



TURTLE TOWN CHILD CARE

PARENT HANDBOOK

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Turtle Town Daycare Parent Handbook

Daily Schedule for Toddlers and Preschoolers:

8:00-Daycare opens

8:00-9:00 Arrival/Play time/Free time with age appropriate toys inside or outside the home. Child can initiate what they would like to play with indoors. Breakfast could be served at this time.

9-9:20 Bathroom/Diaper changes (washing hands after each change and wipe down the table)

9:20-10:45 Play time and according to weather, either going outside to play in backyard or taking a walk. Backyard activities include: sand/water table, little tykes bikes & cars, climbing structure, turtle sand box, little tyke's houses, basket ball hoop, slide, swing sets and picnic tables.

10:30 Snack time provided outside while playing and cups available at all times outside while children are playing or resting in train cart in the shade. If weather is rain or too hot, then activities are inside play rooms.

10:45-11 Bathroom/Diaper changes (washing hands after each change and wiping table)

11:00-12 Play time inside and arts and crafts project age appropriate to child. If children are very hungry, we will swap this time to start lunch early and then do arts and crafts and play inside after before rest.

12-1:30 Lunch Time (Video/Sprout T.V. show played during lunch)

1:30-3:30 Relaxation/Rest time/Nap time for everyone

3:30-3:45 Bathroom/Diaper changes and juice/drink.

3:45-4:45 Toddlers & Preschoolers have educational activities and imaginary play Time (Ex: learning A,B,C and 1,2,3, learn about the monthly theme (ocean theme, about the fish, sea animals and creatures).

Snack and after the activity is completed they read books in Circle Time

4:45-5:30 Free Play/Quiet Activities/Pick-Up Time. Weather permitting it could be on a rainy day and we could have the children pick the Disney movie of their choice. This would be again a time the child could initiate what they

would like to play with indoors. They could pick one of many categories of learning in the play area.

This includes: creative/imaginative play, dramatic play with the theater and puppets, math play with the kitchen play station and register to count the cost of the food, science play includes baking and measuring items to make muffins or cookies or other items also to show good nutrition, creating art in the drawing/painting station. Children who need dinner it will be provided during this time period.

5:30-Daycare closes. I am licensed 6am-6pm so I can stay open early or later at a higher rate.

(Diaper changes and Bathroom breaks also occur throughout the day)

Turtle Town Daycare

Curriculum:

Working with children our goal is to help them in their stages of child development and provide a loving and nurturing environment. We believe children learn more when having fun, so we have many activities and the days will be varied with these activities. I have always been a visual learner as a child and as an adult. I would make things very visual for the children. Two examples of this would be a photo board of the children so they can remember all the children at daycare with them, also maybe putting their pictures on their cubbies. The other idea is to have pictures of activities so that the children can look at the picture to see the next item on our routine list. I created one of these when I was a senior counselor at Mt. Ida Summer Camp. This worked wonderfully for the 12 children who were all the age of 4. I would also love a sticker poster for when they do the different activities for the day, a way to have positive reinforcement. I have purchased books with many ideas to use with infants, toddlers, preschoolers and kindergarteners. These books have many activities which will engage the different aged children in developmentally appropriate activities.

For example we could have week 1 of the month of July be:

Week 1: Theme: Celebration, Activities: a parade, drums, red, white and blue day"

Week 2: Theme: Space Adventure. Activities: Moon creatures, stars in the sky, shooting stars and planets,

Week 3: Theme: Fun in the Sun. Activities: Water table fun, sand box fun, sidewalk painting.

This information will be shared with the parents of the child so that they are aware of the activities that we will be doing.

A,B,C and 1,2,3

We are very focused at Turtle Town on toddlers learning the letters of the alphabet, colors and numbers. We do a letter each week and do arts and crafts geared to that letter. Once the letters are completed we switch to colors and then numbers. We break for holidays and other celebrations if they fall into this schedule. The children love to do arts and crafts as they learn.

Other examples I have for the children include the following:

Learning self-help skills to foster independency children will: pick up toys; take items in and out of their cubby, get the foot stool to wash hands in the bathroom, feed themselves at meal time and snack time, get their coats on and off to go outside and play.

Opportunities to gain problem solving, decision making and leadership skills: what they want for snack, they will have 2 choices, also each child has a day to choose the group activity game and throughout the day they can decide what station they would like to play in when we have free play time.

Opportunities to experiment create and explore concepts in each section. Some ideas are listed below:

MATH: One idea to have fun learning math is a pizza shop - kids count orders, money, mushrooms on pizza, and slices. To add to the creativity, we could make our own pizza on Syrian bread for snack and this could be the theme for the day. Also having counting blocks and puzzle pieces and ABC's to count.

SCIENCE: To learn more about the world and

science some ideas are: learn about the animals that are around the house by fill the bird feeder, feed the fish, planting plants and watering them, learning about animals in nature, walking outside and learning about it, using the sand/water table which also helps with the child's fine motor skills.

ART: We have many art supplies. These include the children using paints, crayons, coloring dry erase board, sidewalk chalk, cutting colored shapes and paste on paper. To involve cooking we could, frost cookies and add sprinkles, decorate pancakes or pizza. Using fine motor skills with scissors. One idea could be I draw large rainbow and the kids put colored cereal on the different colors of the rainbow. Using play dough. The colored projects for the theme that week can be hung on the bulletin board downstairs and changed weekly with each new theme.

MUSIC: playing with musical instruments, making musical instruments with other items from around the house to be more creative, singing nursery rhymes, baby Einstein DVD's.

MOVEMENT: Fine motor and gross motor skills will be a focus with different activities indoors and outdoors. Movement outdoors will include going on walks, using the climbing structure and other riding toys. Indoor movements include puppet shows, dancing with music (we love dancing to Laurie Berkner cd's) , and using colors and pencils for drawing.

LANGUAGE AND LITERACY: Telling stories that they can make up, sharing their weekend activities with other kids. Using sign language with infants to begin their vocabulary at an early age. We have many books of all different topics including books about the seasons, which will be a focus in our themes and

activities. We also have matching games to help with memory.

Nutrition/Good Health: Trying different fruits & vegetables, reading books about healthy foods, blending different kinds of smoothies to also go with themes (ex.. Valentines Day is a pink smoothie). Making healthy treats together, ie. apples and peanut butter. For good health always washing hands before and after eating. Also talking about brushing teeth and the importance of taking your bath.

Personal Safety: Care with bathroom stool and pushing chair back under table for safety. Always walking not running when in line going out or in the door or up and down the stairs. Learning about safety with having a fire drill" Learning about safety with safety town. Using the little tykes cars and bikes to have a safety town in the back yard and learn to stop and look both ways before crossing the street and to teach children about the rules of the road.

Learning Social Skills: working well together as a group by lining up to go outside. Each child taking turns to be first in line" Children helping each other with putting on coats, hats & shoes. Helping each other with getting out and putting away toys inside and riding toys outside. Each day a child takes turns helping us with wiping table tops, organizing chairs. Making taking turns like a game with musical chairs, circle time songs, feeding fish & filling bird feeder and watering plants. See who can remember whose turn it is today?

Cultural Diversity

We have multi-cultural people puppets and different ethnicities of baby play dolls for the children to play with. It is very important to us that the children have cultural diversity while at the daycare. We also have many books that are multi-cultural. We are hoping these items will promote the children to understanding differences. Our curriculum also has exercises on how to further educate and have a child understand cultural diversity.

**All daycare toys will be kept clean and safe.
It is very important and a high priority at Turtle Town
Childcare to have all our toys clean and safe for children.**

THE EXTRA'S THAT TURTLE TOWN PROVIDES!

I provide some fun extra's for your children while they attend turtle town daycare.

- 1) For your child's birthday we decorate the house for a special day all for them. We have cupcakes and fun games to play to honor their day with the other little turtles attending. They will also get a special gift from Lissa that they can keep and take home
- 2) On the winter holidays we have a party for both Christmas/Hannuka and New Years. We have a special treat like cookies or cupcakes and celebrate with different fun activities.
- 3) We send you home your special Shutterfly Photo Book for a special treat to see your child grow and change over the year at turtle town.
- 4) We have an Egg Hunt outside (if weather permitting) for April and the children have a special treat to go home with.
- 5) Mother's Day, Father's Day and Valentine's Day your child will come home with a very special arts and crafts project for you.
- 6) July 4th we celebrate with activities and crafts of red white and blue.
- 7) Halloween we also have a special party with activities and we ask that your child wear their costume as we have a Halloween Parade when we go on our walk this day.

COMMUNICATION WITH PARENTS

DAILY LOG SHEETS

While your child is attending Turtle Town Daycare, there will be a daily log sheet for each day they attend. Even if they are with us a few hours a day, we will document what they did during their time here. This is so that you miss nothing in their day. The daily log will have the items they eat, play with and how many bathroom breaks/diapers they had during their stay at turtle town daycare.

I also try to provide a brief text during your child's day at turtle town with a picture to show you how they are doing! ☺ A favorite of my parents that have little turtles attending. They love to get that quick update and see their little ones having sooo much fun!

PHOTOS

I would love to share with you some photo's of your little turtle while we they are here having fun. I ask that you sign a release so I can photograph them and text you a photo of their fun day at Turtle Town. If you are comfortable these photos could be used for additional advertising for turtle town.

You will also receive a holiday surprise gift of a shutterfly photo album of your child's year here at turtle town. This is our Big Present to you as a Thank you for choosing Turtle Town so that you can see your child grow and having fun while they attend.

PHONE CALLS/TEXT MESSAGING

Parents are strongly encouraged to call or text the daycare to see how their child is doing for the day. If we do not answer the phone immediately, Please leave a message and I will return your call. This is only if I am helping a child in the bathroom or changing diapers.

If you believe you may be late for your child for pick-up, please call or text the daycare to notify us immediately. Again I will try to text you one time during the day while your child attends.

PARENT VISITS

Any parent is welcome to come unannounced to visit the daycare. We ask that you be understanding to your child's needs and seeing you during the day and then leaving if it is hard on them.

A SNUGGLY/WUGGLY TRANSITION

We want to make your child's transition from home to daycare a smooth one for you and your child. We look to the parent to make the best decision for your child to make this transition into Turtle Town Daycare. You know your

child best! Work slowly with your child and during the first week, do what makes them most comfortable with us.

TRANSITIONAL OBJECTS... ex. Lovey, teddy, blankie, dolly!

We ask that you pack up the items that mean the most to your child to make them as comfy as possible while here at daycare. We have provided each child with as many cubbies as they need for their objects. We have NO LIMIT to what they bring, as I would have packed at least 2 cubbies full when I went away from home as a child.

WHAT TO BRING WITH YOU TO CHILDCARE

- Bottles, sippy cup and snuggly/wuggly items. I will provide the bedding, blanket and thin pillow for your child that will be washed weekly.
- Milk, formula or breast milk (We can refrigerate the breast milk. We ask that you provide us with some frozen breast milk also in case we ever run out of the fresh milk). Please identify items with child's name on bottles/storage bags.
- Breakfast, Lunch & Dinner, already cut-up and prepared by parent
- Please provide milk for your child for the day, I will provide apple juice and water.
- Diapers, wipes and any ointments
- Sun screen/bug lotion or spray
- A hat to wear outside and bathingsuit & swim shoes to leave in cubby for the week
- 2 complete changes of clothes, weather appropriate, size appropriate
- Family photo (s)
- Snack will be provided, but we ask you to fill out a daycare form of what your child prefers for snacks.
- Please tell me and write on intake forms any allergies your child has.

Hours of Daycare:

Monday through Friday from 8:00 am- 5:30 pm

I am licensed from 6am-6pm so I will be glad to accommodate any additional hours you may need. Additional hours can be added before or after Turtle Town is open for a higher rate of \$5.00 additional each hour.

Hourly Rates for Children

15 months - 6 years old -- \$8.50-\$9.00 depending on whether the little turtle is full-time or part-time.

My rates are:

15 months and up is 9/hour for part-time and 8.50/hour for full-time

Part-time is a child that attends less than 20 hours a week.

Full-time is 20 + hours a week and part-time is - 20 hours a week.

Part-time is 2-3 full days a week. I am also asking that part-time days to not be less than 7 hours due to holding a spot for your child that day. Due to not disrupting the daily schedule or upsetting other children who are not picked up early, we ask that pick ups occur after 4pm.

There is a discount if there are siblings attending.

There will be a late fee of \$5.00 for every 15 minutes late.

The first 2 weeks payment in advance is required to hold your child's space in this daycare. These will be credited to your child's first and last week at Turtle Town Daycare. I ask that you pay a week in advance for daycare. I need you to pay the day your child attends for the following week.

WE WILL BE OPEN ALL DAYS EXCEPT (these are paid holidays): NEW YEARS EVE, NEW YEARS DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY, THE FRIDAY AFTER THANKSGIVING, CHRISTMAS EVE, CHRISTMAS DAY & THE DAY AFTER CHRISTMAS.

VACATION & SICK POLICY

When we are on a planned vacation or sick, we will not be charging you for the days that we are closed. If we are sick, I will contact you as soon as I know. If it is the night before a daycare day, I will try to contact you between 6-8 pm to let you know. Regarding our vacation, I will let you know at least 1 month in advance of my vacations so you have enough time to make other arrangements.

If you are taking a vacation or your child is out sick, you **WILL** be charged for your regular schedule as we are holding your child's place in the daycare.

We follow a sick policy to keep all our little turtles here at turtle town healthy. If your child has a temperature at all, they will not be able to come

unless they are 24 hours fever free without any medication. This is a regulation of CDC, the Center of Disease Control. Also, if your child is taking any Tylenol for any type of a temperature, they can not attend turtle town. I have based my sick policy off of my pediatrician's office advice. When children have an ear infection, they must be on their antibiotic for 48 hours before returning due to the virus.

If your child is sick while attending daycare, we will contact you immediately to have your child picked up as soon as possible. We ask that you pick them up within an hour of us calling you. We will keep your child separated from the other children until you arrive.

Again our goal at Turtle Town is to keep all our little turtles healthy so that they can attend and have many days of fun with us!

Emergency Situations

Fire drills are preformed on a monthly basis and our documented and checked regularly by our licensing worker. The children have 5 different exits from the home. The meeting location is the mailbox at the end of our driveway.

1. alarm system located at two locations to contact fire department, police department and emergency medical center.
3. monthly emergency plan/drill practice's will be conducted for exit drill and meeting place by the mailbox at the end of the driveway. Practice will also includes each child (age appropriate) to place a sticker on a paper inside the mailbox to help the child remember it's location.
4. smoke alarm detectors are located in rooms and hallways throughout the daycare.
5. There is also a carbon monoxide detector located in the hallway due us having a wood burning fire place. The fire place will NEVER be lit while turtle town is open.
6. In case of a hurricane warning or storm we have designated the hallway rug as our "safe place" as we will have all the doors closed and locked so that the children can safely read books and watch a movie on my laptop to keep them calm. We also have a book shelf secured with many books to distract them. They will have no access to any windows and in this area so this is why it was chosen. I will notify you via text as the storm passes.



**IN CASE OF EMERGENCY WHERE WE HAVE TO LEAVE THE
PREMESIS FOR ANY REASON
THE LOCATION CHOSEN IS A SHELTER THAT IS CLOSEST TO
TURTLE TOWN**

**Boca Raton High School
1501 N.W. 15th Court
Boca Raton**

**Provided by the Palm Beach County Emergency Operations Center
561-712-6400**

**THANK YOU FOR TAKING THE TIME TO READ THIS PACKET.
WE LOOK FORWARD TO WORKING WITH YOU!
IF YOU HAVE ANY ADDITIONAL QUESTIONS PLEASE
FEEL FREE TO CONTACT ME AT
781-223-5088
TURTLE TOWN DAYCARE
MELISSA DEL CONTE-DURNIOK**



Contract

Turtle Town Family Home Daycare Handbook of Policies and Procedures explains all of the policies in place at the child care home. This Agreement is reviewed annually at which time a new updated Handbook will be given to Parents. If changes are made to the Handbook throughout the year, Parents will be notified in writing a minimum of two weeks in advance. This contract is the days and hours you agree to pay for your child while they attend Turtle Town Daycare. There is a 2 week trial period to make sure your child transitions well and is able to play with the other turtles attending.

Contract Effect Date: ____/____/____

This contract is between

_____ (herein called Parent(s)) and Melissa Durniok, owner of Turtle Town Family Home Daycare (herein called Provider).

Child care services will be provided by the Provider for the following children:

Child's Full Legal Name: _____

Birthdate: ____/____/____ M ____ F ____

Contracted Days/Times: 7 hours or more, 5 days is considered full-time

Under 20 hours a week is considered part-time

(circle days needed): Monday Tuesday Wednesday Thursday Friday
from _____ am/pm to _____ am/pm beginning on (Start Date): ____/____/____

Contracted hourly rate is _____ at _____ hours a week.

Weekly payment of _____. First and last weeks deposit of _____ paid in advance. Parents must pay weekly the Friday before the week of care.

This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement, unless it is in writing and signed by both parties.

By signing this agreement I agree to comply with all the terms covered in the handbook, this Contract & Financial Agreement. I understand this is a legally binding contract between all parties signed below.

Parent/Guardian Signature/Date:

Parent/Guardian Signature/Date:

Provider Signature/Date:
