

House Rules

WHAT WE PROVIDE AT THE DAY CARE



- Childcare provides each child with a safe, caring and stimulating environment.
- Childcare provides for every registered child- pampers and wipes (Huggies), breakfast, warm lunch and an afternoon snack.
- Parents who are unemployed, have low incomes or struggling financially can apply with Management for the Child Placement Subsidy- to determine eligibility.



DAY CARE ATTENDANCE AND PICK UP ARRANGEMENTS

- The parent/ guardian should contact the Childcare as soon as possible if their child will not attend day care (also for a prolonged period of time).
- A sick child cannot get adequate attention at the Childcare and is best off at home. As per the Public Health Department-Saba guidelines, your child cannot attend the Childcare (and will have to be picked up if already at the child-care) if:
 1. The child has a temperature of 38.5 c/ 99 F or above
 2. The child is too sick to participate comfortably in activities
 3. The child requires more care than staff can provide without compromising the health and safety of the other children and/ or staff
- The Parent is encouraged to bring and pick up their child on time and shall ensure that this obligation is fulfilled by others who are taking care of the child on his/her behalf.
- If parents would like their child to be served Breakfast and participate in the morning routine, children should be present at Childcare by 8:30 am.

NUTRITION



- Childcare encourages better and proper nutritional practices. A healthier menu (breakfast, lunch and afternoon snack) is provided at the Childcare. Parents are encouraged to adhere to these healthier practices while their child attends Childcare.
- Water is the preferred beverage and is served daily to all children.
- No Juice Policy.
- Treats for birthdays add up quickly especially when done frequently, so while it seems like once in a while for celebrations, the events add up. Parents can join for the singing of Happy Birthday. Decorations and party-like events are not encouraged. Parents, however can provide a cupcake (with minimal icing) and a simple party bag (with a healthy snack, a toy, etc.)
- Juices, candies, sweet biscuits are not permitted in party bags.



MEDICATION & EMERGENCIES

- The Parent shall report any particularities of a medical nature or in the child's development at the time of registration.
- Medication will only be given by qualified staff to children with a signed medication consent form listing a date, type, name, time, and dosage. All medication must be in the original container, have a valid expiration date, and be labeled with the child's name.
- In the event of an emergency, accident or acute illness, qualified caregivers shall administer first aid and/or obtain emergency medical treatment at the Hospital, if necessary.

COMMUNICATION

- Procure App and direct email are the preferred method of communication used by Childcare management and caregivers to share information with parents.



PERSONAL BELONGINGS

- Childcare is not be responsible for damage to any personal belongings brought to the day care.
- Parents/ guardians shall label every item belonging to their child.
- Other personal belongings, not requested by the Childcare (e.g., toys, tablets, etc.) will be left in the child's backpack. Exception to this rule is the Baby Room, where the child can take a personal favorite item (toy, blanket, story book, etc.) or for Show and Tell- when indicated.



PARENTAL INVOLVEMENT

- Childcare highly encourages Parental involvement and participation in daily activities and planned events.



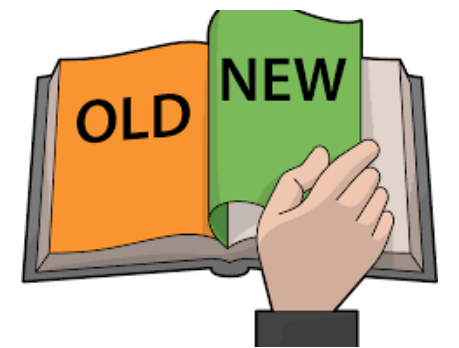
YOUTH HEALTH CARE CLINIC

- Childcare and the Youth Health Care/ Baby Clinic operated by the Public Health Department, work together closely regarding the health and well-being of your child. We highly encourage that all registered students at the Childcare have their scheduled appointments with Youth Health Care/ Baby Clinic.
- It is also important to note that, in cases of virus, infection, sickness, medical queries, etc.- it is vital to share information with Youth Health Care.

DEVIATIONS AT CHILDCARE



- The Childcare has the right to make changes to the operating hours, closures or fees and will inform parent/ guardians well in advance, with a minimum period of one month. In the event of unforeseeable changes, parents will be informed at our earliest convenience.



CHANGES IN CHILD/ FAMILY INFORMATION

- Parents/ guardians should report any changes to the Childcare in writing/ via email/ Procure. This includes changes to contact information, pick up arrangements, placements, child medical information or developmental information.



COMPLAINTS

- Complaints about the execution agreements must be discussed with Caregivers first. If unresolved; complaints should be submitted in writing, complete and clearly described to the Childcare Manager.



MEDICAL INSURANCE

- It is vital that parents ensure that their child is medically insured with ZVK (or another accepted insurance company). Parents are responsible to renew and update their child's guarantee information and letter.



FEE REDUCTION

- Childcare can reduce or waive the fee of a child who has not attended Childcare for four (4) consecutive weeks; however prior written notification of absence is required.