



# Just Like Mommy's Home daycare and latchkey

Just Like Mommy's Home is an in-home daycare and latchkey.

We have designed our facility to meet the needs of your family.

Developmentally appropriate activities are planned to stimulate as well as challenge your child(ren) in a warm, safe setting.

We want your family to feel confident and secure with your child(ren)'s care.

We want your family to feel welcome.

We value your family.



## Ages Groups:

Infants (3 months - 1 year), Toddlers (1 year - 3 years),  
Young Children (3 years - 5 years), Latchkey (5 years - 8 years)

## \*Enrollment Types & Fees:

Full-time \$130 per/wk, Part-time \$70 per/wk, Latchkey \$7per/hr

\*Drop-ins \$35 per/hr

Please see page 4 for details

## Child care hours:

7:00 am - 7:00 pm

Director: Connie Yalda, (248) 569-1801, khanda1973@yahoo.com

Vivian Dekhou, (248) 470-0612, vdekhou@comcast.net

Just Like Mommy's Home daycare and latchkey; [www.justlikemommyshome.com](http://www.justlikemommyshome.com)

28426 Fairfax, Southfield, MI 48076

# Just Like Mommy's Home.com

## Information Package

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### **Dear Parents and or Guardians,**

This package is for you, the parents, to understand our hospitality, policies, and fees for your child(ren). It is important for the parents and **Just Like Mommy's Home** daycare and latchkey to be on the same page to insure your child(ren)'s development in activities, routines, discipline, and eating habits. We have developed stimulating activities that challenge your child(ren) in a warm safe setting. We want you to feel confident and secure with your child care. You are always welcome, and we appreciate parents/guardians to participate in activities. We value your family.

### **Hours of Operation:**

We are here to care for your children **Monday - Friday 7:00 am - 7:00 pm**. However, please make a note on your calendars, we will be closed on all major Holidays including the day before Thanksgiving, Christmas, and New Years. We will be courteous and post the closings within 2 weeks of each holiday. **\* There will be no tuition paid for the days we are closed per our request.**

### **Care, Safety, and Security:**

**Just Like Mommy's Home** is routinely checked and has been planned to insure a safe environment for your child(ren). The care and safety of the children are constantly provided for in the daily planning and observation of our staff.

To add further protection we have installed an advanced security system in the form of cameras that monitor the **Just Like Mommy's Home** daycare and latchkey throughout the day. The facility has an excellent escape window that is functional and easy for small children and staff to exit safely. The staff practices emergency exits in a fun and practical manner.

Although **Just Like Mommy's Home** is an in-home daycare and latchkey, the daycare and latchkey is kept separately from the living space of the caregiver. The basement has great lighting and is set up for the children. The daycare and latchkey includes a bathroom, a sleeping area, an eating area, and plenty of toys, books, and activities to keep your children learning and playing while you're away. We also have a fenced in yard so the children can play safely with age appropriate yard toys and play structures.

**Please Note:** Very young children up to 3½ years of age sometimes experience extreme cases of separation anxiety. Every effort will be made to nurture these children through what can be a difficult time for them. However, to successfully obtain this goal, it must be a joint effort between the **Just Like Mommy's Home** staff and the parents/guardians. A reasonable adjustment period can take up to 6-8 weeks. If the child is still experiencing difficulty adjusting after 8 weeks, a conference will be requested with the parents/guardians to determine if the child is ready at this time for this environment.

**Discipline:** In order to provide an atmosphere, which is conducive to learning and the development of self-discipline, classroom control must be maintained and certain behaviors must be limited. Discipline must be a cooperative effort between **Just Like Mommy's Home** staff and parents/guardians. Therefore, we encourage parents/guardians and **Just Like Mommy's Home** staff conferences to discuss your child(ren) and his/her adjustment to the daycare and latchkey's programs. Our policy on discipline is in compliance with Rule 400.5107, #107 of the Childcare Centers Rules as outlined by the Licensing Division of the State of Michigan Department of Social Services, which states:

**Rule #107(1)** Staff shall use positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation.

**Rule #107(2)** Staff shall be prohibited from using the following means of punishment:

1. Hitting, shaking, pinching, or inflicting a form of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
5. Confining a child to a enclosed space/area, such as a closet, locked room, box or singular cubicle.

**RULE #107(3)** Non-severe discipline of restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself/herself, or to prevent a child from harming other persons and/or property. Excluding those forms of punishment prohibited by rule #107(2) of these rules.

**Daily Routine:** see page 5 of information package.

**Rest Time:** A daily time of rest and relaxation is scheduled to balance the activities of the children. Each child has a separate mat/bed. Although, the children are encouraged to nap, it is not required. Children whom do not wish to rest/nap,

must remain quiet and stay on their mats so that they will not disturb the other children.

**Visiting:** Parents, friends, and relatives are encouraged to visit the **Just Like Mommy's Home** daycare and latchkey. Please walk-in or call for an appointment, all are welcome. You are welcome to visit during nap-time but please do not disturb the children while they sleep. Nap-time is between the hours of 1:00 pm - 3:00 pm.

**Field Trips/ Walking Trips:** All field trips and special activities that do not take place at the Just Like Mommy's Home daycare and latchkey will require a permission note signed by the parent/guardian. All walking trips require a permission note signed by the parents/guardians at the time of enrollment (page 7).

All field trip notices will be posted on the parents board. Reminder notices are sent home only if special arrangements are necessary, such as special clothing, need to bring their lunch, etc.

### **Food Service and Nutrition:**

Food served by **Just Like Mommy's Home** daycare and latchkey's staff shall be of sufficient quantity and nutritional quality to provide for the dietary needs for each child according to the minimum meal requirements of the Childcare Food Program as administered by the Michigan Department of Education based on the National Research Counsel's recommended dietary allowance for appropriate age groups. **\* Please do not send gum, candy, food, or toys with your child in the morning. Other children can and will become upset if there is not enough to share.**

These are the times **Just Like Mommy's Home** serves our meals:

<b><u>Breakfast</u></b>	<b><u>8:00 am - 9:00 am</u></b>
<b><u>Am Snack</u></b>	<b><u>10:30 am - 10:45 am</u></b>
<b><u>Lunch</u></b>	<b><u>11:30 am - 12:30 pm</u></b>
<b><u>Pm Snack</u></b>	<b><u>3:30 pm - 3:45 pm</u></b>
<b><u>Dinner</u></b>	<b><u>5:15 pm - 6:15 pm</u></b>

Am & Pm Snacks (are optional), breakfast, lunch, and dinner shall be provided by daycare and latchkey except when one of the following circumstances occurs:

1. The majority of children in attendance is less than 4 hours per day.
2. A written agreement has been provided and signed by the parents/guardians and kept on file indicating that the parents/guardians will be providing the food for their child(ren)
3. The daycare and latchkey has a field trip or special occasion. **\*On field trips Just Like Mommy's Home will not provide food containing mayonnaise, eggs, milk products, and other ingredients with the high probability of spoilage and we advise the parents/guardians of the same practices if having to provide a meal for such field trips.**
4. If the child(ren) is/are still eating baby food, formula, drinking bottles, or require a special diet. In which the parents/guardians will be required to have a written agreement and provide the food they will need. **\*If your child is allergic to dairy/ milk please provide a doctors note, and supplement an appropriate food source. We serve dairy/ milk with every meal.**

**Treats, Birthdays, and other occasions:** Please inform the staff at **Just Like Mommy's Home** daycare and latchkey in advance, preferably 1 week, if you would like to bring in any special treats for birthdays or any other special occasions to share with the other children in the daycare and latchkey. Please bring enough to share with all classmates.

### **Pick-Up Procedures:**

When dropping off a child or picking up a child, **Just Like Mommy's Home** requires all parents/guardians to sign all children in and out at the time of pick up and the time of drop off.

Late fees can and will be charged to all pick-ups after 7:00 pm. (See page 4 for details)

Should someone other than the parent/guardian, or authorized person's listed on the information card come to pick up your child(ren), please notify us or call to inform us each time the person responsible for picking up your child(ren) will be coming or **Just Like Mommy's Home** staff will not be able to release the child(ren) into their care until we speak to the authorized person's from the information card. This could result in going over in daycare and latchkey hours and result in a fee added to the following weeks tuition payment. Please make sure to let us know if the authorized person's need to be updated on your child(ren)'s information card to avoid any confusion.

**Transportation:** If a child(ren) requires transportation, it is the responsibility of the parents/guardians to supply the appropriate car seat or booster seat for the child(ren) or transportation for that child will not be provided. **Any child under 4 ft 9 in tall is required to sit in a child passenger safety devise.** If you have any questions please ask to see a brochure on details of child safety, or if you have any questions please ask or feel free to call (248) 569-1801.

### **Clothing and Supplies:**

Parents are required to have certain clothing and other items on hand for their child(ren) while in care at **Just Like Mommy's Home**. Please label each item with your child(ren)'s full name. The daycare and latchkey will not assume responsibility for lost items, which are not labeled. (Please see page 5 for list of supplies needed)

We take advantage of our fenced in yard and take every opportunity to be outdoors. Please dress your children ap-

appropriately according to the daily weather forecast. Comfortable play clothing is ideal and appropriate for the child(ren) to participate in daily activities. Please fasten all scarves, hats, and mittens to jackets. Seasonal clothing such as boots should be an appropriate size and fit to encourage child(ren) to dress himself/herself.

**Potty Training:** We require that children be potty trained by the age of 3 years old. We are willing and more than happy to assist the parents/guardians with their child(ren)'s potty training as young as 15 months old. However, potty training has to be consistent, and both the staff and the parents must work together to insure success.

#### **Child Absent:**

In the event that a child(ren) will be absent from the daycare and latchkey, a call is required and can be made to: (248) 569-1801. When a child(ren) is absent from the daycare and latchkey there will be no reduction of weekly tuition fees.

Tuition is due regardless of any vacations, illnesses, absents, or severe weather. We will not honor "make-up" days.

**\*The only exceptions are further noted.**

**Illness:** If your child(ren) is/are sick with a temperature of 100° or above, vomiting, or has an extreme case of diarrhea, they will not be permitted to attend daycare and latchkey without proper doctor's approval. In the event an illness lasts more than 3 days, you will not be required to pay tuition for those days (with a doctor's written excuse). However, if it is 2 days or less, tuition is due in full. **\*Medicine can be administered with proper approval from the parent/guardian (page 9 of this package).**

In the event one of our **Just Like Mommy's Home** caregivers is sick and cannot be present, the daycare and latchkey will operate as usual with the help of an assistant.

**Severe Weather:** In the event of severe weather our daycare and latchkey will be open and available for your child(ren). However, if your child(ren) is absent due to severe weather tuition is still due. In the event we close due to bad weather you will receive a phone call. **\*If we close due to bad weather you will not be responsible for tuition.**

#### **Enrollment Types & Fees:**

The full-time weekly daycare rate is \$130.00. Full-time care is considered 21 hours or more. The part-time weekly day-care rate is \$70.00 and cannot exceed 20 hours. The latchkey/drop-in rates are \$7 per/hr if attending up to 10 hours a week. If child(ren) requiring latchkey/drop-in attend more than 10 hours per week daycare full-time/part-time rates will apply. Drop-ins are upon availability only, call ahead to make arrangements (248) 569-1801.

Tuition is due each and every Monday before services are rendered. In the event tuition is not paid by Wednesday an additional \$15.00 will be added to the tuition in the form of a late payment fee. If payment is still not received by Friday, the late payment fee will increase to \$25.00. Please make your payments on time. There will be no exceptions. **\*Parents that are 3 weeks behind on tuition payments will result in immediate enrollment termination.**

**Just Like Mommy's Home** accepts cash or checks, There will be a \$35.00 returned check fee and your checks will no longer be accepted.

**Late pick-up fee:** **Just Like Mommy's Home** daycare and latchkey closes at 7:00 pm sharp. There will be a fee of \$1.00 per minute after 7:00 pm. For example if a parent/guardian arrives at 7:18 pm to pick-up. There will be an \$18.00 charge to the following weeks tuition. Please pick your child up at or before 7:00 pm there will be no exceptions. A repeated failure to pick up your child(ren) by 7:00 pm will necessitate a conversation with the parents/guardians, or removal of your child(ren) from the daycare and latchkey.

**Supply/Extra items forgotten fees:** Each day your child may need certain supplies/items such as potty training supplies, sleeping bags/blankets (for naps), toddlers will also need a change of clothes, undergarments, and wipes. Infants will also need a change of clothes, diapers, wipes, baby food, milk/formula, and bottles. There will be a fee enforced of \$1.00 per day for **Just Like Mommy's Home** to supply missing items, and the fee will be added to the following weeks tuition if the child(ren) is brought to be cared for without supplies. There will be a warning before the fee is enforced, so please bring your child(ren)'s supplies from the supply list (listed on page 5), and please do not bring more than what is needed due to limited space.

#### **Withdrawal and Termination Policy:**

Parents/Guardians are to give at least a two week notice of their intent to withdrawal or tuition/fees will be due as normal. In the event a child(ren)'s enrollment has been terminated due to personal threats, continuous biting, and so forth, a one week notice will be given by the caregivers at **Just Like Mommy's Home** daycare and latchkey to the parents of the child(ren), unless the parents/guardians deem immediate termination is necessary. Proper procedures to correct any/all issues pertaining to the termination will be granted. However, in the event action(s) are not corrected, termination will be enforced and necessary. **\*Parents that are 3 weeks behind on tuition payments their child(rens) enrollment will be terminated immediately.**

#### **Release Form:**

Will be provided to each parent/guardian authorizing your child(ren)'s image to be used in print, video, and digital media for **Just Like Mommy's Home's** marketing purposes.



# Just Like Mommy's Home.com

## Supply List / Daily Routine

### Clothing & Supplies:

We ask you to bring the following items with your child(ren) to leave at the daycare and latchkey facility, so that if there are any accidents the child can be attended to properly. Please do not bring diaper bags due to limited space.

1. A complete change of comfortable play clothes (weather appropriate). Including socks, undergarments, shoes, and/or belt.
2. A sleeping bag, or a proper sized blanket for child to sleep on and cover with.
3. A box of facial tissues, and a box of baby wipes. They are to be replaced by parents when necessary.
4. Diapers and/or Pull-ups, and are to be replaced by parents when necessary.
5. For infant and baby, bibs and bottles which are to be taken home and cleaned daily, baby food, and milk/ formula.

\*Please only bring what is listed and what can stay at the Daycare & Latchkey, and only bring items as needed due to limited space. If items need to be replaced and or sent home to be washed we will do so. Communication is key.

\* There will be a late fee of \$1.00 per day your child is without these items. You can check and see what your child needs or is missing, and bring it as soon as possible. Please refer to the information packet for further details.

### Routine:

7:00am - 8:00am	Free Play
8:00am - 9:00am	Breakfast
9:00am - 10:00am	School Time
10:30am -10:45am	AM Snack
10:30am -11:30am	Movie/ free play/ or *Outside Play
11:30am -12:30pm	Lunch
12:30pm - 3:30pm	Nap Time
3:30pm - 3:45pm	PM Snack
4:00pm - 4:30pm	Arts and Crafts
4:30pm - 5:00pm	Movie/ free play/ or *Outside Play
5:15pm - 6:15pm	Dinner
6:30pm - 7:00pm	Movie/ free play/ or *Outside Play

**\*Weather permitting**

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## Information Package Agreement

**I/We understand, agree to the Information Package, pages 1-11, and the following:**

### **Enrollment Types & Fees:**

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Tuition is due each and every Monday before services are rendered. In the event tuition is not paid by Wednesday an additional \$15.00 will be added to the tuition in the form of a late payment fee. If payment is still not received by Friday, the late payment fee will increase to \$25.00. Please make your payments on time. There will be no exceptions. **Just Like Mommy's Home** accepts cash or checks, There will be a \$35.00 returned check fee and your checks will no longer be accepted.

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**\*Parents that are 3 weeks behind on tuition payments will result in immediate enrollment termination.**

Children's Information			
Child(ren)'s Name	Child(ren)'s Birthday	Child(ren)'s Age	Child(ren)'s Enrollment type

Mother's Information	
Name:	Phone (home)
Address:	Phone (work)
	Phone (cell)
Father's Information	
Name:	Phone (home)
Address:	Phone (work)
	Phone (cell)

<b>By signing this I/We agree that I/we have received a 20__ Information Package and understand the policies of Just Like Mommy's Home daycare and latchkey.</b>	Date
Mother's Signature X	/ /20__
Father's Signature X	/ /20__

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## Walking Trips

### **Field Trips/ Walking Trips:**

All field trips and special activities that do not take place at the Just Like Mommy's Home daycare and latchkey will require a permission note signed by the parent/guardian. All walking trips require a permission note signed by the parents/guardians at the time of enrollment.

All field trip notices will be posted on the parents board or [www.justlikemommyshome.com](http://www.justlikemommyshome.com). Reminder notices are sent home only if special arrangements are necessary, such as special clothing, need to bring their lunch, etc.

**By signing this page of the agreement I/we the parent/guardian give permission to Just Like Mommy's Home daycare and latchkey to take my child(ren) on walking trips around the neighborhood, nearby parks, or playgrounds, etc.**

Parent(s) & Child's(ren's) Information	
Parent(s) Name(s)	Child's(ren's) Name(s)

Licensing rule R 400.1952

(1) The caregiver shall obtain written permission at the time of initial enrollment of a child to go on field trips not involving a vehicle that includes, but is not limit to, walking to a park or in the neighborhood.

(2) The caregiver shall have a copy of each child's information card and a first aid kit, containing the items listed in R 400.1951(8), accessible at all times when children leave the premises.

	Date
Parents Signature X	/ /20_

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# CHILD IN CARE STATEMENT/RECEIPT

STATE OF MICHIGAN  
Department of Human Services  
Bureau of Children and Adult Licensing

Child(ren)'s Name(s) (Last, First, Middle Initial)

Provider/Caregiver's Name

Just Like Mommy's Home

## A. I hereby certify that I have received a copy of each of the following documents:

(Check all that have been received)

- Licensing Rules for Family and Group Child Care Homes [R 400.1907 (1b)]
- The discipline policy that this child care home will be using for my child(ren). [R 400.1907 (1b)]

## B. I state that my child(ren):

- Is free from health conditions which could pose a risk to other children or adults. [R 400.1907 (1b)]
- Has no limitations or special needs regarding participation in daily activities. [R 400.1907 (1b)]
- Has a health or handicapping condition which could pose a risk to my child in care and I have attached a statement indicating the limits of participation and any special needs or treatment while in care. [R 400.1907 (1b)]
- Has completed or is in progress of receiving immunizations and booster as recommended by the Department of Community Health. If these are not in progress or completed, please specify the reason >  Religion  Other (explain) [R 400.1907 (1c)]

## C. I understand that, according to the Family and Group Child Care Home Rules:

- I will be informed when an assistant caregiver between age 14 to 17 years, may be caring for my children. [R 400.1907 (1b)]
- I will be informed when an assistant caregiver is caring for my children in the absence of the provider. [R 400.1903 (1d)]
- My children will be released only to those persons authorized by me. [R 400.1903 (2)] (Listed on the Child Information Card I filled out)
- I will be informed of the animals and pets that are in the child care home. [R 400.1936 (1)]
- My child will have daily outdoor play, except during inclement or extreme weather, or unless otherwise ordered by a health care provider. [R 400.1914 (3b)]
- I understand that my provider must follow the safe sleep guidelines for infants & toddlers. [R 400.1912 and R 400.1916]
- Medication will be given or applied only with my written permission. [R 400.1918 (2)]
- \_\_\_\_\_ will be providing the food for my child(ren) while he/she is at the day care home. [R 400.1907 (1b)]
- Toilet training will be planned cooperatively between me and the provider. [R 400.1923 (6)]
- I will be informed before the use of any pesticide or fertilizer treatments. [R 400.1932 (5)]
- I must give written permission before my child is transported in a vehicle. [R 400.1952 (2)]
- I must give written permission before my child participates in outdoor water activities. [R 400.1921 (10)]
- I will be informed if there are firearms on the premises. [R400.1907(1b)]
- I was informed if the child care home was built prior to 1978 and of the potential presence of lead-based paint or lead dust hazards. [R 400.1907(1b)]
- I will be informed in writing prior to any remodeling, renovating, or re-painting that could potentially disturb lead-based paint or produce lead dust. [R 400.1932(7)]

Parent/Guardian Signature

Date

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.







# Parent Release Form for Media

I, the undersigned, do hereby grant or deny permission to Just Like Mommy's Home daycare and latchkey to use the image of my child(ren), \_\_\_\_\_, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Just Like Mommy's Home Web site: [www.justlikemommyshome.com](http://www.justlikemommyshome.com)

- Deny permission to use my child(ren)'s image at all.
  
- Grant permission to use my child(ren)'s image in the following ways (mark all that apply):
  - Limited usage: I want my child(ren)'s image used within the Just Like Mommy's Home daycare and latchkey setting only (not in the larger community).
  
  - Limited usage: I want my child(ren)'s image used for educational materials only (not marketing). This could be either within Just Like Mommy's Home daycare and latchkey or in the larger community. One example of this could be videos in parent education classes.
  
  - Limited usage: I want my child(ren)'s image used on printed materials only (no digital or video use).
  
  - Unrestricted usage: I give unrestricted permission for my child(ren)'s image to be used in print, video, and digital media. I agree that these images may be used by Just Like Mommy's Home daycare and latchkey for a variety of purposes and that these images may be used without further notifying me. I do understand that the child(ren)'s last name will not be used in conjunction with any video or digital images.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy of this form for your own records and mail or fax the original to:

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(248) 569-1801

**If you have questions, contact Connie Yalda at (248) 569-1801**