining a safe environment for everyone.

Medical/health policy:

Any medical/developmental concerns should be communicated and documented prior to enrollment.

Illness

If sick children do not attend, there will be fewer infections for me and all children. Please remember that if a child attends care while sick, and I get sick the daycare will have to be closed until we are no longer contagious. It benefits you as much as me to keep your children home when sick. In the event of illness, parents will be notified and expected to pick up their child immediately. In some instances you may be required to bring a note from the doctor stating your child is well and able to attend day care.

To maintain a safe and healthy environment for all children in care, the following illness and medication policies are in place:

1. Provider's Discretion:

The final decision regarding whether a child is too ill to attend rests with the provider, regardless of a doctor's note. If a child is unable to participate comfortably in daily activities or requires more care than can be provided without compromising the health and safety of other children, they must remain home.

2. Medication Use:

If a child requires medication (excluding routine, non-illness-related medications) to get through the day, they are likely too ill to attend. Parents are required to inform the provider of any and all medications their child has taken in the past 24 hours. This includes prescription and over-the-counter medications. Failure to disclose medication use can be dangerous and is considered a serious breach of trust and safety. In the event of an allergic reaction or emergency, not knowing what a child has taken could delay critical care.

3. Symptoms That Warrant Exclusion:

Children will be excluded from care if they present with new or worsening cold symptoms, including but not limited to:

- Fever
- Persistent cough
- Discharge from eyes or nose that is thick, green/yellow, or excessive
- Lethargy or unusual irritability
- Signs of contagious illness (including but not limited to ear infections, conjunctivitis, flu, RSV, or COVID-19, Hand Foot and Mouth Disease)

4. Honesty and Transparency:

Parents are expected to be fully honest about their child's health, symptoms, and medical needs. Failure to disclose visits to urgent care or the ER, medication use, or changes in symptoms will result in termination of care. There is zero tolerance for withholding health information. Any child who has any of the following cannot attend the program:

1. A suspected or diagnosed communicable disease. The child may return after being evaluated and approved for inclusion by a health care provider to participate in the program.
2. A severe cold with frequent, persistent cough, and or thick green nasal discharge accompanied by a fever.
3. Persistent diarrhea defined as three or more loose stools in a 24 hour period. The cause of the diarrhea does not change this policy.
*Whether it is due to illness, medication, diet, teething, or any other reason, children with persistent diarrhea must remain home until they are symptom-free for at least 24 hours without the use of medication.
4. Vomiting in the previous 24 hour period. The cause of the vomiting does not change this policy. Whether it is due to illness, medication, diet, teething, or any other reason, children who have vomited must remain home until they are symptom-free for at least 24 hours without the use of medication.

5. A fever defined as the following: a temperature of 100* or higher
6. A temperature above 99.5 or higher that is accompanied by a behavior change, stiff neck, rash, unusual irritability, poor feeding, vomiting or abnormal excessive crying
7. Undiagnosed rash, hives or welts that appear and spread quickly, except diaper rash.
8. Conjunctivitis or pink eye. A child must be on medication 24 hours before returning to the program. A Doctors note will be required to return to care.
9. Head Lice. Any child identified as having head lice is not permitted back to daycare until he/she has been checked and the child is nit and lice free.
10. Strep throat. A child must be on antibiotics and fever free for 24 hours before he/she is able to return to care. A Doctors note will be required to return to care.
11. Hepatitis A
12. Hand Foot And Mouth Disease. (Child must remain out for a minimum of 7 days. Return to care guidelines: Fever-free for 24 hours (without medication) Eating and drinking normally, Free of any open or oozing sores, Cleared by a provider if symptoms were more severe.
13. Influenza A & B. Children diagnosed with or showing symptoms of influenza (flu) must be kept home from care. Return to care guidelines: Fever-free for at least 48 hours without the use of fever-reducing medications (such as Tylenol or Motrin) No longer experiencing excessive fatigue, body aches, or respiratory distress, able to participate comfortably in the normal daily routine.
14. Bronchitis or any severe respiratory symptoms. NO DAYCARE UNTIL 48 HOURS AFTER THE START OF MEDICATION.
15. Gastrointestinal disease or illness
16. Measles
17. Tuberculosis
18. Scabies
19. Impetigo
20. Covid-19
21. Surgery of any kind requires a doctor's note stating the appropriate level of activity the child is allowed.

In some cases, a doctor's note may be required for your child to return to daycare after an illness. This decision is made at the provider's discretion, based on the type and severity of symptoms, the risk of contagion, and the overall health and safety of the group.

* If your child is sent home due to illness, they must be fever free without the use of fever reducing medication for 48 hours to return. Children may return to care after 24 hours only if they are symptom-free and able to fully participate in normal daily activities without the need for additional care.

Medication policy:

Medication is safest when given at home and that, only if necessary, should I administer the medication. I will have to have a Consent/Administration Form filled out and signed for each medication. Parents will be immediately notified if their child has been involved in an accident. If, at the time of the accident, it has been determined that further medical evaluation will be immediately required, 911 will be contacted.

Incident Reports:

Parents will receive a text message notification of all injuries.

Fire and Emergency Evacuation Drills:

I have a written fire evacuation plan. A fire drill is conducted monthly. Parents will be notified in the event of an actual emergency and given directions on how to proceed with pick up of their children.

Child Abuse:

As a family childcare provider, the law mandates me to recognize and report any evidence of child abuse or neglect. This is strictly for the benefit of your child. This policy also includes the proper use of child car seats. If I suspect you are under the influence of alcohol or other substances at pick-up time I will do the following before releasing your child from my care:

- a) Call someone on your designated pick-up list
- b) Another arrangement of your choice that is an acceptable solution
- c) If you insist on taking your child anyways, I will have no choice but to call the police and/or Child Protective Services. My first obligation is to the safety and welfare of your child.

Acknowledgement

I have read and agree to all policies in this handbook.

Parent/Guardian Signature:

Date: