



# TREEFORT

drop in hourly child care

## Parent Handbook

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## Welcome

We are thrilled that you have chosen our center to provide for the needs of your child. This handbook was written to help describe our unique program, policies and pricing information to make sure every day is as safe and successful as possible. Please carefully read the Parent Handbook and keep it for any future references. If you shall have any additional questions, please do not hesitate to reach out to us. Again, welcome to Treefort!

Note: Throughout this document, the term “Treefort” is interchanged with “Company,” “Treefort Drop In Hourly Day Care” and “our.” Treefort shall mean Treefort Drop In Day Care. At Treefort, we realize that many different adults are important in the lives of children. In this handbook, the word “parents” refers to parents, grandparents, foster parents, guardians or other responsible adults who have a legal role in a child’s care.

## Our Mission

Treefort Drop In Hourly Child Care provides licensed, flexible drop in care at your convenience for children 6 weeks to 8 years old.

## Our Philosophy

- You can **trust** that Treefort staff puts the safety of your children as our number one priority.
- Treefort staff will uphold the upmost **professionalism**.
- Children are encouraged to go beyond their **imagination** and think outside of the box.
- Treefort creates an environment with familiar and friendly faces that feels like a small **community** all working together
- At Treefort we value **teamwork** where we all come together as a partnership to help the children reach their full potential.
- Treefort staff have a **passion** for children and are excited to be a part of helping them learn critical social and emotional skills.
- At Treefort, we want to be **adaptable** to all family and children’s needs.

## About Us

Treefort Hourly Drop In Child Care is locally owned and operated by Courtney and Matt Lieber. Courtney and Matt have a passion for children and display that passion with their own two daughters – Juliet, Jade and Posey.

Courtney has her Bachelor’s degree in Elementary Education with an Early Childhood Endorsement and a Master’s Degree in Curriculum and Instruction. She has experience working with Preschool, Kindergarten and First Grade students at Educare, Omaha Public Schools and Millard Pubic Schools. Courtney is originally from Michigan and moved to Omaha in 2012 where she met her husband Matt soon after. Matt is originally from Papillion and graduated from the University of Nebraska where he earned his Bachelor of Science degree in Marketing and Finance.

Both Courtney and Matt will actively participate in the planning and management of daily activities at Treefort. They have always dreamed of being able to open a unique daycare service to meet the needs of the community where they can provide the best possible care for children of all ages.

## SECTION ONE

### Hours of Operation

Below is a listing of our hours of operation. Please reserve your time at least 12 hours in advance.

- Monday through Friday: 6:00 am – 6:00 pm
- One Saturday a month Kids Night Out 6-9pm (ages 2-10) \$30 per child
- Sunday: Closed

In addition to the hours of operation noted above, we are closed on the following holidays.

- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Eve (close early)
- Christmas Day

### Cancellation/No Show Policy

No show policy: If you no call, no show your appointment, you will be billed the full the amount of time reserved.

Cancellation policy: If you cancel within 24 hours of your appointment, unless you have a doctor's note, you will be billed for the full amount of the reserved time.

The reasoning for this is that these spots are in high demand, and late cancellations take another family's spot. Second, we staff for the number of children expected for the day, and cancellations within 24 hours make it difficult to staff.

### Rates

To register for our programs, there is an annual non-refundable registration fee of \$40 per family.

#### **Hourly Rates**

- Under 18 Months: \$16/Hour
- 18 Months to 3 years: \$15/hour
- 3 years and older: \$14/Hour
- Each Additional Sibling: \$9/Hour

#### **Daily Rates**

- Under 18 Months: \$105/Day
- 18 Months to 3 years: \$100/Day
- 3 years and older: \$95/Day
- Each Additional Sibling: \$60/Day

### **Membership Packages\***

- Adventure Package: \$250 package – 10% off all services
- Woodland Package: \$500 package – 20% off all services
- Imagination Package: \$1000 package –25% off all services

\*If a package is purchased and a refund is requested prior to 100% use of the package amount, services will be retroactively charged at the regular rate and you will be refunded for the difference.

## **Payment Policy**

The \$40 registration fee will be due the first day of services via our point of sales system. All other billing will be invoiced through Brightwheel after your child(ren)'s visit.

You will need to setup your payment on Brightwheel, which is the parent engagement and billing application. If you input your bank account, there is no fee. Credit and Debit cards incur a 2.9% processing fee with is passed on to the customer. If your Brightwheel payment fails, Treefort will bill the credit card that was used to pay the registration fee via Square.

Billing is rounded up to the nearest 15 minutes for the time your child is present. If you would like to purchase a package, you will need to do so before billing is complete, otherwise the discount will not be applied to your visit. To purchase a package, you will open the Brightwheel app, select the oldest child's name, select make a payment, type the amount of package that you would like, then hit submit.

If your payment is late, you will be billed \$5 per day until payment is received by Treefort.

If we determine your account has become delinquent, Treefort reserves the right to discontinue services. All returned payments will be charged an automatic late fee plus the returned banking fee. All unpaid balances may be turned over to a collection agency. Parents will be notified prior to this procedure.

## **Notification of Changes**

Please be sure to immediately notify our office of any relevant changes such as an address change, a change of phone number or a different parent alternate for drop-off/pick-up.

## **Safe Arrival and Departure Policy**

When arriving at Treefort, an adult must accompany the child into the center. Once you enter the center, you will need to check in your child using the 4-digit code set-up at registration. If you do not have a 4-digit code, you will be asked to register your child and provide immunization records.

Only a parent, guardian or parent alternate may pick up a child. The parent alternate is a designated adult family member or friend who has been authorized, in writing ahead of time, by the parent to pick-up and drop-off their child. When picking up your child, parents must be buzzed into the center by an employee. Once you enter the center, you can check out your child using the 4-digit code. Due to the nature of our business with many different children in and out of our center, we require a valid ID be brought in when picking up your child as safety is our number one priority.

If your child is picked up after closing hours, there will be a fee of \$1 per minute. If we are unable to reach you, we will contact the members listed on your emergency contact form. If we are unable to reach anyone else listed, we will be forced to contact the police department.

### ***Safety and Courtesy Tips***

- Please turn off your car and take the keys out of the ignition before entering the building.
- Please drive slowly when approaching our building.
- Please do not leave children unattended in your vehicle. We know it's convenient not to have to bring in your small ones or infants when you come into the center but we want to avoid unnecessary accidents such as children locking themselves in the car, etc.

## **General Health and Safety Information**

### ***Handwashing***

Each teacher will wash their hands when they enter the center, before and after each meal preparation or consumption, before and after bathroom/diapering changes, after wiping or blowing noses, and after handling an ill child. Your child's hands need to be washed before entering the classroom as well and before you leave to go home. While at Treefort, children follow the same handwashing procedures as the teachers.

### ***Toys and our Environment***

Toys are sanitized on a daily basis or as needed with the recommended bleach solution set forth by the State of Nebraska. Infants and toddlers tend to mouth toys more often and because of this, their toys are sterilized throughout the day.

### ***Bedding and Soiled Clothing***

Bedding is laundered on-site daily and infant sheets are changed between each child. Bedding for toddlers, preschools and school-age children needs to be taken home everyday. Soiled clothing will be placed in a bag and sent home as it occurs.

### ***Smoking, Prohibited Substances and Guns***

Treefort facilities and grounds are designated non-smoking areas. The use of tobacco of any form, alcohol or illegal drugs is prohibited on the facility premises. Possession of illegal substances is also prohibited. No guns (except law enforcement who are required to carry firearms) or other lethal weapons are allowed in or around the facility premises.

### ***Emergency/Reunification Plan***

**Fire, structural damage or gas leak** – Treefort conducts monthly fire drills. The teacher is responsible for ensuring all children exit through the closest door and immediately go to our *safe* spot (grass near Freddy's restaurant). In the event of a real fire, a message will be sent through Brightwheel to all families, followed by a phone call to each family to verify the message was received. We will take shelter inside Freddy's. The parent will need to enter through the door labeled entrance and show proof of identification. Once the parent has picked up their child, they will exit through a different door. Teachers will be wearing safety-colored vests to ensure they are easily identifiable.

**Water/power outage** – Parents will be notified through Brightwheel that Treefort has an outage. If the facility is without water and/or power for one hour, parents will be asked to pick up their child.

**Tornado** – Treefort conducts tornado drills four times per year between the months of March and June. Tornado warnings will be spent in our infant room (storm shelter), which meets the State of Nebraska storm shelter guidelines. All children, staff and family members present will stay in the shelter until the warning expires. The director or assistant director will have cell phones and a battery operated weather radio at all times. Emergency evacuation plans will be followed accordingly.

Parents will be notified through Brightwheel, followed by a phone call to each family to verify the message was received. While it is the parent’s discretion whether or not they would like to pick up their child during a tornado warning, we highly encourage them not to pick up for the safety of staff and students. When pick up is safe, parents will need to verify who they are picking up and show identification.

**Fall/Winter inclement weather** – Winter storm warnings, severe ice storms, blizzard conditions and severe wind chills are cause for concern. Treefort will make every attempt to be open for your child’s care. In the event that city offices are closed or have an early/late start, we reserve the right to do the same for the safety of the children. Please think twice before taking very small children out in severe conditions. Any closings will be communicated to you through Brightwheel app and a message will be left on the Treefort voicemail. Always call before leaving home on severe weather days. It’s necessary to call, alerting us to any changes in attendance on severe weather days as well as regular school days.

#### ***Soft/Hard Lock Down Policy***

During the event of a soft lock down, all perimeter doors will be locked and we will not allow any children to be dropped off or picked up. Parents will be notified through Brightwheel and phone. A soft lock down would occur if there was danger in the area.

During the event of a hard lock down, all children and teachers will take cover in our storm shelter. We will not allow any children to be dropped off or picked up. Parents will be notified through Brightwheel and phone. A hard lock down would occur if there was danger in the building.

#### ***Accidents/Injuries***

We take precaution to avoid injury to the children. However, as the children begin to test their limitations, accidents sometimes occur. First aid will be administered to a child needing care. Each accident is recorded on an incident report. Parents will be asked to sign the report and the center will keep the report in your child’s file.

#### ***Medical Emergencies***

You will be contacted immediately should your child be involved in a medical emergency. Depending on the circumstances and your capability of getting to the center, Treefort will call an ambulance to go to the preferred hospital listed on your registration paperwork. If there is not a hospital listed, then we will go to the closest one. **All charges are the parent’s responsibility.** It is important to alert your child’s teacher if you cannot be reached at your regular contact number on a particular day in case of an emergency.

#### ***Teacher Qualifications***

In addition to all teachers being CPR and First Aid certified, we also complete an extensive pre-employment process to ensure our teachers can provide exceptional care for the children and families we serve. This process includes an investigation on the individual’s prior employment history, personal references and educational background, as well as a criminal background and sex offender checks, pre-

employment drug and alcohol test, verification of immunization records, and fingerprinting. Then on an annual basis, all teachers are required to maintain 12 hours of professional development.

**Mandated Reporter**

All staff members are considered mandated reporters. A mandated reporter is a person who, because of his or her profession, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.

**Immunizations**

In accordance with Nebraska State law (Neb. Rev. Stat. §§ 71-1913.01 through 71-1913.03), each licensed childcare program in Nebraska is required to keep the immunization history of each child enrolled in its program on file and report information on children's immunization status annually. Parents are responsible for providing Treefort with updated immunization records at all times.

	Birth	1 mo.	2 mo.	4 mo.	6 mo.	12 mo.	15 mo.	18 mo.	19-23 mo.	4-6 yr.
Hepatitis B (Hep B)	#1	#2			#3					
Rotavirus (RV)			#1	#2	#3					
Diphtheria/Tetanus/Pertussis (DTaP)			#1	#2	#3		#4			#5
Haemophilus Influenzae type b (Hib)			#1	#2	#3	#4				
Pneumococcal (PCV13)			#1	#2	#3	#4				
Polio (IPV)			#1	#2	#3					#4
Influenza (Flu)					2 doses 1 month apart, then 1 dose every year					
Measles/Mumps/Rubella (MMR)						#1				#2
Varicella (Chickenpox)						#1				#2
Hepatitis A (Hep A)						2 doses 6 months apart				

This immunization schedule is provided as a courtesy for you. This chart represents what vaccine a child needs at each age to be considered up to date. There may be some differences based on brand of vaccine or if the child received their vaccinations late. This chart follows the recommendations of the Advisory Committee on Immunization Practices (ACIP).

**Illness**

Each child will be visually screened as they arrive at the center; we reserve the right to determine whether or not a child, whose health is questionable, should be at the center for the day. Treefort is not equipped to care for children with illnesses without risking the infection of others and the disruption of programs. We ask that children are not brought to Treefort following an illness until they are able to participate fully in our programs, both indoors and outdoors.

If a child becomes ill at the center, that child may be isolated from the other children until you are able to arrive. This will help prevent the spread of any communicable disease to the other children and staff. We will contact you and expect you to be at the center **no later than 45 minutes from the time of the**

phone call to pick up your child. If 45 minutes has passed and you have not picked up your child, you will be assessed a \$25 fee. An additional fee of \$20/15 minutes will continue to be assessed until the child has been picked up. Please consult the following chart to see when your child may return.

Illness	Condition for Admittance
Cold	Fever free for 24 hours without use of fever reducing medicine; mucus must be clear.
Flu	Fever free for 24 hours without use of fever reducing medicine.
Upper Respiratory Infection	Fever free for 24 hours without use of fever reducing medicine; no coughing.
Croup	Fever free for 24 hours without use of fever reducing medicine.
Diarrhea	Free of diarrhea (watery stools) for 24 hours and able to eat food.
Ear Infection	Fever free for 24 hours without use of fever reducing medicine; 24 hours after first dose of medication (if applicable).
Fever	Fever free for 24 hours without use of fever reducing medicine.
Fifth's Disease	Fever free for 24 hours without use of fever reducing medicine.
Hand-Foot-Mouth Disease (Coxsackie)	Fever free for 24 hours without use of fever reducing medicine; must not have any sores that make them uncomfortable, especially mouth sores.
Head Lice	After treatment has been completed and no nits are evident.
Impetigo	24 hours after first dose of medication; all lesions must be covered.
Conjunctivitis/Pink Eye	All discharge from eye(s) has stopped and 24 hours after first dose of medication (if applicable).
Roseola	Fever free for 24 hours without use of fever reducing medicine; rash must be gone.
Strep Throat	Fever free for 24 hours without use of fever reducing medicine; 24 hours after first dose of medication.
Thrush	No visible sores; 24 hours after first dose of medication.
Vomiting	Free of upset stomach and vomiting for 24 hours; able to eat food.

### **Reporting of Illnesses**

By State law, we are required to report any communicable diseases to you and the local health authorities. The children and staff members in your child's class and our center deserve the same respect. Your child's name will not be disclosed in this information.

### **Administering Medication**

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must sign a medication authorization form provided by the center. The medication must be provided in the original container with the date, child's first and last name, doctor's name and the dosage; along with the measuring device that clearly indicates the correct dosage for the required medication. The medication will then be kept in a locked box out of the reach of children. The medication will be given at the time that is completed on your medication authorization form and the staff member who has administered the medication will initial the form.

Important:

- We cannot give a child their first does of any medication.
- Any child put on a medication will not be admitted back to the center until he/she has had the medication for 24 hours.
- If you go to the doctor's office during the day your child may not return if they are put on a new medication.
- Only staff trained in the administration of medicine will give children medicine.

- **If the medication authorization form is not correctly completed, no medication will be administered.**

## Non-Discrimination and Confidentiality

Treefort Drop In Hourly Child Care welcomes all families, regardless of, race, religion, national origin, cultural heritage, parent/guardian marital status, disability or special needs, child's toileting ability, medical condition, sexual orientation, gender, ancestry, marital or parental status, or any other consideration made unlawful by federal, state, or local laws.

The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a childcare setting, as well the parents/guardians served. Treefort will conduct an individualized assessment of particular needs of a child and family and engage in an interactive dialogue with parents, caregivers and medical professionals to identify reasonable accommodations and to safely integrate the child into the program, given each individual's capabilities, and to give the family full access to, and participation in, our programs to the extent feasible.

It is Treefort's policy that any information regarding a child, a child's family, or other matters discussed with center management or staff will be held in the strictest confidence.

## Contacting Child Protective Services (CPS) or Department of Health and Human Resources (DHHS)

We are a licensed childcare provider with the State of Nebraska. This organization helps us be aligned with making sure your child(ren) are being kept safe, secure and well cared for while in our care. If you would like to contact the State of Nebraska or the Department of Health and Human Services, below is their contact information.

*Child Protective Services (CPS): (402) 595 – 3250*

*Questions regarding childcare licensing and regulations:*

*Call (800) 600 – 1289*

*Website – <https://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx>*

*To request copies of compliance reviews and results of licensing visits to the provider: (402) 595 – 3343*

*To review negative actions: <https://dhhs.ne.gov/licensure/Pages/Disciplinary-Actions-Against-Health-Care-Professionals-and-Child-Care-Providers.aspx>*

*Make a complaint:*

*Call (800) 600 – 1289*

*Website – <https://dhhs.ne.gov/licensure/Pages/Childrens-Services-Licensing-How-to-File-a-Complaint.aspx>*

*To review or request a roster of licensed childcare providers:*

*Call (800) 600 – 1289*

*Website – <https://dhhs.ne.gov/Pages/Search-for-Child-Care-Providers.aspx>*

## SECTION TWO

### Parent/Teacher Relationships

Communication between the family and the center is the best way to ensure a positive experience for the children. Parents are their child's first teachers, and this relationship provides valuable insight into a child's interests, behaviors, approaches to learning, motivations, and other individual facets of the child. We ask that parents share any concerns as well as goals they have for their child. We can interact more freely and incorporate this information into ongoing classroom planning if the parents openly share these insights with us. We encourage families to email, call, write or talk to staff members in person.

We, in turn, will share our knowledge of child development and our experiences in childcare with parents. Our teachers will also share their insights into the child's ability to interact with peers and adults in a group setting.

We can do our job better if the lines of communication are always open and parents keep us apprised of any changes at home that may affect the child (i.e. birth of baby, parents going away, serious illness or death in the family, separation or divorce, etc.). These types of experiences are sure to have an effect on the child. If made aware of these changes, we will be able to respond more appropriately, and provide support and guidance to the child. Be assured that confidentiality will always be maintained.

Daily verbal communication with your child's teacher at drop-off and pick-up is strongly encouraged. Your child's teacher has information they would like to share with you. During drop-off, please share how your child slept the night before, the last time they ate, if they are currently taking any medication, if they are teething, if they had a big weekend/trip recently, etc. We want your child's care to be as personalized as possible. If parents need more time with the teacher, they may schedule a meeting with the teacher or Treefort management.

If you need to reach out to Treefort management, please send a message through the Brightwheel App, call 531-999-8656 or e-mail Courtney or Annie.

- Courtney – [courtney@treefortdropin.com](mailto:courtney@treefortdropin.com)
- Anna – [anna@treefortdropin.com](mailto:anna@treefortdropin.com)
- Rylee- [rylee@treefortdropin.com](mailto:rylee@treefortdropin.com)

Program information is shared in number of ways: Facebook, Instagram, Brightwheel app and occasional text alerts. Parents should read these carefully as they contain important information.

### Comments, Questions and Concerns

At Treefort our intention is to exchange information as fully and freely as possible. We encourage you to ask questions, communicate concerns and provide regular feedback about our program. If you have a suggestion on how to improve our center, please send an email to [courtney@treefortdropin.com](mailto:courtney@treefortdropin.com).

### Behavior Policy

It is our priority to keep our children safe, as well as ensure that they feel safe. We understand that children are learning boundaries and make mistakes. Most of the time children are easily redirected and occasionally just need a break before they are ready to join back in. All employees are required to follow the steps outlined below when a child exhibits a behavior that compromises the safety and/or learning of staff or other children.

- Step 1 – Redirect – Introduce a new activity to divert their direction.
- Step 2 – Talk it out – Get down on their level, talk about what happened and how it made them feel. Then discuss what should happen next time. Also, help them apologize if applicable.
- Step 3 – Reset – Take the child to a designated spot (still in eyesight), to take a break and rejoin when they are ready.
- Step 4 – Denial of privileges – Have the child sit out from an activity, take away iPad, etc.
- Step 5 – Parent Contact – Management will contact the parent.
- Step 6 – Formal Plan – Management will meet with parents and teacher to create a plan for the child to be successful.

You will be notified and asked to sign an incident form if your child hurts someone else, spits, bites, swears, fights, damages property, and/or is disrespectful towards adults. Depending on the behavior and the choice of the director, termination of care is possible.

## Curriculum

Our curriculum is a center-wide, theme-based curriculum that is age appropriate for each classroom. Our teachers lead “Circle Time” each day before the children play in a center’s based classroom the expounds on circle time. This curriculum allows experience with music, art, social interaction, imaginative play and problem solving to create a readiness for school.

Treefort’s staff believe each child learns through active exploration of their environment. We encourage learning through social, emotional, physical, cognitive, and language development. It’s necessary to help each child develop independence, self-confidence and self-control, to follow rules and routines, make new friends, learn how to be part of a group, leadership skills, diversity and good work ethic. Each child is encouraged to use “their words” in communicating with their friends and teachers. This provides the child the opportunity to participate and listen to those around them.

A typical day includes:

- Active and quiet play
- Indoor and outdoor play time
- Time to explore, experiment and discover
- Time to paint, draw, cut, color, glue, mold and create
- Time to listen to music, sing, dance and play musical instruments
- Circle time, story time and sharing
- Role-playing and pretend
- Teacher directed/lead activities and child selected activities
- Meal time
- Rest/nap time

## No Shoes

During the winter months, all children will be required to take their shoes off upon entry to help eliminate germs being brought in from outside, create a homier feel, and minimize a mess when the weather is rainy, snowy and icy. Children and staff are encouraged to wear socks, slippers or street shoes that haven’t been worn outside.

Year-around, we maintain a no-show policy for the infant room.

## Outdoor Play

All children who are well enough to be in attendance at Treefort will be taken outdoors on a daily basis. The only exception to not playing outside are rainy days, summer days when the heat index is over 100°, and winter days when the wind chill factor is 32 or below. Infants may go outside if the temperature is between 50-85° and toddlers between 32-85°. Studies show that children do not have a lowered resistance to colds or other infections because of outdoor play, but actually enhanced and have stronger resistance to illnesses with outdoor exercise and exposure to fresh air.

Please be sure your child is dressed appropriately. On snowy days each child will need a hat, gloves, snow pants and winter coat. In the summer months, be sure to send sunscreen (labeled with name) and hats to prevent sunburns. We will have scheduled water days during the summer months and will need a towel and swimsuits on these days.

## Treasures from Home

Treefort provides many developmentally appropriate toys and games for your children. All toys and electronics are to remain at home and not brought to the center unless otherwise required for schoolwork or personal reasons. If a device is required to be brought, a parent will need to provide a preference of whether the device will remain at the front desk or in the child's backpack when unused. Treefort will not be responsible for any lost, stolen or damaged items. Children are allowed to bring a blanket or stuffed toy for naptime, but will be requested to put the items back into their backpacks after naptime has ended.

## Birthdays

We love celebrating birthdays at the center! You are welcome to bring prepackaged, store bought treats for your child's special day. Please seek permission from the office so that we can clear any and all food allergies in your child's classroom.

## Diapers

The parent is required to provide all diapering items (diapers, wipes, creams) that may be needed when your child is in our care. If you use cloth diapers, please send a wet bag we can use to send home soiled diapers. If you do not bring enough diapers, you will be charged \$1 for every diaper Treefort needs to provide. It is a licensing regulation that we change your child's diaper every 2-3 hours and right away for any bowel movements.

## Clothing

Our programs keep children active and involved, and they should be dressed accordingly. Children should wear play clothes that are comfortable, washable and easy for them to manage by themselves. Sneakers or other non-skid shoes are essential. Parents should label all clothes and other personal items with the child's name so they will not be misplaced. Also, parents should bring an extra set of clothes for their child in a small backpack/bag that is clearly marked on the outside with the child's name.

## Meals and Snacks

You have the option to either purchase a catered meal from us or bring a lunch/dinner from home for your child. Cold breakfast and snacks are included with your hourly pricing.

If you choose to bring food from home for your child, please adhere to the following rules.

- We do not have refrigeration available. Please pack your children's food with a frozen ice pack.
- We do not have the capacity to heat any food, so please place any items you want served warm in an insulated thermos.
- Clearly label all lunch bags/boxes and thermoses with your child's name.
- Please prepare child-sized portions, cut-up/sliced/peeled in non-breakable containers for easy and safe eating.
- If you send food containing any nuts, your child will have to sit alone at a separate table if there is another child in the center with a nut allergy.
- Children are not allowed to share food.
- Teachers will take notice of the food provided for the child and discard foods with expired dates.

If you are purchasing a catered meal from us, you will need to order lunch by 11:00 am and dinner by 4:30 pm. If you do not order a meal and your child does not have a meal, then we will provide them a nutritious meal from our center and you will be billed appropriately.

Meal prices are as follows:

- Cold breakfast/snacks provided at no cost
- Lunch - \$8.00/meal
- Dinner - \$8.00/meal

If your child has a food allergy that may require the use of an EpiPen (i.e. egg or peanut allergy), you are required to provide all meals and snacks for your child. Please ensure you are adhering to the rules noted above for food coming from home. We will label and store the food appropriately.

## Formula/Breast Milk

All prepared formula or breast milk must be refrigerated and clearly labeled with the child's name, date received, and date expressed and date frozen if applicable. We adhere to the following practices.

- Unused prepared formula will be discarded as indicated by the label. (1 hour)
- Unfrozen breast milk cannot be left at the center overnight. Breast milk will be sent home every day.
- You can bring frozen breast milk. It must be clearly labeled with the child's name, date expressed and date frozen. We cannot accept frozen breastmilk that has been frozen longer than 3 months.

Whether you are using formula or breastmilk, you will need to provide the number of bottles that your child needs for the day. For example, if they need 4 bottles for the day, you will need to provide 4 bottles. Formula bottles need to be labeled with your child's name. You are still welcome to bring the formula in a separate container and we can make the bottles as your child needs them. However, we will not be washing bottles.

For Breastmilk, whether you bring bags and/or bottles, you will need the child's name, amount, date received, date expressed, and date frozen if applicable. If you bring bags, you will need to provide the number of bottles that you child will need for the day. Additionally, you will need to label each of the bottles with the above information. We will no longer be washing bottles after every feeding.

## Rest/Nap Time

Supervised rest periods are provided for all children. Teaching staff to child ratios are maintained during this time. An individual cot is provided for each child, which is sanitized after each use. You may provide a small blanket, pillow, etc. if desired; these items will be sent home at the end of each day.

## Parent Handbook Agreement

I, \_\_\_\_\_ have carefully read, fully understand and agree to abide by all policies and procedures in the Treefort Drop In Hourly Child Care Handbook, which include but are not limited to:

- There is a \$40 family registration fee.
- If you need to cancel an appointment, you will do so at least 24 hours in advance or you will be billed the amount of time you reserved.
- If you are a no show, you will be billed the full amount of time reserved
- If you do not provide a meal for your child, you will be billed \$8 for a center provided meal.
- Your bank account will be your first form of payment, and you are required to provide a credit card as back-up payment.
- If we determine your account has become delinquent, Treefort reserves the right to discontinue services. All returned payments will be charged an automatic \$5 late fee per day late plus the returned banking fee. All unpaid balances may be turned over to a collection agency. Parents will be notified prior to this procedure.
- Treefort is not responsible for lost, stolen, or broken treasures from home.
- Treefort reserves the right to treat your child in the event of emergency.

Child's Name:

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Parent/Guardian Name:

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Parent/Guardian Signature:

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Date:

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