

MIMIS GARDEN CDC

Center Owners: Rebecca Foos

Center Director: Rebecca Foos

Assistant Director: Crisay Morones

Parent Handbook

Mission Statement

The Dreamland and Tiny Town and Mimis Garden childcare centers exist for the purpose of providing quality childcare environments that promote lifelong learning in a safe and caring atmosphere that nurtures family values and traditional cultural heritage.

Vision Statement

Through the fulfillment of the mission statement, Tiny Town, Dreamland childcare and Mimis Garden centers will raise the standards of current childcare. We will provide a home-like learning environment, with our focus not only on the child, but also on the family as a whole. We will encourage creativity, individuality, and equality in a loving, supportive environment.

Center License

The center is licensed through the Oklahoma Department of Human Services.

Grievance Procedures

Discuss your concerns with the director or the owners.

Hours of Operation

The center's hours are 6am to 6pm Monday through Friday and accept children ages birth through 12 years of age. The child care center will be closed for the following holidays:

New Year's Day

Memorial Day

Labor Day

Independence Day

Thanksgiving Day and the day after

Christmas Eve and Day

Fees:

AGE OF CHILD DAILY RATE

0-24 MOS \$50.00

25-72 MOS \$40.00

73MO – 12 YRS \$30.00

AGE OF CHILD FULL TIME RATE

0-11 MOS \$150.00 / WK

12MO – 2YRS \$140.00 / WK

3 YRS \$135.00 / WK

4-5 YRS \$130.00 / WK

6 YRS \$120.00 / WK

7-12 YRS \$80.00 / WK

Late payment fee \$1 per minute per child

LATE PICK-UPS

It is very important that children are picked up by 6pm. At 6:01pm a late fee will be charged in the amount of \$1.00 per minute per child. This will be paid before the child/children may return.

PAYMENT FOR SERVICES

Payment is expected on a weekly, bi-weekly or monthly basis. The payment is due at the beginning of the week. Title XX payments will be accepted from DHS with the co-payment (from the parent) being due on the first day of each month. Payable no later than the 5th. It is the parents' responsibility to apply for the Title XX and get proof of eligibility at their local or county DHS office. If your daycare expires or is cancelled for whatever reason you are responsible for the daycare payments yourself or the child/children cannot attend until it is reinstated through DHS.

ARRIVAL AND DEPARTURE FROM CENTER

Parent and/or legal guardians will need to sign and swipe their child/children in and out of care with the exact time. The person signing the child/children in and out must be at least 18 years of age. Each child will only be released to person previously authorized by the parents on the enrollment cards and with proper identification.

ATTENDANCE

The childcare center does not get paid when your child is not at the center. Therefore if your child does not attend at least 4 days per week they will be dropped from this center unless the director has been informed of the child's contagious or serious illness.

TRANSPORTATION

Transportation to and from the local area schools and field trips will be provided by the center. Transportation to and from home or anywhere else is the sole responsibility of the parents.

PERSONAL SPACE

Children's personal belongings will be labeled and kept in their cubby. Their cubby will be labeled with his/her name. The center will not be responsible for lost or stolen articles. We will do our best to make sure your child's belongings are sent back home every day. Food or toys from home are not allowed at the center.

EMERGENCY PROCEDURES

In the event of an emergency, center staff will contact the parent immediately. If the parent cannot be reached, emergency contacts listed in your child's file will be called. Parents will be requested to meet

center staff at the emergency room. It is important to keep contact information up-to-date. It is for your children's safety and well-being that we be able to get a hold of you anytime and anywhere.

FIELD TRIPS

Calendars and permission slips about field trips will be sent home. All children who are above the age of six will have to have a signed permission slip to attend field trips or the child will not be allowed to participate. No child under the age of six will be allowed to go on any field trips: NO EXCEPTIONS.

DISCIPLINE POLICY

Tiny Town Childcare and Dreamland Childcare and Mimis Garden Childcare centers are dedicated to providing a safe and healthy learning environment. Staff will model appropriate ways for children to express emotions. Inappropriate behavior will be re-directed whenever possible, time-out will be used as a last resort. If inappropriate behavior continues we will speak with their parents. If behavior continues after the above have been used the child will be dismissed. Children will not be allowed to endanger themselves or other children. This will be immediate dismissal.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

Any caregiver who has reason to believe that a child has been abused is required to promptly contact the county office of the Department of the Statewide Toll-free Child Abuse Hotline: 1-800-522-3511. Staff are required to cooperate fully in the investigation of any allegation.

INCLEMENT WEATHER

Closings will be posted on the local TV station. DHS requires a minimum child/staff ration. If the center is unable to meet the required child/staff ratio the center will close. The director will make the decision taking into consideration the safety of the staff and families.

DHS COMPLIANCE FILE

DHS compliance file is located in the third drawer of the plastic cabinet in the front office.

If you have questions or concerns feel free to talk to the director or the owner. The owner's number is 314-3416.

FOOD

Your child will receive breakfast, lunch and PM snack daily, if they are at the center the scheduled times. Children are encouraged to try new foods, but are never made to eat what they do not like. Meals cannot be saved for those parents who are running late.

MEDICATIONS

Medicine is only given when we have written permission with the parents' signature and date on it, in our medicine log. The child's name must be on the bottle if it's a prescription. Over the counter medicine must have the child's name and date written on bottle and will be given if medication log is filled out.

REST TIME

All children will have the opportunity to rest every day after lunch time. This time is 12:30-2:30. No child will be forced to lie down and sleep. They must remain quiet while other children rest.

OUTDOOR PLAY

Outdoor play is scheduled daily, weather permitting. All children have at least 30 minutes of outdoor play every day. Please dress your child appropriately.

ITEMS FROM HOME

Please do not let your children bring toys or any items of value from home. We will not be responsible for any lost or stolen items brought into the daycare. Please make sure you or the staff label all items, diapers, wipes, spare clothes, etc. with your child's name.

FINAL NOTE

Tiny Town and Dreamland Childcare and Mimis Garden reserves the right to discharge any child or children for behavior deemed to endanger the health, safety and welfare of the other children and staff.