



Valley House Daycare

Casa del Valle

FAMILY HANDBOOK

Location	Contact	Hours of Operation
3709 3rd Street NW Rochester MN 55901	valleyhouse616@gmail.com 507 - 513 - 3173	Monday - Friday 7:00 am to 5:00 pm

POLICY

Welcome to Valley House Daycare!

We are a Spanish immersion child care, fully licensed and insured, located right off West Circle Drive and just 7 minutes away from Mayo Clinic.

At Valley House Daycare we are ready to partner with you to bring the most inviting and warm environment for your child to grow. With us, your child will become involved with lots of fun, age-appropriate activities to develop socially, emotionally, physically and cognitively while learning another language.

Valley House Daycare staff is experienced, well-trained, fluent in Spanish and committed to provide an engaging learning environment filled with sensory stimulation, open and structured play, arts and crafts, music, singing and dancing, science projects, health and nutrition and so much more.

We are C3 licensed by the State of Minnesota through Olmsted County Community Services to provide care for a total of fourteen children. As a licensed provider, we are a mandated reporter and required to report suspected abuse and neglect. A copy of the Licensing Rule may be obtained from Olmsted County Community Services - Child Care Licensing. We are trained in First Aid, CPR, Head Trauma, Supervising for Safety, and Developmentally Appropriate Behavior Guidance.

STAFF

- **Our Director**

Ana Maria Van der Laat, our Director, was born and raised in Costa Rica. She is a Preschool teacher with a master's degree in Early Childhood Education from Framingham State College in Massachusetts. She has been working with children for over 20 years in all sorts of environments and grade levels; from the delicate and cute nursery children to teaching Spanish to active and encouraging elementary students.

- **Other Adult Caregivers and Substitute Provider**

All staff will have a criminal background check completed. All substitutes have completed the required training. We will attempt to give advance notice if there will be a substitute provider but cannot guarantee this as it will depend on circumstances.

ENROLLMENT

Before care can start ALL following forms are required with signatures, incomplete and missing information can result in a delay of start. These forms need to be updated yearly, and/or upon any changes done, especially with immunizations. A reminder will be sent home in December asking parents to update forms.

- Contract
- Enrollment fee \$50
- Deposit of a two-week fee
- Copy of your child's Immunization Record
- Copy of child's health form
- DHS Admission Form

MATERNITY AND HOLDING - WAITING LIST

Valley House Daycare families will have the priority to enroll an infant under our care, we ask that they notify us as soon as possible. At the time the decision to enroll a child is made, all families in the waiting list must pay the fees to assure a spot under our care. The registration fee of \$50 and a two week fee deposit needs to be paid at the time you reserve. The deposit is meant to cover your costs in case you cancel, do not show or fail to pay. This deposit is used for your child's last two weeks of care at Valley House Daycare.

TERMINATION POLICY

In the unfortunate event that we decide to discontinue care of a child, a two week written notice will be given to the parents of the child with a date for the last day of care. At any time during the two-weeks termination can result in immediate release if the relationship is not professional and unsafe.

We ask that if you choose to remove your child from our care that you also give us a two week written notice.

If you remove your child from care prior to a two-week notice being given, payment will still be required for the remaining two-weeks.

MANDATED REPORTING

As mandated reporters we have the legal responsibility to report any suspected neglect of physical - sexual abuse. We will contact our licensor Kari Justin at justin.kari@co.olmsted.mn.us of any neglect or abuse.

[MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS](#)

TRIAL PERIOD

There will be a two - week trial period. Either parties may terminate the agreement of care with a written notice , and the families will only be charged for days used.

NON-DISCRIMINATION

We do not discriminate on the basis of race, creed, national origin, religion, sex or disability.

INSURANCE

We carry liability insurance on the daycare business. A current certificate of coverage for insurance is available for inspection upon request.

HOURS and DAYS OF OPERATION

Daycare services will be available Monday through Friday from 7:00 am to 5:00 pm. Additional hours may be available with prior approval. Late fees do apply. We will provide service for a maximum of 10 hours, which is considered an 8 hour full time work schedule plus two hour transportation, 60 minutes from home to the daycare and another 60 minutes from work to the daycare. If you need additional care in an emergency situation, hours and fees will be adjusted.

We have an open door policy, where parents are welcome to visit or observe during the hours in which childcare is provided. Our door will be unlocked during drop off time from 7:00 am to 8:30 am and at pick up time 3:30 pm to 5:00 pm when we are expecting parents. To ensure safety and quality of supervision, our doors will be locked

from 8:30 am to 3:30 pm. To visit during these hours, communicate to Ana Maria Van der Laat ahead of time so we can unlock the door.

Lunch and nap times are very busy times. We ask that you let us know prior if you would like to visit from 11:00 am to 2:00 pm.

You are welcome to call anytime. If we are too busy to answer the phone, please leave a message and we will return your call as soon as possible.

DATA PRIVACY

We will do all that we can to protect your family's privacy and will abide by the state privacy laws. All records and information about your child and your family is private and confidential, unless we have your written permission to reveal specific information.

GRIEVANCE PROCEDURE

When you have a question or concern, please talk with Ana Maria Van der Laat as soon as possible. Efforts outside of business hours to resolve any issue will be made. If we cannot come to a fair and reasonable outcome, you may contact our program licensor Kari Justin justin.kari@co.olmsted.mn.us.

DROP OFF AND PICK UP TIMES

Please drop off and pick up your child at the agreed upon time so that we may meet other obligations. The agreed upon time may be altered with prior approval. If you are running late please let us know. You will be charged overtime rates as stated in the contract.

When someone else will be picking up or dropping off your child, notification from you will be required. A name, and a photo ID or picture is needed. Anyone other than the parents need to be listed as authorized contact persons.

Court papers will be needed if a parent is not to be picking up their child.

If you fail to bring an appropriate car seat for your child, we will ask that you go and get one, while your child remains in our care. After 5:00pm a late fee will apply.

PROGRAMS

Our programs serve children from 6 weeks to kindergarten entrance in a Spanish-immersion environment. Valley House Staff work in partnership with families to understand children's development and therefore create an environment where communication flows easily. All spaces are prepared, enriching their environment and introducing them to Spanish in a natural and exciting way.

FEES AND RATES

Full time weekly rate - Infants \$255
 Toddlers \$255
 Early preschool \$255
 School Age \$235

Deposit fee - a two-week tuition fee that will cover for the last 2 weeks of care and if you need a prorated amount you can pay 25% until you reach the amount. The deposit is meant to cover your costs in case you cancel, do not show or fail to pay. This deposit is used for your child's last two weeks of care at Valley House Daycare.

Enrollment fee - \$50

Late fee - If the parent/guardian makes prior arrangements with the provider, the child may stay overtime but not past 5:00 pm. Fees will be arranged depending on the length of the overtime. If the parent/guardian has not informed the provider that he or she will be arriving earlier or later than the agreed upon time, the following rate will be charged: \$5 per minute before 7:00 am or after 5:00 pm.

A \$25 fee will be charged for each NSF check returned to us, parents need to pay cash.

Holding fee - If you want to hold a spot in VHD your holding fee will be set at a two-week rate for the age of the child when care starts. Current families will have priority over new families.

Professional days : VHD will take 2 days a year to do professional training. We will give a minimum of 2 weeks notice, and these days will be paid at the regular child rate.

OUR PROGRAMS

Infants (6 weeks to 12 months)

Our youngest students are immersed in a nurturing and safe environment where all areas are age appropriately designed. Weekly rate \$255

Toddlers (12 months to 24 months old)

Our Toddler Program engages children in developmentally appropriate and differentiated activities. Students will learn the concepts, knowledge and skills appropriate for them at different ages. They will receive individualized support to find the best ways for each child's continued growth. Weekly rate \$255

Preschool Age (Children 2 to 5 years old)

At Valley House we build our own curriculum and fill the day with lessons and activities that are engaging, age-appropriate and sequenced, facilitating progress towards meeting developmental milestones across all domains. Weekly rate \$255

School Age (Children 5 to 12 years old)

If your child is enrolled in distance learning, we can help! We will provide the space and support for your child to complete their school work, and have some fun along the way! Schedule: 9 am to 4 pm. All meals included, morning snack, lunch and afternoon snack. 3 days a week \$175 weekly / 5 days a week \$235 weekly

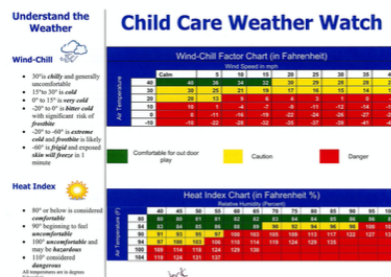
Summer Fun

Our summer program is open to children 2 to 10 years old from 9:00 am to 12:00 pm. Spots are available on a first come - first served basis. Morning snacks will be provided. Drop off: 8:45 - 9:00 am Pick up: 12:00-12:10 pm Cost per week: \$235

CURRICULUM

We created an ongoing curriculum in which the Spanish language plays an important part of it. Concepts are taught in both languages through songs and activities that nurture both cultures. We celebrate some holidays, please let us know if your child can be part of the celebrations. If for any reason you decide not to bring your child during one day or time of the celebration, no reductions will be made to your weekly fees.

WEATHER POLICY



We will do our best to be outside as much as possible because we believe that outdoor play is an important part of a child's day and to the health of a child. Weather permitting, and the capability with the infants in our care, while following the State guidelines we try to get outside. Leaving seasonal clothing at VHD will ensure that at any time we can go outside and explore. All children who are well enough to be in my care are expected to participate in outdoor activities.

MEALS AND SNACKS

We participate in the Provider's Choice Food Program. Children are not forced to eat, but are encouraged to try what is on their plate. Bottles and food brought from home must be labeled with your child's name. Meals and snacks are usually served at the times below. Please feed your child before you come if he/she is missing our meal times.

Breakfast: available from 7:00 am to 8:45 am

Morning Snack: served at 9:00 am

Lunch: available at 11:00 am

Afternoon snack: served 3:00 pm

CHILD'S BIRTHDAYS

Valley House Daycare will provide a treat to celebrate a child's birthday. We will celebrate after lunch and before nap time between 11:30am and 12:30pm. Parents are welcome to join us.

OUR DAILY SCHEDULE

7:00 AM	<p>Open Play - We greet children as they arrive, they take off coats and shoes and hang up items on their hook. Breakfast is available.</p> <p>Morning Work - Children pick work to do on the carpet or the tables.</p>	11:55 AM	Potty and Handwashing / Diaper Change time
8:30 AM	Potty and Handwashing / Morning Snack / Diaper change time	12:00 PM	Quiet reading / TV time
9:00 AM	Outdoor Play (weather permitting)	12:30 PM	Nap time Prep
9:30 AM	<p>Morning Meet Circle Time - Morning song, a brief calendar check, name check (use the puppet) and a quick introduction to the centers of the week.</p>	12:45 PM	<p>Nap / Quiet Time - Children listen to music while staying on their cots with their blankets/stuffed animals. Infant - toddler, if not napping and 4 - 5 year olds will have skill work time</p>
9:45 AM	<p>Guided Play - Children work on a concept or skill. The group is divided between the adults present. Afterwards they have free play, adults supervise. Areas: Kitchen, Music and Movement (motor room), Creative Building, and Art.</p>	2:45 PM	Potty and Handwashing / Afternoon Snack / Diaper change time
11:20 AM	<p>Clean Up - While listening to the clean up music children return the toys and supplies to the shelf. When the area is ready children line up to go inside/upstairs to get ready for lunch.</p>	3:00 PM	<p>Outdoor / Indoor Play Time Open play until/while dismissal</p>
11:30 AM	Handwashing / Lunch prep / Lunch	4:00 PM	Potty and Handwashing / Diaper Change time

Times and order of activities are subject to change to serve children's needs.

CLOTHING

Please dress your child appropriately for the weather and leave a complete change of clothing with us. Please label the clothing and any other items brought from home.

SLEEP AND REST ARRANGEMENTS

All children are required to nap or have quiet time. Older children have his/her own cot and bed linens. They will rest on cots and the infants and toddlers nap in cribs equipped with a tight fitting sheet. Every infant in care will be placed to sleep on his/her back with nothing in the crib except a pacifier if needed. No blankets or other items are allowed in the infant sleep space. If parents allow the use of a swaddle they must sign the appropriate form. Infants will be allowed to sleep on their own schedules.

TOILET TRAINING

The decision to start potty training needs to be a partnership between VHD staff and parents or guardians. We will discuss our plan with the parents and establish our routines, following the methods simultaneously at daycare and home will help the child learn to use the toilet successfully. We will have a schedule and a timer to remind us to bring your child to use the potty. We will start by using the toilet every hour and progressively extend this time to match our regular potty/handwashing schedule. VHD staff will always be kind to the child while in training knowing that this could be a long process. We will use incentives like a sticker chart to reward the child each time they successfully use the potty. We will ask parents to bring extra clothing and all dirty items will be sent home at the end of the day.

ILLNESS

Child Illness

In an attempt to contain the spread of illnesses, we will not provide daycare for a child with any of the following symptoms:

- A temperature of 100 degrees or above
- Vomiting within the last 24 hours.
- Diarrhea within the last 24 hours.
- Pink eye
- Strep throat (must be on medication for 24 hours before returning to care)
- Head lice
- Other contagious illnesses, as the provider deems appropriate.
- Any Covid-19 symptoms

If your child has any of these symptoms or illnesses, please contact us, but do not bring him/her to daycare. **Masking your child's symptoms with use of medications and bringing them to daycare can result in termination of our contract.**

If your child develops any of these symptoms during the day, we will call you and expect you to pick up the child as soon as possible. This is to prevent exposing the other children and our staff to the illness.

Immunization records must be updated as shots are administered. You may provide us with a printout from your healthcare provider.

You must notify us immediately if your child has been diagnosed with a contagious illness or parasitic infestation. We will notify you if your child has been exposed to any illness.

We must have your permission to obtain emergency medical care or treatment. This will only be used if we cannot reach you or if you are delayed in arriving at the emergency facility. We will make every effort to call you.

We must have your written permission to administer prescription and non-prescription medications.

Administering Medication

- We will take children who are on prescribed medication when a doctor indicates that they are no longer contagious. A signed release from the physician and a written request from the parent on the medication to be given.
- The medicine must be in the original container, labeled with directions and the child's name.
- Medications will be stored in a safe place inaccessible from children
- Fever reducing medication will not be administered.
- All medications will go home after the prescribed date.

Staff illness

Staff with the following symptoms will be sent home or dismissed from responsibilities until improved or until a doctor diagnoses the staff member as non-contagious:

- any indications of childhood illnesses—chickenpox, mumps, etc.
- fever (this usually indicates the presence of infection)
- pink eye
- stomach flu – staff will be excluded if they have vomited in the last 24 hours
- impetigo, lice, ringworm, scabies, or undiagnosed rash
- diarrhea
- significant respiratory distress (including RSV)
- under-immunized employees in the event of an outbreak of an immunization preventable disease.

Staff members are required to inform our VHD Director within 24 hours, exclusive of weekends and holidays when they are diagnosed with a contagious reportable disease.

CHILD BEHAVIOR GUIDANCE

We strive to maintain a positive approach to managing the behavior guidance while in our care. We will establish and enforce clear and consistent limits and expectations for appropriate behavior. When inappropriate behavior develops, we will use some techniques like modeling, distraction, redirection, adjusting the environment, cooperative problem solving and removal from the activity or area as a last resort.

When positive behavior is displayed, the result is participation and enjoyment of the activity. In the case of negative or inappropriate behavior I will follow this process for infants, toddlers, preschoolers, and school age children:

- **Reasoning:** Efforts will be made to help the child understand the inappropriateness of the actions.
- **Redirect:** When reasoning has not been pursued and behavior has not changed, redirecting the child from the activity involved to another program space or activity.
- **Parent conference and goal setting:** When the behavior cannot be managed to ensure a safe place for all, we will have a private conference to set up a written goal plan, with consequences that the child will need to work on, and in a fair amount of time.
- **Removal:** If the above process does not result in correct behavior, the child will be removed from the program.
- Corporal punishment is not allowed. This includes, but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, kicking, hitting and spankings, emotional or psychological abuse. Food, light, warmth clothing cannot be withheld. Discipline and punishment shall not be delegated to another child. Separation of a child will be age appropriate to the age of the child and circumstance requiring the separation. The child once calm will be reunited back into play.
- Infants are shown modeling of appropriate behavior and redirected when needed.

ACCIDENT

When your child has a **minor injury**, we will:

- Do basic first aid to the area. Wash it with soap and water, using neosporin and using a bandaid if needed.
- We will fill out and give you an accident report, so you know what happened
- We will log it in our records to monitor the accident, to ensure we have a safe environment

When your child has a **major accident**, we will:

- Call 911, perform immediate First Aid/ CPR, and then contact you when it is possible. If we cannot reach you, we will then call your emergency contact person on your form. We will let emergency responders decide what actions will be taken.

- If your child needs to be taken to the hospital, an ambulance will be called, and this expense will be upon the parent.
- Any child that is seen by a physician must notify us immediately. I have 24 hours to report this to the State.

EMERGENCY PLAN

Our Emergency Plan is reviewed each year and shared with our staff once a year during our professional days. A hard copy is available and parents are welcome to see it upon request.

FIRE AND STORM DRILLS

We are required to hold monthly fire and storm drills. We have evacuation signs in all areas and we discuss our procedure with our staff during the drills. In case of fire we will evacuate to our neighbors house Mrs. Penny (house on the right). During a tornado or severe storm we will go to the basement in the utility room to shelter. We have two emergency backpacks, one in the kitchen and one in the coat closet. Another emergency kit is in our shelter space in the basement. Parents will be notified as soon as we are all in a safe place and out of danger.

TRANSPORTATION

We do not offer transportation at this time.

TRIAL PERIOD

There will be a two-week trial period beginning on the child's first day of care. Either party may terminate this contact within the trial period without further obligation.

TERMINATION PROCEDURE

Termination of care may be done by either the parent(s) / guardian(s) or the provider, by giving a two week written notice in advance of the ending date. Payment by the parent/guardian is due for the notice period whether or not the child is brought to care.

The provider may terminate the contract without giving any notice if the parent/guardian fails to comply with the contract terms including but not limited to timely payment of fees. The provider may also terminate the contract in case of an emergency.

Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

PETS

We do not have any pets in the daycare home.

SUBSTANCE ABUSE POLICY

We prohibit employees, helpers, substitutes and volunteers from abusing prescription medication or being in any manner under the influence of a chemical or alcohol when directly responsible for caring for the children to the extent that the use or abuse has or may have a negative effect on the ability of the person to give care during daycare hours. We will train employees, helpers, substitutes, and volunteers about this substance abuse policy.

If we suspect that a parent or anyone picking up your child is under the influence of drugs or alcohol, we will **NOT** release the child to that person, and you will be called as soon as possible.

NO SMOKING POLICY

We are non-smokers. Licensing regulations prohibit smoking in the daycare home.

PERSONAL ITEMS / TOYS

Please do not bring toys or personal items from home other than a blanket or stuffed animal for naptime for children 18 months or older. We will not be responsible for anything that is lost or broken.

SCHEDULING

Our child care agreement is based on your child being here at the times and dates agreed upon. If your schedule changes, please notify us as soon as possible. If we cannot accommodate the changes, we reserve the right to terminate this agreement.

VALLEY HOUSE DAYCARE

Parent or Guardian Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook edition for the 2022, which contains the policies and procedures for VHD families and staff. After reading the handbook, please complete this form and return it to us via email as soon as possible. This form will be kept in your child's file for the duration of the year.

Thank you in advance for your cooperation. Sincerely,

Ana Maria Van der Laat, VHD Owner and Director.

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of VHD's Parent Handbook 2022 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____ Date: _____