



Parent Handbook



Provider Cher Huston
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Certified by WCDJFS*

Cher Huston
2003



My childcare takes all children regardless of race, nationality, disability, or religious background. My childcare welcomes any parent who wishes to volunteer talents by helping with various projects to benefit the children's learning experience.

* Washington County Department of Jobs and Family Services

GOALS

I will provide the best quality care for your child/ren so that they may learn and develop in a happy, loving, safe and stimulating atmosphere.

Your child/ren is taught and exposed to colors, shapes, numbers, and letters. If your child/ren is in my care through preschool they will be ready for kindergarten.

Conditions inside and outside my home are safe and sanitary.

I want the parent and the child/ren to feel comfortable with their child care choice in the way that I will meet the needs of both the parent and the child/ren.

Also, to have good communication between parent and provider.

For Your Information

Operating hours: 9am to 11pm earlier or later is negotiable (NO WEEKENDS). Your child/ren will be dropped off at set time and must be picked up by set time, however, you may drop off or pick up your child/ren anytime between 9-11.

Parent/Caregiver will sign their child/ren in and out, noting the time using the provider's clock, located near the entrance. The provider's clock is the official time.

Please make sure that I have on file names, with a copy of their picture ID, any person other than yourself that can or may pick up your child/ren. Please inform me prior to your child/ren being picked up by that person either by phone call or at drop off.

I have references on file if you would like to see them please ask.

No Smoking while in my home.

Cherubs Wee Ones takes children from the ages of 6 weeks old to kindergarten or 5yrs old (which ever comes first)

- Infants and Toddlers are \$2.75 per hour
- Infant is 18 months or younger
- Toddlers is 18 months to 3yrs old

- Preschool is \$2.50 per hour.
- Preschool is 3yrs but not school age (school age is kindergarten or above but less than 15yrs)

My limit is 6 children and shall have no more than 3 under 2yrs old at one given time.

I (Cher Huston) shall not take more than six children, including my own child/ren and 6 others not yet in kindergarten. Three of these children may be under two years of age.

If you do not have anything nice to say please do not say anything at all
No potty mouth (no cursing or belittling) unless it pertains to potty training.

Potty training is given when child is ready and after consultation with parent/caregiver only and practiced per instructions.

Diapers are changed as needed.

The Parent/Caregiver will provide the following items.

- Diapers (or disposable training pants if the child is toilet training) diaper rash ointment.
- Pacifier (if they use one)
- Baby bottles, baby formula or breast milk, and baby food (Unless otherwise discussed with parent/caregiver).

Provider shall provide food for meals and snacks to toddlers/preschoolers unless otherwise discussed with parent/caregiver.

Please bring diapers, wipes, any ointments, change of clothes, and pj's if your child/ren is in my care at their set bedtime. A description of any bed time routine is needed to put your child/ren to bed.

Infant feedings and naps after consultation with parent/caregiver per instructions.

Your child/ren will nap on the floor of the providers home on a nap mat, bed, crib, playpen, portable crib, couches, or cot.

Child/ren can bring and leave here a toy, blanky, or binky for nap time/ quiet time.

No spanking only time outs while in my care. Rule not with an iron fist but with time outs and redirection. Under no circumstances will there be any spanking, physical abuse, verbal abuse, name-calling, or isolation used. Neither food, nor sleep, nor toilet use will ever be withheld from children as a means of punishment.

I am required by law to report any suspected cases of child abuse and/or neglect to Washington County Children Service Board and to The Washington County Department of Jobs and Family Services.

Our house is wheel chair accessible.

Open door policy you may come, visit, and participate with us at any time (which is encouraged) announced or unannounced (please ring door bell first to announce your arrival and wait patiently for me to answer the door).

Our yard is fenced in.

Toys and equipment are cleaned and disinfected regularly.

Cherubs Wee Ones is kid friendly and safe (A First Aid Kit is handy, cabinets are locked, outlets are covered ect).

I am not responsible for damaged or loss of items brought to Cherubs Wee Ones.

Your child/ren can bring a toy with them, please make sure his/her name is on it so I can make sure that it goes home with him/her at the end of the day.

Goodies, (nothing that a child can choke on), may be brought to my home but, please bring enough to share with others or it gets put up and will be returned at the end of the day. Parents are welcome to send cookies, cakes, or cupcakes to share on birthdays or special occasions. Please let me know in advance that you will be bringing a treat.

PAPER WORK:

There is paper work that **MUST** be filled out by you and I before I can/will watch your child/ren. It is very important that this paper work is completed for all of us and most importantly for your child's well being.

PAYMENTS:

If you have childcare that will be publicly funded with the aide of a caseworker at the Department of Jobs and Family Services, you will pay your co-payment directly to me monthly until either you or I terminate the childcare services.

If you have childcare that will be privately paid out of your own pocket, your payment is paid directly to me every two weeks.

All Meals except infant, is included in the above mentioned prices. You will never be charged a hidden charge other then late fees or field trips where needed.

Outside Play Rules

NO playing outside when:

- The grass is wet
- There is thunder and lightening
- There is heavy snowfall meaning more then 4 inches

Outside play:

When we do play outside in the rain, please have a raincoat or umbrella for your child/ren. Also, when we do play outside in the snow, please have warm clothes, a coat, and boots for your child/ren.

When it's nice outside please have your child/ren dressed in the appropriate clothing for the day.

Sun tan lotion is recommended but not required and for me to use sun tan lotion on your child/ren I need you to fill out appropriate form for each child.

Please dress child/ren in appropriate clothing for each season.

Late Fee

Cherubs Wee Ones hours are from 9am-11pm. If your child is in my care until 11:00pm or the negotiated time, and you have not told me ahead of time that you will be late you will have to pay me a late fee. Please let me know that you will be late, either in person or by telephone. If you are late twenty minutes after the agreed pickup time and I have given you three warning letters and verbal warnings on being late you will be charged a late fee. You will pay me \$1.00 for every five minutes until you come through the front door. Example: "If mommy Jane Doe set her pickup time at 10:00pm and does not come to pickup her baby until 10:30pm. And, after asking her not to be late again and handed her three warnings to show up at 10:00pm and Jane not telling me she will be late. She will owe me \$2.00s for the time that she was late."

Emergency & Sick Policy's

This policy goes into effect if there is sickness, emergency, or any other reason.

Please let me know ahead of time or call if you are unable to make it.

Please make arrangements ahead of time for sickness, emergency, or any other reason with someone who can watch your child if your unable to stay home or asked by provider. You will be called if your child is not feeling well and needs to be picked up. In the event that your child is sick until you or someone can come get them, he/she will be kept away from the other children so they will not get sick.

In the event of an accident you will be notified immediately and will be asked to pickup your child/ren immediately. Your child/ren must be picked up within an hour of being notified. If you cannot be reached your contacts will then be called to pickup your child/ren. Or, in the event of an accident your child will be transported to the doctor/hospital listed on your enrollment form.

If your child has been on antibiotics for more than 24 hours they should no longer be contagious and can come to daycare. If your child/ren are sent home due to illness he/she can return to childcare the next day after all symptoms of illness are gone. Be sure you sign all medications in with provider.

DO NOT bring your child if:

- He/she has a fever or has had a fever within the past 24 hours
- He/she has undiagnosed rash
- He/she has sore or discharging eyes, ears, or nose (A greenish or yellow discharge signals infection).
- He/she has had vomiting or diarrhea within the past 24 hours
- He/she has a fever of 101 degree's or above

In the case of head lice, your child must be nit-free to return to daycare.

My husband, myself and our child will follow all these same policies. If my husband, or our child, or myself becomes sick, or we have a family emergency, or for any other reason out of our control, I will notify all parents/caregivers that we are closed. You will be asked to make other arrangements or there may be a substitute.

These Policies are subject to change. Parents/Caregivers will be given an up to date list of the policies.



We are closed on all National Holidays!

New Years Eve
New Years
Easter
Mother's Day
Memorial Day
Father's Day
Forth of July
Labor Day
Thanksgiving Day
Christmas Eve
Christmas

The above holidays are days that I am not opened and I do not charge you for this time.

Other days we are not opened are December 4th, May 29th, July 5th, and August 16th, These are personal days.

Other personal days (if possible) you will get a weeks notice and if not I will give you a call and tell you that there will be no Child Care for that time (or a sub will be here).

If a holiday falls on a Saturday I get Friday off or if a holiday falls on a Sunday I get Monday off.

I may take up to (2) two-week's unpaid vacation each calendar year (from now to re-certification) with a two-week notice to the parents/caregiver.

Snow Days: If there is 8 inches or more of snow or the town has been shut down or Marietta City or local schools are closed because of snow we will not be open. However, you may want to call first to see if we are open. Our phone number is (740) 896-2764

The above holidays, personal days, vacation time, and snow days you are not charged for because I am not opened.

About Me!

My name is Cher Huston.

Since I was a wee lil girl I have always wanted to be a teacher.

- My most important job is being a wife and mommy to my daughter.
- My second most important job is caring for and teaching your child/ren.
- I have 5 years experience in childcare with infants, toddlers, and preschool.
- I have my Early Childhood Educational Professional certificate.
- I attended 12 years of school then went on to college to pursue my dream of teaching.
- I am certified by Washington County Dept. of Jobs and Family Services.
- Before I moved to Marietta Ohio I lived in Littleton Colorado.
- I am CPR and First Aide certified.
- I have cared for a child who had Acid Reflux Disease.
- I know American Sign Language and Signing Exact English.
- My husband is a self-employed website designer.
- I do not smoke nor does my husband.

Thank You!

Thank you very much and please note that everything in this handbook is subject to change. Any questions or concerns please feel free to come to me.

Cher Huston

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Cherubs Wee Ones