

Tye's Tiny Tots Parent Handbook

Mission Statement

Tye's Tiny Tots mission: To provide professional, tailored and affordable childcare services while creating a stress-free experience for parents. We organize it all for you, whether you need constant care or drop in care.

At Tye's Tiny Tots, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Purpose and Philosophy

Our goal for Tye's Tiny Tots is to provide a "Home Away From Home" for all children in our care. We are dedicated to creating a warm and nurturing atmosphere that allows children to develop at their own unique rate. Children need to feel safe and confident in order to learn and grow. At Tye's Tiny Tots we work towards cultivating a positive, fun environment by treating each child with respect and providing lots of loving individual attention.

Tye's Tiny Tots encourages developmental growth in the areas of intellectual, social, physical, and emotional skills, through a wide assortment of group activities, individual play, and quiet periods. We also like to incorporate specific interests of each child into our curriculum.

We believe that effective home care works as a partnership between parents and the childcare provider. Parents are encouraged to make suggestions and comments. Parent visits are welcomed with appointments. We look forward to working together to provide your child with the best care possible at Tye's Tiny Tots.

Hours of Operation

- Monday 7AM-7PM
- Tuesday 7AM-7PM
- Wednesday 7AM-7PM
- Thursday 7AM-7PM
- Friday 7AM-7PM

Tuition

Full Time:

- Toddler Care (48 Hours or less) \$200.00
- Infant Care (48 Hours or less) \$225

Part Time:

- Infant Care (27 Hours or less) \$175
- Toddler Care (27 Hours or less) \$150.00

Drop In Care 10\$/HR

Book at tyestinytots.com

Unfortunately at this time we do not take the ABC voucher.

Daily Schedule sample

- 7AM-8AM Arrival and Greetings
- 8AM Breakfast
- 8:30AM Circle Time
- 9:15 Outdoor play
- 10:30AM Snack
- 11AM-1PM Nap Time/ Quiet Time
- 2PM Lunch
- 3PM Daily Lesson
- 3:30PM-4PM Outdoor Play if available (if not Indoor activity)
- 4:30PM Snack
- 5PM-6PM Free Play and Table Play

Rooms and Ratio

Tots Caregiver

- Infant room: 4 2
- Toddler room: 6 2

We do observe the following holidays and will be closed unless prior arrangements have been made:

- Martin Luther King Jr Day (January 15)
- President's day (February 19)
- Easter Monday (April 1)
- Memorial Day (May 27)
- Juneteenth (June19)
- Independence Day (July 4 & 5)
- Labor Day (Sept 5 & 6)
- Columbus Day (Oct 14)
- Thanksgiving (Nov 28 & 29)
- Christmas (Dec 23-27)

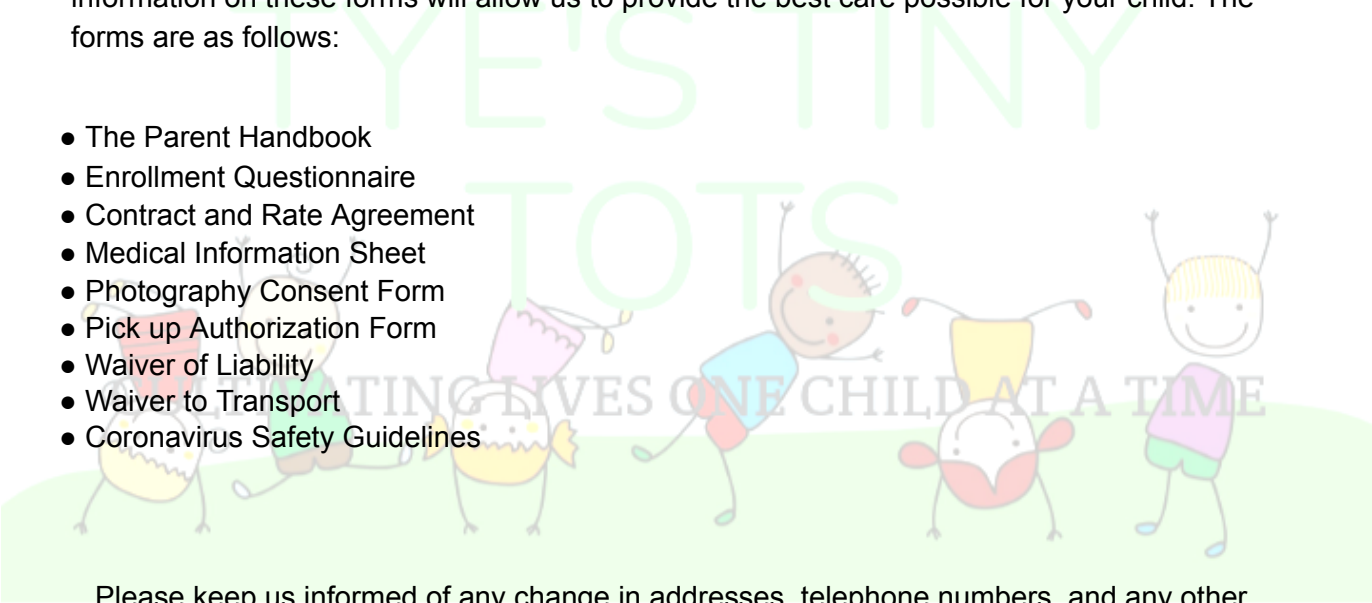
Your specific day(s)/hours of care will be outlined in your contract/rate agreement. **Any hours outside of these can be requested for an additional fee.** We require one week's notice if you need to change your enrollment hours/days. We offer both full-time and part-time care. We also offer overnight and weekend care by request only.

Enrollment Policies

We require at least one meeting with parents before we choose to work together. You are encouraged to bring your child so that your child will have an opportunity to meet staff and the other children in our care. Parents also have the opportunity to take a look around common areas and ask any questions regarding our services.

Prior to your child's first day, there are several forms that parents must read and/or fill out, sign, and return before we can take responsibility for caring for your child. **No exceptions.** The information on these forms will allow us to provide the best care possible for your child. The forms are as follows:

- The Parent Handbook
- Enrollment Questionnaire
- Contract and Rate Agreement
- Medical Information Sheet
- Photography Consent Form
- Pick up Authorization Form
- Waiver of Liability
- Waiver to Transport
- Coronavirus Safety Guidelines



Please keep us informed of any change in addresses, telephone numbers, and any other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Your specific rates will be outlined in your Contract and Rate Agreement. **A registration fee of \$50.00 is required to hold your spot once you decide to move forward with care from Tye's Tiny Tots. Full tuition is due no later than 12pm every Monday. No refunds will be issued.**

Any weekend or holiday bookings must be made with a 7 day notice. Once booked you must pay in full to reserve your spot. There will be a cancellation fee of 25% of the booking once you have reserved your spot.

Without prior agreement, at least 7 business days before tuition is due, there will be a \$20/day late charge beginning at 1pm Monday afternoon for each day the payment is late not to exceed

140\$ (7 days). This late fee will need to be paid no later than the following week's tuition or attendance may be denied.

We are very strict on schedule and routine here at Tye's Tiny Tots as we understand that structure is very important in a child's daily routine. Therefore we will not be accepting children after 9am (unless previously arranged), as that is when our day officially starts although we would love for children to be here no later than 8:30 to be included in our daily circle time which prepares the children for the day. Recognizing that sometimes things "happen", early drop off or a later pick up can be arranged ahead of time (24 hours in advance) if absolutely necessary. **There will be a \$1.00 per minute charge for late pick up, without previous arrangement. While we attempt to accommodate every family, a drop off time prior to 7am or a pick up after 7pm will be an additional 20\$ convenience fee.** Your child can not be picked up later than 7:30pm without prior arrangement, at this time we will attempt to reach you at every contact point we have before SCDSS will be called. Your cooperation in this matter will be greatly appreciated.

Once you have contracted childcare services from Tye's Tiny Tots a space has been reserved for your child that can not be filled on a short-term basis. **Parents are required to pay their full weekly tuition regardless of your child's attendance.** This will ensure that your child's spot is reserved.

Fees are reviewed on a quarterly basis (January, April, July, October). There may be a fair price increase at this time but you will be given a 60 day notice of increase and will be required to sign a new contract reflecting this price change. A paper/electronic receipt can be provided each week for payment upon request.

Attendance

Respectfully, we ask that you give 2 weeks notice if you know your child will not be present (vacation, spring break, holidays etc.). **Any no call/no shows or last minute cancellations will still be charged regular fee.** Please keep in mind if you miss a day of your regular schedule you can not bring your child another day to make up the absence without prior arrangements.

We ask that all parents provide 2 weeks notice prior to the time you may want to take off for holidays. **Please remember that tuition is due every week regardless of attendance.** This is to secure your child's spot in our program. **During holidays if care has been provided for at least 2 days that week full tuition is due as normally scheduled.**

Trial Period/Termination Policies

The first two weeks of enrollment are probationary for everyone. During this period parents or caregivers may terminate the child care agreement with a 24 hour written notice. Full pay is required for days service was provided.

After this probationary period, either party may terminate the child care contract by giving two weeks written notice. **If the two weeks written notice is not provided parents will be required to pay 2 weeks worth of tuition due within 7 days of contract termination.** After this time any necessary action will be taken.

Tye's Tiny Tots reserve's the right to terminate this contract without notice in the event of (but not solely limited to): A parent fails to comply with the policies set forth in the policy handbook or child care agreement, A parent is verbally abusive, threatening, or disrespectful to any caregiver or other children, A parent or child is being destructive and/or violent and if the staff has no ability to meet the child's needs without additional assistance in the daycare or, in the case of delinquent fees.

Parent Participation/ Communication

Open communication with all families using Tye's Tiny Tots services is very important to us. When you come on board with Tye's Tiny Tots you will be invited to join our Kindertales* app. Reports of a child's activities, meals, temperament, rest schedule etc. will be available every day via the app. You can also receive pictures and/or videos through the app as well as send and receive notes about your tots needs such as diapers or a change of clothes. Sensitive issues will be discussed in private outside of regular childcare hours either by telephone, email, text, or face to face meeting. We also have a private FB page for parents that are currently in our program. Here we post a lot of our daily activities as well as keep parents updated on any events, activities, field trips, or birthdays that are coming up.

We welcome any questions, concerns or discussions of any kind. The way we see it, we are working together to ensure your child gets the best care possible. Your phone calls are welcomed at any time. While we may be outside with the children or setting up an activity inside if we do not answer the phone please leave a message and we will return your call as soon as possible. Always feel free to text/email at any time as well. The best time to call during the day is early afternoon during naptime (11am-1pm).

Program

Our Creative Curriculum is based on a high-quality curriculum that's designed specifically for the unique family child care setting. We follow the Montessori format of education that is based on self-directed activity, hands-on learning and collaborative play. It recognizes both the joys and challenges of providing individualized experiences that are as nurturing, intentional, and responsive for infants as they are for school-aged children.

Our program will set up the learning environment, plan developmentally appropriate routines and activities for every day of the week, and promote children's learning and development in all the core areas (fine motor skills, gross motor skills, music appreciation, critical thinking, and arts and crafts). Free play, daily walks, reading, singing, music, outdoor play, educational TV/videos are just a few of the activities we do. Programs will revolve around such things as the seasons, holidays, pre K readiness and specific interests of the children. We do celebrate holidays, if there are any holidays that are important to your family please let us know and we will include them as well. We do allow a limited amount of television viewing. We may watch an appropriate movie or program on the occasional rainy day if we are not able to go outside. I like to use stations such as Nick Jr and PBS as well as a few YouTube channels (specific videos, movies, and/or shows can be provided for you if desired). These stations provide shows suitable for children of all ages. We also take field trips in and around Aiken County, these field trips are free for all full time children but will be an additional cost for part time children. Parents will be notified at least 30 days in advance on any outings and have the option to opt out. Parents are always welcomed to all field trips and events that Tye's Tiny Tots is hosting.

Behavior Management

Our philosophy in life is to treat children with respect and dignity at all times. Our job is to ensure that your child enjoys and makes the most of his or her time at Tye's Tiny Tots. Children are just beginning to learn how to interact with the world beyond their home. The tools we use in supporting good behavior management are praise, respect, positive redirection, active listening, and fair consequences for behavior. Appropriate limit setting, positive reinforcement, and consistency goes a long way in helping to give children a good start in learning to manage their behavior. We encourage children to solve problems themselves, but we are ready to assist if necessary by providing possible words, phrases, or other appropriate conflict solving tools.

The rule of thumb at Tye's Tiny Tots is "Treat yourself, others, and the things around you with respect". If a child is a threat to others or the property around them, or previous warnings given, a "time out" or a cool down period may be used. After the "time out", I will briefly discuss the behavior in short sentences the child will understand. Children will never be punished if they have an accident (spills, bathroom accidents etc), only encouraged to help clean up.

If a child exhibits serious behavior issues, we will discuss the situation privately with parents. (Biting, swearing, kicking, damaging property etc.) If there is no noticeable change in the child's behavior and/or the other children or caregivers are in physical danger then the child will no longer be able to attend Tye's Tiny Tots.

Meals and Snacks

Tye's Tiny Tots provides healthy meals and snacks. They are a daily opportunity for us to sit down together, eat, and socialize. Children are encouraged but never forced to eat.

Parents are required to provide all meals and snacks for children under 18 months old. Formula/drinks must be premade and will be stored in the refrigerator unless otherwise discussed. We will do our best to incorporate some of your child's favorite foods in our meal plans. Please make sure that you include some of these items on the child profile/information sheet. It is also important that you provide any allergies your child has or that you may notice develop.

Supplies

- Parents are responsible for supplying:
- Extra change of clothing appropriate to season
 - Diapers or pull-ups for potty trainers
 - Wipes
 - Bottles & formula
 - Suitable outdoor clothing for the season

We encourage sensory play and creativity which means that sometimes your child will get messy. Please ensure that your child comes to daycare dressed ready to play. We also will be outside for a period of time weather permitting. Please ensure that you provide appropriate outdoor wear for the season.

Illness

The health policy is for the health and well-being of all the children at Tye's Tiny Tots and enables us to provide the best possible environment for your child. For this reason we do require what we call the "kiss and go procedure". We ask that parents do not enter the property but do door drop offs to reduce risks of cross contamination as well as helping with the children's transition.

Parents must keep a child at home if he or she has a contagious illness. Please call before 8pm or if possible earlier to inform us your child will not be at daycare the following day due to illness. Please leave a message on our voicemail if we are unavailable.

The main illnesses are:

- fever (101 F/39.5 C or higher)
- vomiting
- diarrhea
- discharge from eyes and/or ears
- conjunctivitis (pink eye)
- unexplained rash
- Contagious illness of any sort (constant coughing and/or constant runny nose)

If a child displays any of these symptoms while in my care, I will contact parents immediately. Your child may return 24 hours after the temperature has returned to normal vomiting/diarrhea has stopped for 24 hours after the first dose of an antibiotic. Your child may return after the incubation/contagious period is over and he or she is well enough to carry on with the daily schedule. Your child is welcome to attend if he/she has a mild cold and is able to participate. If medicine needs to be administered please be sure to have specific instructions on times and dosage needs.

To help eliminate the spread of germs, regular toy washing and disinfecting will take place. If there has been a child with an illness, we will wash the toys on a more regular basis. Children will wash hands after toileting, at meals and snacks. We will wash our hands after diapering, at meal prep, and at meals and snacks.

Due to covid 19 we are taking breaks after each meal to clean, wipe, and sanitize all toys and common areas. Please refer to our Coronavirus safety guidelines page for more details on how we are taking steps to ensure not just your child's safety but our parents and caregivers as well.

With Mrs. Tye having a compromised immune system and being unable to take the vaccinations

we are very strict about our policy on illness. We will do our best to keep ourselves and our family healthy and germ free but there may be a time when we may get too sick to provide care. We will let parents know as soon as possible so you can make alternate arrangements for your child (we always recommend that you keep a backup provider for just these purposes.). We will try to call as soon as symptoms arise, but sometimes this is not possible. If a staff member falls seriously ill during the course of the day, we will notify parents immediately. It will be your responsibility to find alternate care for your child. We strongly recommend that you have a backup provider lined up for the times that we may be closed due to illness or emergency.

Emergencies

We make every effort to provide the children with a safe environment through supervision and childproofing. However, minor bumps, scrapes and cuts are inevitable. In the case that something should happen, the appropriate first aid will be given and parents will be notified. If a major injury or medical problem occurs, the parents will be contacted immediately. If I am unable to contact either parent, I will call the emergency contact numbers supplied to me. If necessary I will not hesitate to call 911 or the poison control center, prior to calling the parents. If necessary the injured or ill child will be transported to the hospital by ambulance at the parent's expense. All parents are responsible for completing the child's Health Form and Consent for Emergency Treatment and Transportation. These forms must be signed prior to the child starting at Tye's Tiny Tots.

Potty Training

We are happy to help you with potty training your child. If we work as a team the process of potty training should be as smooth as possible. We ask parents to start the training at home (on vacation or weekend) and we will continue your process at Tye's Tiny Tots. We like to follow the parent's lead so there is less confusion for your child. When your child is ready to start potty training I ask that parents provide plenty of pull ups and changes of clothing. All wet clothing must be taken home by the parents and replaced the following day.

Releasing Child from Care

The normal procedure for release of a child is to let them go with the parent or guardian. I will not release a child to anyone besides a parent or guardian unless I have been notified of a change. A verbal notice is fine on the day. If I do not know the person I will ask for photo identification. This procedure is done for your child's protection. Please inform your emergency contacts and designated pick-up people so that they will not be surprised or offended.

Coronavirus Safety Guidelines

Due to Covid 19 we are asking all parents to pick up/drop off at the door to help maintain social distancing. We are asking parents to be on the alert prior to arrival for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness. We have set up hand hygiene stations at the entrance of the facility, so that people can clean their hands upon entering. Social distancing can decrease the spread of COVID-19. When possible, every effort will be made to keep children from excessive touching. We have also decreased the number of children in care to reduce risk of outbreak. We also are currently only allowing parent visits upon request. Children have been assigned their own personal cot, blanket, and pillow for nap times as well as their own eatery during meals. This will help decrease the possibility of cross contamination. We are also taking care to be sure all common areas are well ventilated with open windows and or doors when possible. In addition to rigorous hygiene, sanitation, and disinfection, which licensing rules require child care providers adhere to, special attention will be paid to the following:

- Surfaces and objects that are frequently touched will be sanitized regularly, including, but not limited to, toys, games, and objects or surfaces not ordinarily cleaned daily
- Removal of soft toys that cannot be easily cleaned. Soft toys that are machine-washable will be washed often, at the warmest temperature recommended on the label and dried thoroughly.
- Toys and other items that cannot be cleaned and sanitized/disinfected will not be used. (Children's books are not considered a high risk for transmission and do not need additional cleaning or disinfection)
- Toys used by a group of children will be washed and sanitized during each meal break (three times a day).

