



*Sweet Pea*  
FAMILY DAYCARE

# Parent Handbook

Welcome to Sweet Pea Family Daycare. We are delighted to have you as part of our family. We are a family daycare and our size allow us to know one another well. Sweet Pea Family Daycare offers you quality childcare at affordable prices. We want the parents to be confident their child/children are receiving the best care and learning experience while attending our home daycare. Your child will be cared in a nurturing environment. We understand no one can replace the parents and there is no place like home. We strive to make the child as comfortable and happy as possible while the parent is away. To contact by Landline (716)884-0303 Cell (817)658-6066 Email [sweetpeafamilydaycare@gmail.com](mailto:sweetpeafamilydaycare@gmail.com). Website [sweetpeadaycarebuffalo.com](http://sweetpeadaycarebuffalo.com).

#### **THE PROGRAM WILL BE CLOSED ON THE FOLLOWING DAYS**

**NEW YEARS EVE, NEW YEARS DAY, MARTIN LUTHER KING, JR BIRTHDAY, WASHINGTON BIRTHDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, VETERANS DAY, THANKSGIVING DAY, DAY AFTER THANKSGIVING, CHRISTMAS EVE, CHRISTMAS DAY, GOOD FRIDAY, MOTHERS DAY, FATHERS DAY, COLUMBUS DAY, PRESIDENTS DAY, JANUARY 11th.**

#### **ENROLLMENT PROCEDURES:**

We would like to encourage the families to visit the program before the children/child start. We recommend that the parent and the child visit together during our program day. We want you to feel comfortable here.

- When enrolling your child into the family daycare, you will be required to provide an emergency information card (BLUE CARD), which includes emergency medical consent and family contact information. The child is required to have a physical exam, a lead screening test and proof of immunizations. The immunization must be up to date and correspond with the age of the child and NYS law. The medical paperwork must be filed out and signed by the child physician.
- Last week security deposit each parent when enrolling their children/child must pay one week of care as a last week of care security deposit.
- We have a 2-week trial period, if at any time during those 2 weeks your family or our program feels that the care here is not a “good fit” you or the program can terminate the contract with no penalty. You will only be obligated to pay for the days your child attended daycare. A full refund will be issued of the last week of care security deposit.
- You will be asked to bring in an extra set of clothing including socks (labeled with your children/child name). For infants and toddlers, the family will provide diapers, baby wipes, and creams. We also do not allow baby bags or backpacks in the program for safety reasons.
- Child/children must be dressed appropriately for the weather.

- Pajamas may only be worn for pajama day. When child is of walking age shoes must be worn daily.
- School aged children backpacks will be left in the mud room of the daycare for safety reasons.
- **Parents that have a varying work schedule are also required to text their work schedule on Sunday no later than 5pm to Demetria Ferrel at (817)658-6066. No schedule no daycare.**

## **WITHDRAWAL PROCEDURES**

### **Parent/Guardian Procedures:**

If you would like to withdraw your children/child for the program, there is a 2- week notice required. If you do not give the program a 2-week notice, you will be responsible for your normal fees for those 2- weeks.

### **Program Procedure:**

The program will make every effort to give your family a 2-week notice if services will be terminated. We reserve the right to terminate service without notice if there is a real or perceived threat to a person or to the property of the program.

## **PROGRAM CLOSURE:**

The program will close for two weeks per year. Summer break July 19<sup>th</sup>-July 23<sup>rd</sup>. Winter break from December 23<sup>rd</sup> to January 3<sup>rd</sup>. There will be at least 2 months' notice given to families of the closure so that they can make other arrangements for care. If in the unlikely event the program must close due to a family emergency or illness, we will notify you as soon as possible.

## **PARENT/CHILDREN VACATION:**

Sweet Pea Family Daycare require you to give the program 2 months' notice when taking your children/child on vacation. Families will receive 1 free week per year for vacation.

## **DAYCARE FEES AND PAYMENT REQUIREMENTS**

- A contract for daycare serves as an agreement between Sweet Pea Family Daycare and the parents will be created and signed by both parties.
- **DSS If a family is receiving daycare assistance from DSS and if DSS fails to pay the fees for care given the parents will be responsible for those fees. If the parents are responsible for a co-pay that payment must be made to Sweet Pea Family Daycare before daycare services are received.**

- **PRIVATE PAY CLIENTS**
- Payment must be made to Sweet Pea Family Daycare before daycare services are received. Payments are due Monday morning of the week of care. If payment is not received daycare will not be provided.
- Parents can makes payments with Apple Pay, Cash App @\$SweetPea2130, or Cash. Failure to make payments will resort in termination.

**PRIVATE PAY/DDS FEES ARE AS FOLLOWS:**

<b>AGE</b>	<b>FEE</b>	<b>TIME FRAME</b>
<b>6 WEEKS TO 18 MONTHS</b>	<b>\$185</b>	<b>WEEKLY</b>
	<b>\$40</b>	<b>FULL DAY</b>
	<b>\$26</b>	<b>PART DAY</b>
	<b>\$6.00</b>	<b>HOURLY</b>
<b>18 MONTHS UP TO 2 YEARS</b>	<b>\$175</b>	<b>WEEKLY</b>
	<b>\$36</b>	<b>FULL DAY</b>
	<b>\$24</b>	<b>PART DAY</b>
	<b>\$6.00</b>	<b>HOURLY</b>
<b>3 YEARS TO 5 YEARS</b>	<b>\$175</b>	<b>WEEKLY</b>
	<b>\$35</b>	<b>FULL DAY</b>
	<b>\$23</b>	<b>PART DAY</b>
	<b>\$6.00</b>	<b>HOURLY</b>
<b>6 YEARS TO 12 YEARS</b>	<b>\$165</b>	<b>WEEKLY</b>
	<b>\$34</b>	<b>FULL DAY</b>
	<b>\$23</b>	<b>PART DAY</b>
	<b>\$6.00</b>	<b>HOURLY</b>

- A full day is considered 6 hours or more
- A part day is anything between 3-5 hours
- The hourly rate will apply to any care for less than 3 hours

## **ILLNESS**

We try to keep all children healthy. In our program, we do understand that children get sick. There are times when your child cannot attend the program. This is to protect all the children.

### **YOU MUST KEEP YOUR CHILD HOME IF:**

- Their temperature is 100F or above (THE CHILD MAY RETURN AFTER THE TEMPERATURE IS NORMAL)
- They are vomiting
- They have diarrhea
- An unexplained rash
- They have an eye infection
- They have a sore throat or any other communicable disease

If it's clear your child is not feeling well while attending the daycare program, we may call you to come pick them up. If they show signs of anything listed above, they may have to see a doctor and be cleared to return to the program.

## **SICK CHILDREN/CHILD**

When your children/child is sick, you should notify Sweet Pea Family Daycare by 6 am in the morning, or the night before if possible. When your child become ill in my home. I will notify you as soon as possible to discuss treatment and/or early, or immediate pick up. Your child must be picked up within an hour unless a mutually agreed upon time is set. You agree to accept and trust my judgment of how sick your child has become while in my care. I am not certified to administer medication to children in my care.

If your children/child is seen by a doctor for an illness, he/she must return with a note from that doctor indicating the type of illness, expected term of illness, medication child is on, and if the illness is contagious. If your child begins taking an antibiotic, he/she must stay home for at least 24 hours after the medication has been started.

## **ALLERGY**

If your child/children has an allergen concerns please inform Ms. Demi. We will need a written note from the child/children physician stating any medical issues.

## **CELL PHONE POLICY**

Sweet Pea Family Daycare have a landline that all children have access to. Children that do have phones are required to keep their phone in cubbies until pick up. If you need to contact your child/children you're welcomed to call the daycare at (716)884-0303. In the event, we are on a field trip/transportation schedule you are more than welcome to contact Demetria Ferrel cell at (817)658-6066.

## **TRANSPORTATION**

We offer transportation to our families that do not have a personal vehicle. As we grow it is important that we stay on schedule with the transportation schedule. Please keep that in mind so that everyone get to work as scheduled.

## **SHELTER IN PLACE**

The program perform two Shelter In Place drills per year one on each shift. We will notify parents in advance. During a shelter in place drill no one is to come into the daycare nor exit the daycare. If there is an imminent danger the program will notify parents as soon as possible. Our emergency location is Florida Northland Playground.

## **FIRE DRILLS**

The program perform two fire drill one on each shift once a month.

## **BITING**

The program have a strict rule on biting. When a child has bitten three times. The program will terminate services.

## **SUSPENSION**

In the event a child behavior is aggressive and or threatening to children, staff and family members the child/children will be suspended or services will be terminated.

## **DAILY REPORTS**

Either verbal or written our goal is to keep you informed about your child daily activities at Sweet Pea Daycare.

## **DEAR FAMILY REPORT**

Our Dear Family Report will inform parents of items your child/children are running out of diapers, wipes, extra clothes.

# SWEET PEA FAMILY DAYCARE

I have received, read and understand the policies in the Sweet Pea Family Daycare parent handbook.

Parent/Guardian \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_

Provider \_\_\_\_\_

“Planting seeds in the hearts of children “