

*One Step Ahead Daycare  
Parent/Guardian Handbook*

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***This handbook provides you with the general  
information about our program. Please read it and  
keep it for future reference.***

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# One Step Ahead Daycare Handbook

## **Vision Statement:**

To provide a high quality program where parents are excited to leave their child, with high quality teachers who provide developmentally appropriate play based curriculum engaging children in all areas of development.



## **Mission Statement:**

One Step Ahead Daycare's mission is to provide a high quality program for all children and families through:

- Employing high quality early childcare professionals who engage in ongoing professional development.
- Working in a cooperative partnership with families and staff on an ongoing basis.
- Providing developmentally appropriate activities for all areas of learning in a safe, healthy, and caring environment.

## **Confidentiality of your Child's Records:**

Records are only available to the staff, authorized employees of the state licensing agency and the child's parent or legal guardian. One Step Ahead Daycare staff members are required to sign a confidentiality agreement.

## **NH Child Care License:**

We are fully licensed by the state of NH. The state will inspect and evaluate our facility in accordance with their policies. Our license is posted.

## **Yearly registration form update:**

Registration forms must be updated yearly according to the state regulations.

## **Admissions and Discharge Procedure:**

- Children and families of all abilities are welcomed, the program makes reasonable modifications and accommodations to maintain children with special needs in the program.
- All required forms must be completed and returned to the daycare with the first week's fee.
- A 2 week notice is required before a child is withdrawn from the daycare.
- The daycare reserves the privilege of dismissing any child who seems unable to adjust to the daycare setting. Non-payment of fee is also grounds for discharge.

## **Hours of Operation:**

One Step Ahead Daycare is open Monday through Friday from 6:30 AM - 5:00 PM. All children must leave the childcare area by 5:00PM.

## **Late Pickup/drop off:**

Your child must be dropped off no earlier than 6:30 am must be picked up no later than 5:00 pm each day. You will be charged \$10.00 for being late and \$1.00 for every minute you are late.



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## **Holidays:**

One Step Ahead Daycare will be closed for the following holidays:

New Year's Day

Presidents' Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve ½ day

Christmas Day

New Year's Eve ½ day



## **Arriving and Departing:**

Your child is to be brought into the center and picked up in the center by the parent or authorized adult. Under no circumstances is the child allowed to find his/her own way into the center. We become responsible for your child after he/she has been delivered inside the center. Your child may not leave with anyone other than persons listed on your child's personal data sheet. We will not release a child to anyone other than parent or guardian without notification by a parent or guardian.



Parents are to notify One Step Ahead Daycare when there is a late drop off or an absence. There are no drop offs after 9:30am unless it is due to a doctor's appointment. There is no drop off between 11:30am and 2:30pm due to the disruption of the rest/naptime routines.

## **Attire:**

The best attire for daycare is play clothes and tennis shoes. Keep in mind that during cool weather we will play outside and your child will need a coat, hat, mittens, etc. Please do not allow your child to wear jewelry. For your child's safety we do not allow clogs or flip flops.

## **Snack and Meal Times:**

One Step Ahead Daycare provides a morning (9-9:30am) and afternoon (2-3:30) snack. Parents/guardians are required to provide nutritious lunches for their child. Please place an icepack in your child's labeled lunch box. For children in the toddler/preschool and school age program lunches will be served as is. For children in the infant/1yr. room parents may provide a hot lunch. Food must come all prepared in a microwavable plastic bowl and require no more than 1 minute to microwave. Lunch is served between 11am-12pm depending on your child's age.



We ask that you do not send in candy, gum, and anything really sugary. Yogurt, fruit, applesauce, and fruit cups make a nice lunch box treat. For children under 3 we cannot serve the following food: spoonful's of peanut butter, whole or rounds of hot dogs, whole grapes, hard candy, raw carrot rounds, peas, celery, chips, hard pretzels, marshmallows, nuts, seeds, popcorn or any other food that may pose a choking hazard.

Children arriving before 7:30 am may bring breakfast to finish at the center. Parents are responsible for providing all parts of this meal including drinks.

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## **Curriculum:**

Curriculum will be carefully planned to meet the physical, mental and social needs of each child. Activities will include art, crafts, quiet time, music, blocks and outdoor play. We follow a play based curricula and we follow the NH Early Learning Standards.

## **Rest and Sleep:**

The daycare will provide children who are in attendance for more than five hours a day the opportunity to rest or sleep for at least one hour. Children who do not fall asleep after 30 minutes will be given the opportunity to do a quiet activity. They must remain quiet as a courtesy to the sleeping children.

Mats are provided by the daycare. Every Friday the sheet and blanket must be brought home and laundered. The laundered sheet and blanket has to return with the child on Monday.

## **Special Events:**

**Birthdays:** We love birthday celebrations. To make a special day parents may bring special treats to the daycare so their child may celebrate his/her birthday with other children. They will be given to children after they finish their nutritious snack. Send enough for everyone. We will make your child's day as memorable as possible.



**Field Trips:** Field trips may be planned during the year. A permission slip is required for each trip.

## **Required to Provide:**

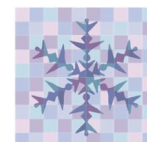
Toys from home are not allowed at One Step Ahead Daycare, except for special events. We are not responsible for broken or missing toys, but we will do all we can to keep them safe.

Bring a pillow, blanket, and sheet (Crib sheet for ages 0-1.5 and twin sheet for 1.5 +) in separate bag for naptime. You may bring a stuffed animal.

Bathing suit, towel (seasonal)

Winter coat, hat, mittens, snowsuit, boots, ETC. (Seasonal)

Complete change of clothes (socks, underwear, pants/shorts, shirt, ect) 3 sets for potty training children.



Diapers and wipes for those not yet potty trained.

Bottles and baby food for those not eating table food.

Please label all your child's belongings with a permanent marker. Children will bring their bags in on Monday and take them home on Friday for laundering. All items listed are for your children's comfort and required by the state.

Items not provided will be subject to additional charges per the contract.

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## **Hygiene and Cleanliness:**

All children are encouraged to learn and practice proper hand washing techniques.

The bathroom must be kept sanitary throughout the day and the children naturally need to learn bathroom cleanliness and etiquette. Your help in this area is greatly appreciated.

1. Teach your son how to use the toilet properly. The toilet seat must be put up, and the seat put down **afterwards**.
2. Remind children to **always** flush and wash their hands with soap and water.

## **Clothing:**

Children are encouraged to wear play clothes and sneakers. Daily activities include active and sometimes messy/fun play and children should feel comfortable. The child's name should be placed on all outdoor clothing and other belongings.

Each child is expected to have seasonally appropriate attire. An extra outfit is required for each child in case of emergency. Extras will be located in the child's cubby. It is the parent's responsibility to replenish as needed and to change box contents with the season.

## **Communication:**

In order to provide parents/guardians with update's and school information, a newsletter or memo will be sent home. Be sure to check the student's folder daily. Occasionally special notes are sent out to parents/guardians notifying them of special school or community events. Families of enrolled children are welcome in the program at any time.

## **Conduct and Discipline:**

One Step Ahead Daycare uses positive discipline. Positive discipline models focus on the positive points of behaviors, based on the idea that there are no bad children, just good and bad behaviors.

Positive discipline is not ignoring the problem, rather they are actively involved in helping children learn how to handle situations more appropriately while remaining calm, friendly, and respectful to the children themselves.

For children with challenge behaviors the team will meet and develop a behavior plan that best meets their needs. We work with families as a team to make reasonable accommodations for their needs as much as we can while continuing to keep the other children safe and meet their needs as well.

## **Permission to Leave Premise:**

For the protection of all children, please send written permission to the daycare if someone other than parent/guardian is to pick up your child. In case of an emergency, you may call the daycare to give verbal permission for your child to leave with another adult. If your situation provides, please provide legal document of individuals with whom we should under no circumstances relinquish your child. It is your responsibility to notify the center in writing with documentation if this changes. We will need court documents for custody arrangements.

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## **Absences:**

Your fee reserves a place for your child for the entire week. In an effort to limit the disruption in your child's daily routine while at the daycare, a policy of no substitutions has been adopted. Please notify the center if your child will be late or absent.

## **Medical and Emergency Procedures:**

A medical authorization form must be on file at the daycare before a child will be permitted to attend the program. This form is required by the hospital and/or physician, should your child need emergency medical care. Should your child need emergency medical attention, he/she will be taken to the nearest medical facility.

Current health records must be provided by the parent. This report must include current records of immunization. These must be resubmitted annually.



## **Illness Chart:**

### **Illness**

Chicken pox  
Conjunctivitis  
Croup  
Diarrhea-Gastro Enteritis  
Rubella  
Hepatitis A  
Impetigo  
Influenza  
Measles  
Lice

### **May Return**

24 hours after lesions have crusted  
24 hours after the start of treatment (If drainage has stopped)  
After illness has subsided  
24 hours after last loose stool  
At least 7 days and 24 hours after symptoms end  
At least 7 days after onset of jaundice  
24 hours after treatment begins  
24 hours after symptoms have subsided  
At least 4 days after the onset of rash  
24 hours after treatment has begun



### **Illness**

Whooping Cough  
Pin Worms  
Roseola  
Scabies  
Strep Throat  
Poison Ivy  
Pneumonia  
Bacterial Meningitis  
Mumps

### **May Return**

At least 7 days after therapy has started  
After treatment is completed  
After illness has subsided  
24 hours after start of treatment  
24 hours after the start of treatment  
After lesions have dried up  
Written note from the physician  
When the health department gives the ok.  
14 days after swelling begins

## **Contagious Disease Report:**

Notify us promptly of a known exposure to, or contraction of, a contagious disease. Parents of exposed children will be notified.

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## **Sickness Policy:**

A child who appears ill upon arrival shall not be admitted into the daycare. If your child becomes ill during the day, and in our opinion we need to send them home, we will separate him/her from the other children and contact you by phone and ask that you pick him/her up.

Children having a temperature of 101 degrees or higher will not be allowed to stay at the daycare. Please do not bring your child if he/she has diarrhea, vomiting or is taking prescribed or over-the-counter medication that has made him/her drowsy or hyperactive or an unknown rash

## **Procedure In Case of Injury:**

Although the staff takes every possible precaution to avert injury to any child, accidents can happen. In case of emergency the parents will be notified immediately. Immediate medical care will be obtained.

## **Treatment of Illness:**

Prescription medicine may be given by an authorized adult at the One Step Ahead Daycare if a permission slip is signed by the parent. All medicine must be in the bottle prescribed by the physician and must have the child's name and dosage printed on the label.

## **Weather Bulletins:**

In case of severe weather warnings; proper precautions will be taken.



## **Disaster Preparedness:**

Each employee has a copy of the disaster plan in the classroom. The daycare has drills to practice so the children know what to do in case of a real emergency.

## **Damages:**

Both the parents and the daycare will make every effort to teach the children to use materials, toys, and furniture carefully and to avoid damaging property belonging to others. However; in the case of serious damage (over \$50.00 in value), the parent/guardian agrees to cover the cost of replacement or repair.

## **Financial Obligation:**

Tuition: Daycare fees will be established at the time of enrollment. Full payment is expected for the agreed upon time regardless of the child's attendance. One of the following payment methods may be chosen: Check, cash, or Brightwheel direct deposit. The fee must be paid before the child starts.

## **New Address/Employment:**

Notify the daycare of any information change as soon as possible. You will be asked to update forms to ensure our records are accurate.

## **Visitors:**

Parents/guardians of children are always welcome in the daycare during our regular hours. However; if you wish to have a conference with an employee or a tour we ask that you plan this with the employee ahead of time so we can be sure to get appropriate coverage and care for the child during the conference or tour.





For Choosing

## One Step Ahead Daycare

If you have any questions or suggestions we would love to hear them.

Accompanying this handbook is a registration packet. Within the packet you will find a document that you must sign indicating you have read, understood, and agree to the terms and conditions of this handbook.

### Questions or Suggestions

Please contact one of the owners

Karlene Lawrence Or Lisa Lashway