

*One Step Ahead Daycare  
Parent /Guardian  
Handbook*

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Charlestown, NH 03603  
603-826-4180*

*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

## **Mission Statement:**

Our mission is to provide our enrolled children with a playful atmosphere and a safe environment conducive to learning. To provide our parents/guardians with peace of mind so while they are working diligently to provide for their families their children are well nurtured and cared for.



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

Records are only available to the staff and by authorized employees of the 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:**

- 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- A 2 week notice is required before a child is withdrawn from the daycare.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 - 5:30 PM. All children must be picked up by the close of business.

## **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

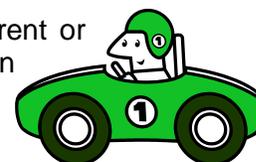


## **Vacations:**

The daycare may take up to two paid week vacation per year. The two weeks will be nonconsecutive and you will be given a minimum of two weeks' notice.

## **Arriving and Departing:**

Your child is to be brought into my home and picked up in my home by the parent or authorized adult. Under no circumstances is the child allowed to find his/her own way into the home. We become responsible for your child after he/she has been delivered inside the home. Your child may not leave with anyone other than



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persons listed on your child's personal data sheet. There is no parking on the side of the road and you are required to pull into the driveway for drop off/pickup.

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

Your child must be dropped off after 6:30am and picked up by 5:30pm each day. There will be a charge if you are late picking up/early dropping off your child. You will be charged \$5 for every 15 minutes that you are early/late.



## **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.

## **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.

## **Snack and Meal Times:**

All children are served nutritious Lunch and snacks according to the menu listed for each month/week. Breakfast is available for an extra fee. Please provide as much notice as possible if you require a breakfast for your child. You may choose to provide your own breakfast, but no discount is available.



## **Rest and Sleep:**

The daycare will provide children who are in attendance for more than five hours the opportunity to rest or sleep for at least one hour (exceptions-kindergarten). 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. Mats are cleaned and sanitized daily. 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 celebration. To make a special day parents may bring special cookies or cupcakes to the daycare so that their child may celebrate his/her birthday with other children. Suggestions for treats include cookies, cupcakes, donut holes, ice cream, or other such items. They will be given to children after they finish their nutritious meal or 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.

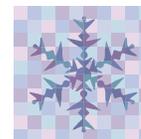
Bring a pillow, blanket, and Crib sheet in separate bag for naptime. You may bring a stuffed animal.

Bathing suit, towel (seasonal)

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

Complete change of clothes (socks, underwear, pants/shorts, shirt, ect.) Items must be placed in a plastic shoebox size Rubbermaid type container and left at the daycare.



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.

## **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.
3. Expect your children to **use soap and water** to wash hands after each visit to the bathroom.

## **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.

## **Etiquette:**

Please and thank you and I'm sorry are always encouraged when appropriate.

## **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.

## **Conduct and Discipline:**

Discipline practices shall support the child's behavior with positive guidance as well as setting clear-cut limits. These limits foster the child's own ability to be self-disciplined. Discipline shall include consequences, which shall be related to the misbehavior and enforced as soon as possible after the misbehavior has occurred.

## **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.

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## **Permission to Leave Premise:**

For the protection of all children, please send written permission to the daycare if someone other than yourself 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.

## **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.

## **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 is 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.

## **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.

## **Contagious Disease Report:**

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

## **Illness Chart:**

### **Illness**

### **May Return**

|                           |   |
|---------------------------|---|
| Chicken pox               | 24 hours after lesions have crusted                             |
| Conjunctivitis            | 24 hours after the start of treatment (If drainage has stopped) |
| Croup                     | After illness has subsided                                      |
| Diarrhea-Gastro Enteritis | 24 hours after last loose stool                                 |
| Rubella                   | At least 7 days and 24 hours after symptoms end                 |
| Hepatitis A               | At least 7 days after onset of jaundice                         |
| Impetigo                  | 24 hours after treatment begins                                 |
| Influenza                 | 24 hours after symptoms have subsided                           |
| Measles                   | At least 4 days after the onset of rash                         |
| Lice                      | 24 hours after treatment has begun                              |



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## **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

## **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. 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. The fee must be paid before the child starts.

Weekly payment is due on the Friday before each week. A late fee of \$25.00 will be charged if payment is not received by pick up on Monday of each week.

## **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 that 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