



Parent Handbook



Contact Us!

- ☎ 928-587-7405
- ✉ franknmiss07@hotmail.com
- 🕒 06:00 AM - 05:00PM Monday-Friday
- 📍 2124 Desert View Drive Winslow AZ 86047



LEARN, THRIVE & GROW TOGETHER



Extra Hours / Days Policy

Families may request extra hours/days in addition to their scheduled hours/days. Please note, extra hours/days may not always be available due to enrollment, staffing, or program operations and the facility must ensure compliance with State regulation, as well as to ensure a best practice experience for all children.

Families must request the specific hours/days at least 24 hours in advance of the time requested. Please keep in mind that when extra hours are requested, you must pay for the extra time that is not included in your child's predetermined schedule. For example, if your child's schedule is 9-5 and you request an extra hour in the morning (8-9), you will be charged for the extra hour regardless of whether you pick up at 4 or 5. We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.



Drop off & Pick Up

Families may request extra hours/days in addition to their scheduled hours/days. Please note, extra hours/days may not always be available due to enrollment, staffing, or program operations and the facility must ensure compliance with State regulation, as well as to ensure a best practice experience for all children. Families must request the specific hours/days at least 24 hours in advance of the time requested. Please keep in mind that when extra hours are requested, you must pay for the extra time that is not included in your child's predetermined schedule. For example, if your child's schedule is 9-5 and you request an extra hour in the morning (8-9), you will be charged for the extra hour regardless of whether you pick up at 4 or 5. We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.

Late Fee Policy

We ask that you set a realistic schedule for your child's attendance, allowing for commuting delays, last minute work assignments, etc. We expect that your child will be dropped off no earlier than, and picked up no later than, the times confirmed for your enrollment.

Parents arriving after their scheduled pickup up time will be charged a late fee.

- \$35.00 (Late Fee)

Absences & Late Arrivals

Please call the Facility as early as possible on a day your child will be absent or if your arrival will be delayed so we may better plan for the day. If your child is absent due to health reasons, please let the facility know by calling Mellissa @ 928-587-7405 or Angel @ 623-414-8673.

If the prolonged absence of a child is due to a serious illness and/or extended hospitalization, the Director @ Melissa's Family Childcare will make every effort to work with families regarding holding an enrollment slot and making tuition payments.

Must Bring

Please bring two complete changes of clothes, diapers, wipes, pacifier, sippy cup, and anything else needed to effectively meet the needs of your child. All items must be labeled with your child's first and last name. Diapers and wipes must be replenished as needed. You will be notified in advance when your child is running low on supplies.



Diapering

At Melissa's Family Childcare, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness, and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must be ready to participate willingly if the process of toilet learning is to be a positive one.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry! While toilet training, parents are to provide lots of thick training underwear and extra clothing.

Children in diapers are changed every other hour and on an as needed basis.

Health Care Policies



SOME OF THE COMMON CONDITIONS FOR WHICH A CHILD WILL BE SENT HOME ARE AS FOLLOWS:

1. **Temperature** - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to Child Care. His or her activity level and appetite should be back to normal as well.
2. **Diarrhea** - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to childcare timeframe may be extended to ensure the health and wellness of the childcare facility.
3. **Vomiting** - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare facility.
4. Persistent **cough or runny nose** for an extended period of time. Child may return 24 hours cough free without the aid of cough suppressant, or allergy medication.
5. **Crying and irritable** for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class is reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
6. **Conjunctivitis** - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken at least one dose of the prescribed antibiotics before returning childcare, and all discharge must be gone.
7. **Strep Throat** - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to childcare.
8. **Ear Infections (Otitis Media)** - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning childcare.
9. **Respiratory Infections** - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.
10. **Head Lice** - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to childcare after all eggs/lice have been removed and treated. Usually, 3-5 days or longer.
11. **Hand-foot-mouth disease** - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically up to 5 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to childcare. Or until all sores are fully healed and no new sores have appear.



IF YOUR CHILD IS TOO ILL TO PLAY INSIDE/OUTSIDE WITH HIS OR HER CLASS, OR PARTICIPATE IN REGULAR CLASSROOM ACTIVITIES, THEN YOUR CHILD IS TOO ILL TO ATTEND CHILDCARE.

You are the best judge of your child's health, and we trust you will not bring a sick child to our facility. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates.

IF QUESTIONS ARISE TO THE APPROPRIATENESS OF A CHILD'S RETURN TO THE FACILITY, THE FINAL DECISION WILL BE THAT OF THE DIRECTOR OR ASSISTANT DIRECTOR.

MEDICATION

Melissa's Family Child Care does not administer any type of medication.

NO MEDICATION OF ANY KIND SHOULD EVER BE PUT IN A CHILD'S BOTTLE, CUP OR LEFT IN A CHILD'S BAG OR CUBBY.

I have read and understand the health care policies and procedures

Print Name_____

Signature/Date_____



Enrollment and Tuition



INFANT

\$ _____



TODDLER

\$ _____



PRE-SCHOOL

\$ _____



PRE/POST SCHOOLCARE

\$ _____

Tuition is **EXPECTED** for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, facility closures, or any other reason.

Please note that tuition rates do not change in the event of a week including a holiday. Because our costs remains the same throughout the year, we rely on the specified tuition to be paid bi-weekly in order to meet our expenses.



Required Documents



- Child Emergency Form
- Photo Release
- Immunization Record
- Tuition Contract
- Tax Form Agreement
- Nutrition & Health Form
- Acknowledgement Form



Withdrawal & Dismissal

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be paid thru our electronic withdrawal option.

The Director at Melissa's Family Childcare reserves the right to cancel the enrollment of a child at his/her discretion for any reasons.



Communication

Proper communication between our parents the teachers and staff of Melissa's Family Childcare is extremely important. You are welcome to call to arrange a meeting-- Concerns about any aspect of our program, or your child's care. Remember to communicate of any changes in your child's schedule.



Unexpected Closings

On a rare occasion our facility may be forced to close due to a situation beyond our control.

Weather conditions, electrical outage, no water service, staff illness, staff shortage, **FAMILY EMERGENCY**. Every attempt will be made to inform parents of an emergency closing.



Possessions

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at childcare. We encourage you to keep personal belongings and toys at home. Melissa's Family Child Care will not be responsible for any lost items.

Important...there are four things we feel strongly must remain at home:

Toy guns, gum, money, and candy.

Melissa's Family Child Care will not be responsible for any lost or broken items.



Birthdays

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. We may have some children with strict allergy guidelines. Please inform us in advance about what kind of treat you plan on bringing. This is for the safety of all the children.



Photographs & Publicity

Photographs of the children in our programs may be taken from time to time and may appear on our private parent Facebook page. (Consent form must be signed)



Pandemics



Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

Center Happenings

Melissa's Family Childcare makes every attempt to keep parents up to date on happenings here at the facility. Newsletters are sent out monthly, Please read them. Updates are also posted on our Family Facebook page. It is also the parents' responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.



Closure for 2023-2024



09 / 04 / 2023

**LABOR
DAY**

10 / 09 / 2023

**COLUMBUS
DAY**

10 / 10-13 / 2023

**FALL
BREAK**

11 / 10 / 2023

**VETERANS
DAY**

11 / 22-24 / 2023

**THANKS
GIVING**

12 / 25-29 / 2023

**CHRISTMAS
BREAK**

01 / 01 / 2024

**NEW
YEAR**

01 / 15 / 2024

**MARTIN
LUTHER KING**

02 / 19 / 2024

**PRESIDENTS
DAY**

03 / 11-15 / 2024

**SPRING
BREAK**

03 / 29 / 2024

**GOOD
FRIDAY**

05 / 27 / 2024

**MEMORIAL
DAY**

06 / 19 / 2024

**JUNETEENTH
DAY**

06 / 24-28 / 2024

**PERSONAL
TIME**

DAYS ARE SUBJECT TO CHANGE

**Tuition is still Due while facility is closed for holidays
& personal days off.**

Melissa's Family Childcare

Acknowledgement Form

I have been provided a Melissa's Family Child Care Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition, any late fees, or change in schedule fee amounts, and understand that these may change depending on schedule and rate adjustments during the course of enrollment. A two-week notice must be given for disenrollment. This contract can be terminated by Melissa's Family Childcare at any time if policies and procedures are disregarded by parents/guardians.

_____ Tuition is due bi-weekly on Fridays.

_____ \$35 late fee will be applied if paid after Friday. NO EXCEPTIONS

Weekly Schedule/Days _____ *Hours _____

Approved Start Date _____

___ I have read and agree to the Tuition and Payment Policy for Melissa's Family Child Care.

___ I have read and agree to the Healthcare Policy for Melissa's Family Child Care.

___ I have read and agree to the Parent Handbook Policy for Melissa's Family Child Care.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Melissa's Family Childcare limits daily enrollment to 8 hours a day maximum. Fees will be applied for over 8 hours. Any change in originally scheduled hours needs to be approved by a Director/Owner of Mellissa's Family Child Care and is not guaranteed due to possible staffing and ratio restrictions. Change in Schedule fees will be applied.



MEET THE STAFF!



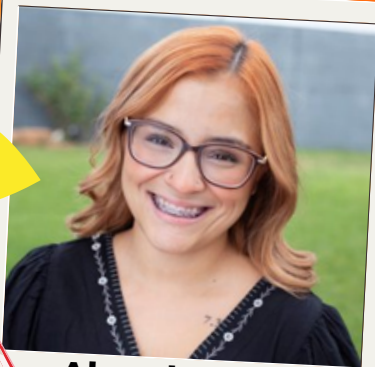
Melissa Salazar
DIRECTOR-OWNER



Angelique Reyes
ASSISTANT DIRECTOR



Alexis Paige
LEAD TEACHER



Alayah Nicole
ASSISTANT TEACHER



Amber Ciara
SUBSTITUTE TEACHER



MELISSA'S FAMILY CHILDCARE CURRENTLY HAS A 4 STAR RATING WITH QUALITY FIRST.
WE HAVE EXCEEDED QUALITY STANDARDS IN EARLY CHILDHOOD QUALIFICATIONS.