

Rainbow Home Daycare  
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## PHILOSOPHY

My goal is to provide a safe and happy place for children where they can learn and grow at their own pace. I believe children learn through play and benefit from a structured, yet flexible schedule. Children will be taught to respect each other, adults, my home & property and themselves. My goal is to teach your child to communicate, negotiate, problem solve and get along with others. If she/he can learn these skills, then she/he will thrive with success. Even if they don't learn at the same pace as others, I am here to make sure everyone's on the same track. Every day I offer your child the opportunity to play with puzzles, board games, arts & crafts, play dough, read books, and listen to appropriate music. This is all to improve their learning skills. If this is the way you would like your child to play, have fun and still learn basic needs - then Rainbow Home-Day care is the perfect place. So, they can learn to express themselves appropriately and become a positive addition to society.

## DAYS AND HOURS OF OPERATION

Rainbow Home Day Care is open 24 hours/7 days a week with the exceptions of some holidays. My program will be closed on all major holidays, which includes the day after Thanksgiving. When you enroll in my day care, I will ask you for specific hours for your child(ren) to attend. Although, I am open 24 hours, I base your fee on the hours for which you have already selected. If you have contacted me for a later departure, an early arrival or even need to leave them later or pick them up earlier. I am usually able to work something out

to your request. However, please be considerate and give me as much notice as possible; late arrival does not warrant late departure.

#### DAILY SCHEDULE:

- 6:30 a.m. until 8:15 a.m. - Morning preparation getting dressed for the day
- 8:45 a.m. till 9:15 a.m. - Breakfast Time
- 9 a.m. till 10:30 a.m. - Small Group Circle Time
- 10:30 a.m. - Snack Time
- 11:00 a.m. till 12:00 p.m. - Outdoor Play
- 12:00 p.m. till 12:30 p.m. - Lunch Time
- 12:30 p.m. till 2:30 p.m. - Nap Time
- 3:00 p.m. - Snack Time
- 4:00 p.m. till 5:30 p.m. - Movie Time
- 5:30 p.m. - Dinner Time
- 7:00 p.m. till 8:00 p.m. - Free Play
- 8:00 p.m. - Prepare for Night Time
- 8:15 p.m. - Bed time until 6:30 a.m.

#### STAFF AND CHILD RATIO

During my 24 hours shift, the number of children will be totalled 12. There may be times when I will not be able to accommodate care. I am willing to assist you with a compromise. The only staff members currently are my mother-in-law and myself. Each staff member will care for 6 children each with only 3 under the age of 2.

## MEALS

I will provide two nutritionally balanced meals, one snack and milk & water for each child during their stay. The children will either have milk or water. I do not provide juices or sugary drinks. All meals and drinks are included in your weekly fee.

## **PLEASE PROVIDE THE FOLLOWING FOR YOUR CHILD**

**-Formula for infants**

**-Jars of baby food**

**-Baby cereal**

## OUTDOOR PLAY

Children will have outdoor playtime each day only if weather permitting. Considerations if the weather has heavy rain, stormy, temperature above 90 degrees Fahrenheit, wind chills of 0 degrees Fahrenheit or below, wind chill of 25 degrees Fahrenheit or below. Please make sure your child is prepared to start the day. If your child is not appropriately clothed for the weather, you will be required to return to child care with the correct attire.

Providing outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance four or more consecutive daylight hours. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit.

## OPPORTUNITY FOR PARENT INVOLVEMENT IN ACTIVITIES

Every Friday parents must attend the day care to do an activity with their child. I will work with you at any time, but you must

compromise with me to help your child. On that day, I can tell you how your child has been doing.

#### OPPORTUNITY TO MEET THE PROVIDERS

Parents, if you have any questions or concerns feel free to contact me and schedule a meeting. We will always be able to talk about your child during they arrival and departure.

#### FEES/PAYMENTS/PROCEDURE

Your specific rates will be outlined in your contract and rate agreement. Payment is due on the first day of the week your child attends. If fee is not paid when due, a fee of \$5.00 a day WILL BE assessed for each day the payment is late. If payment is not received by Wednesday morning, your child WILL NOT be permitted to return until all fees have been paid in full. Payment may be by check, money order, or cash. You will be receiving a receipt at your payment time for tax purposes. If your child is not attending due to vacation, please make payment BEFORE you leave. In case of illness, your payment is still expected unless other arrangements have been made. If I close my day care due to my own illness, payment will be accepted on your child's first day back.

#### BREAST FEEDING

I will provide a place for mother to breast feed their child. The upstairs and downstairs bathrooms are available to help mothers feel more comfortable.

## POLICIES AND PROCEDURES

### POLICY ENROLLMENTS

In order for me to care for your child, you will need to complete the necessary paperwork for enrollment at my Home Day-care. This is required by the State of Ohio.

1. The Policy Handbook
2. Contract and Rate Agreement
3. Emergency Information/Enrollment Form
4. Food Program Enrollment Form
5. Medical Health Record for each child
6. Medicine Order Form
7. Parent's Guide to Regulate Care

### IMMUNIZATION, WITHOUT IMMUNIZATION

It is the parent's responsibility to keep the immunization form up-to-date. Medical statement must be on file within 30 days of the child; first day of attendance, then updated every 13 months. A child will not be allowed to attend the day care if their immunizations are not up-to-date.

### ATTENDANCE

#### ABSENT DAY

Parents will notify the day-care staff by 8:00 a.m. if your child is not coming to the center.

Arrival: Upon arrival, parents must sign the intake forms before leaving the day-care; put all diaper bags and extra clothing in the child's cubby/bin; label soothers and put all bottles that need to be kept cold in the refrigerator. Talk to a staff member and relate how

your child's night and morning went. Take time to settle your child and say goodbye.

Departure: Upon departure, parents must sign their child out with time child is leaving and make personal contact with a staff member.

For kids that arrive from another program, and DO NOT ARRIVE, I will call and text the parent, after that I will call 911.

## ARRIVALS AND DEPARTURES

It is normal for some children to have difficulty separating from parents or cry when being drop off. Please be very brief...no more than 5 minutes during drop off time.

The longer you prolong the departure, the harder it gets a cheerful good bye. A kiss and a reassuring word that you will be back are all that needed in my experience. Children are nearly always quick to get involved in play or activities as soon as parents are gone. Please be assured that if your child is having a difficult time settling down and is crying for prolonged of time, I will contact you. Please be very brief at pick up time also. This is a time of testing when two different authority figures are present (the parent and the provider). All the children will test to see if the rules still apply. Some children have a rough time with these transition periods. Please help show your child that you respect me, the rules of my house, and my property by reminding them that the rules still apply when you are around. When you are here with your child, you are expected to discipline your child when their behavior

warrants it. If you do not correct him/her. I will enforce my rules, and this is likely to cause a conflict.

Parent should tell the provider if the child not coming to the day-care by 8 a.m.

#### RELEASING OF CHILDREN

Your child(ren) WILL NOT be released to anyone except those indicated on the enrollment form. If there is an exception in the case of emergency, you must call and/or send copy of picture ID/LICENSE

#### CUSTODY AGREEMENTS

If there are custody issues, you must provide me with copies of all court documents indicating who has permission to pick up the child. I may deny a parent access to the child without proper documentation.

#### SUPERVISION AND CHILD GUIDANCE

#### DISCIPLINE:

MY MAJOR RESPONSIBILITY IS TO ENSURE THE HEALTH AND SAFETY OF EACH CHILD ENTRUSTED IN MY CARE. AS CHILD CARE PROVIDER, VERY Alert to the safety needs of their children, my philosophy is that you use discipline to teach a child. I achieve this through love, consistency and firmness stress two main patterns of behaviour, respect of other people and respect other for property. The children are explained the rules of the child care home all familiar with guidelines. Please keep in mind that there will be disagreements between children. young children especially, who are not adept at communication; have a hard time expressing their feelings sometimes they hit or throw toys, etc., although teaching children appropriate behavior is what I will be doing. Remember that this behavior is normal in most cases.

Ensure all children in care are within sight or hearing of the provider or child care staff member at all times. Within sight or hearing means without the use of mechanical devices such as baby monitors, video cameras or walkie talkies. The use of mirrors to view children in another room does not meet the supervision requirements of this rule.

At Rainbow Day-Care staff must always provide effective supervision that ensures the safety, well-being, and development of the children in our program. We believe that effective supervision is more than just watching children. It is about using strategies that promote effective supervision practices and create safe environments for the children in our care. These strategies reduce the risk of harm to children by preventing injuries and accidents. They also promote positive, responsive, and intentional learning environments for children and child care providers. This policy and the following procedures are discussed with parents upon registration.

The following methods of discipline will be used:

1. encourage children to solve problems themselves
2. intervention and discussion Redirection to another play area
3. Loss of privileges
4. Sit-down think about what they did

If I feel there is chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in same way and your child has continuity in discipline between our homes. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if



his/her behavior prevents me from being able to properly care of other children. If the problem continues, other arrangements for the care of the child will have to be made for safety and wellbeing of all. **Under no circumstance will there be any spanking, physical abuse, verbal abuse, name calling, or isolation used neither food nor sleep will ever be withheld from children as a means of punishment.**

## SUPPLEMENTS FOOD

If you have an infant and that is drinking formula or specific types baby food, then you would need to maintain a supply for him/her. If your child is on a special diet, then you would need to supply their meals as needed.

1. BREAKFAST is approximately 8:45 a.m.
2. AM SNACK AROUND 10:30 a.m.
3. LUNCH is served around 11:30 a.m.
4. AFTERNOON SNACK around 2:30 p.m.
5. DINNER time is 5:30 p.m.
6. EVENING SNACK IS 8:30 p.m.

Children are always offered all the food group items but are not forced to eat. Children who choose not to eat will be able to eat at next meal or snack time. Of course, I will not let a child go hungry. I will feed them something.

If the parent does not provide enough food for the child, the provider will provide the needed supplement. If a food group is missing, the provider will provide it in that day and I will give the parent a notice. I require a doctor's note to provide a special diet or food supplements.

Dietary policy:

## SICKNESS POLICY

Please DO NOT bring your child to day-care if he or she is sick. Please use your best judgement if your child is too sick to be around other children. Please call or text me by 8:00 a.m. if your child not coming that day. If your child has contagious illness, they cannot come to the day care until they have been cleared by a doctor stating that they are no longer contagious and are clear to be around other children usually 24hr after antibiotic treatment has begun and/or 24 hours after symptoms have subsided; depending on the illness.

I am unable to provide care for your child if he or she is ill. I will not send a child home with a common cold unless it is accompanied by a fever or other symptoms. If your child becomes ill during the day, I will isolate your child from the other children, however, your child will remain within sight and hearing until you arrive. I expect you to pick up your child as soon as possible.

## SYMPTOMS OF ILLNESSES

Fever

Running Nose with colored discharge

Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) – until medical evaluation allows inclusion.

Mouth sores with drooling, unless a health care provider or health official determines the condition is non-infectious.

Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.

Purulent conjunctives (define as pink or red conjunctiva).

## SERIOUS ILLNESS

If your child becomes ill while at my care, I will call you. If you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

In case of an injury

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parent is not available, the emergency numbers on the child's emergency card will be called. If the person cannot be reached, the child will be taken to Nationwide Children Hospital by ambulance. The parent or emergency contact will be called immediately to meet the child at the hospital. The provider will need to stay with children that are on site if there is more than six at the program. Same procedure if they have serious illness and nobody answer the phone. If there is no emergency plan in place the program will not be able to provide care for that child.

**EMERGENCY PREPAREDNESS PLAN POLICY:** In case of emergency, Rainbow Day-Care has an Emergency Preparedness kit. This kit

contains enough emergency supplies to take care of all the children in the Day-Care and the staff for at least 72 hours. EMERGENCY EVACUATION PROCEDURE: (1) In the event of an emergency that requires us to evacuate the day-care, we will take our emergency kit and all the children to our emergency meeting place the Westerville Public Library at 126 South State St., Westerville, OH 43081. (2) In the event of an emergency that causes us to shelter in place, we will go to the basement. We always have the children's information with us. Our first priority is to get them away from the danger as safely as possible and as quickly as possible. This will be taken and parents will be contacted for pickup as soon as possible. We would leave notes on the doors of Rainbow Day-care as to our location.

#### ADMINISTRATION OF MEDICATION

IN MY DAYCARE I DON'T GIVE MEDICINE WITHOUT CONSENT.

#### TRANSPORTATION FOR TRIPS AND EMERGENCIES

I am not able to accept children whose parents do not grant permission to transport in the event of an emergency. In the event of an emergency 911 WILL BE CALLED.

The program will not provide any transportation at this time.

#### WATER ACTIVITY/ SWIMMING

NO water or swimming activity will be provided to children while they are in my care.

#### INFANT CARE

I will check the infants' diaper hourly. Infants will be changed every 2 hours. If a diaper is wet or soiled, I will change the diaper immediately before the 2 hours. And I will record the data in their daily log.

## NAPPING AND RESTING

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. We will provide children over the age of 18 months with a cot or mat and cover to naps. Under the age of 18 months, I will provide a playpen. Children that are not sleeping after ½ hour rest can get up to have quiet play, like book, puzzles, coloring, etc. If your child falls asleep, they will be allowed to sleep for the entire nap time.

The family child care provider may assign cribs, playpens, beds, couches, cots or mats to individual children.

## EVENING AND OVERNIGHT CARE

After dinner children will have opportunity to participate in quiet activities before bedtime, read book brush teeth then lay down until parents come.

I will stay with the kids either downstairs or upstairs in my bedroom during the night and I will not leave them alone at all.

## OPEN/CLOSE POLICY ON OPERATION DUE TO WEATHER/SCHOOL CLOSE

My day-care will still be open even if the weather is severe and school is close. I am able to care for only 12 kids. Please arrive on time. This will ensure your child's spot. If you need to come earlier, call or text, so I can make sure your child have a spot. I will close only if there is an emergency. I will personally call each parent and let them know that I am unable to care for their child at this time.

## SUBSTITUTE

At this moment, my mother-in-law serves as a substitute.

## VACATION AND HOLIDAYS

Rainbow Day-care will be closing on all Federal Holidays, including the day after Thanksgiving.

No vacation scheduled at this time. You will be notified two weeks prior for upcoming vacation. Therefore, you need to plan other child-care arrangements.

## POLICY ON DIS-ENROLLMENT

1. Non-payment of childcare
2. Repeated behavior problems
3. Parents' unruly behaviour
4. Information given out in public regarding Rainbow Childcare staff/families
5. Refusal to supply the day-care with needed supplies for your child or having adequate records filled out in a timely matter or any other paperwork
6. Continually late pick up or drop off
7. If a parent chosen to dis-enrolled from day-care, parents are required to give a two weeks' notice upon departure
8. I will not provide child-care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

## ASSISTANCE IN RESOLVING PROBLEM RELATED TO FAMILY CHILD CARE HOME

IN MY HOME DAYCARE, I HAVE my mother-in-law WORKING HERE, SO IF PARENT HAVE ANY PROBLEM PLEASE CALL ME or TEXT ME.

WE CAN SET A MEETING TO TALK. I'M OPEN TO WHENEVER YOU WANT TO TALK ABOUT ANYTHING CONCERNING YOUR CHILD. WHEN IT COMES TO YOUR CHILD'S SAFETY AND MINE, I AM PLANNING ON GETTING A CAMERA IN MY HOME. BUT WHEN I DO, I WILL INFORM ALL PARENT.

**PARENTS WHO REFUSE TO GRANT TRANSPORTATION CONSENT**

Parents if you refuse to grant transportation consent, I will not be able to care for your child so if you want care for your child in my home you will need to sign the consent with no exceptions.

**FORMAL ASSESSMENTS**

At this time, I do not conduct formal assessments and it is imperative that you sign and date the consent form.

**PRIOR TO ENROLLMENT, FIRST WEEK PAY AND LAST WEEK PAY PRIOR TO DIS-ENROLLMENT IS REQUIRED.**

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

PROVIDER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_





