

Lily Pads Child Care  
240-743-4067  
[www.lilypadschildcare.net](http://www.lilypadschildcare.net)  
lilypadschildcare@gmail.com

9205 Fernwood Rd

Bethesda, MD 20817

Policy Effective Date: \_\_\_\_\_

I. General Information

***Philosophy:***

*We believe that children excel when they have providers they can trust and depend on. Communication is essential for your child and to keep you involved in their daily routine. We encourage learning through free play but also follow the Creative Curriculum, a state recommended curriculum. We offer the professionalism of a center with the personalization of a nanny. Your child will learn, grow, and play in a safe, comfortable space with well-qualified, experienced providers.*

Lily Pads Child Care is licensed in the state of Maryland. We are licensed to care for no more than twelve children at any one time. We are inspected regularly to ensure that licensing standards are met. There are at least two providers with eight children. If there are more than nine children there will be an additional provider.

Lily Pads will provide care for children between the ages of six weeks and five years. Child Care services are available without discrimination on the basis of race, sex, color creed, political persuasion, national origin, disability, ancestry or sexual orientation.

Child care services will be provided between the hours of 8:00 AM and 5:30 PM, Monday through Friday, year round with the following exceptions: Before Care charge of \$10 per day (7:30-8:00am). No service on all federal holidays, the day before and the day after Thanksgiving, the week between Christmas Eve and New Years Day, and one week of vacation, for which we will give at least three months notice. All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we may close the previous Friday. If a holiday falls on a Sunday, we may close the Monday following.

*Inclement Weather:* In the event of inclement weather (i.e. snow storm/power outage) we will do our best to stay open. We typically follow federal government for delays/closings but it is up to the discretion of the owner.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child(ren), we need to be notified in writing or by a telephone call in advance. The person picking the child(ren) up may need to show a driver's license or other picture ID.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the

person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

It is important that we communicate concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with us to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication on a regular basis, we will provide scheduled conferences / parent bulletin board / daily sheets.

To protect each family's confidentiality, Lily Pads will not share information about a child or a child's family with anyone who is not authorized to receive this information.

Lily Pads Child Care is covered by liability insurance for the premises and / or operations.

## **II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN**

Parents must meet with us to discuss their child's specific needs and to review program policies. We will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act. All required forms must be completed and returned to the center by the first day of attendance. We take a four week deposit to secure your child's spot. It is applied to the last four weeks of care. There is no refund for the difference in rate.

We will inform you of any updates that are needed, and give you two weeks to submit the updated forms.

Children may be enrolled on a full-time basis (five days per week), or a part-time basis (less than five days per week). We do not accept children for drop-in care.

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time
- Lack of parental cooperation
- Inability of childcare program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement.
- Repeated failure to pick up the child at scheduled time
- Failure to complete and return required forms

We will give a two-week written notice of our intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed.

## CHILD WITHDRAWAL:

Parents must give a four week written notice of their intent to withdraw the child(ren), and will be required to pay for those four weeks whether or not children continue to attend. Your initial deposit of four weeks will be applied to those last four weeks. **There is no credit for differences in rate.** All outstanding fees must be paid.

## III. PAYMENTS AND REFUNDS

Fees are to be paid in advance on the child's first day of each week. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

A full-time rate is offered for children who are scheduled to be in care five days per week.

A part-time rate is charged if children are scheduled to attend fewer than five days per week.

There will be an extra fee assessed for late payment or late pick up of a child.

No refunds will be given for days when children do not attend due to illness or other reasons.

For current fees, see the attached Rate Sheet.

## IV. CHILD AND PROVIDER ABSENCES

### A. Child Absence

If your child will not attend on a regularly scheduled day, please let the owner know within one hour of when your child is scheduled to arrive.

If a child who is scheduled to arrive at the center does not arrive within thirty minutes of the specified time on the written agreement signed by the parent, and we have not been notified of the child's impending absence, we may attempt to contact the parent or guardian to determine the child's whereabouts.

If a child is absent, the regular tuition is still applied. There will be no makeup days allowed.

### B. Provider Absence

We will take one week of vacation each year, as well as Christmas Eve through New Years Day. We will require payment for this time. We will let you know of this time off at least three months in advance so you and your family can make alternate arrangements.

In case of an emergency situation that requires immediate attention, we will call each parent to pick up his or her child(ren) as soon as possible. Should the nature of the emergency cause us to leave before all parents have arrived, we will provide an emergency back-up person with a brief orientation that will include the names and ages of children present, arrival and departure information for each child, the location of the children's files and the procedures to reduce the risk of sudden infant death syndrome. If we are closed additional days due to an emergency, regular tuition fees may not be charged.

## **V. HEALTH**

### **A. Child Illness / Injuries**

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 100 degrees F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- The child has not been on a prescribed medication for 24 hours or continues to have symptoms of illness

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated and supervised, and made as comfortable as possible. Children should be picked up within two hours of when the parent is contacted. If the child is not picked up within that time frame, the emergency contact person on the child's enrollment form may be called.

Children may return to the center when they are symptom-free without medication for 24 hours, have been appropriately treated or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health.

We will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

All providers have received training in first aid and will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the emergency medical facility that you designated on the enrollment form. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our care will be entered into the center's medical logbook. As a licensed child care provider, we are required to report suspected child abuse or neglect to the local authorities.

## **B. Medications**

Staff is trained on Medication Administration. We may administer routine simple medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing Tylenol at our discretion, are not allowed.

## **C. Smoking**

Smoking is not permitted on the premises at any time.

## **D. Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS, we will do the following:

### **Children under one year of age:**

Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.

Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

### **Children under two years of age:**

Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.

Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib

## VI. NUTRITION

We provide children's meals and snacks for a fee. If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must provide written notification. In this case, parents must provide a meal that meets all the aspects of the food pyramid. If you have questions on what to provide, please ask. If you send nuts, clearly inform us by labeling and verbally telling us because children under 12 months may be allergic.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. We will not provide formula. All bottles and commercial baby food must be labeled with your child's name.

***We support breastfeeding*** in our child care. We have an open door policy and will provide a comfortable, private space if the mother would like to breastfeed during the day. We also have support options we can recommend.

## VII. DAILY ACTIVITIES

We will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story time, fingerplays, flannel board stories
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather.

The children will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake and provided with appropriate activities

A crib will be provided for each child less than one year of age. Children over the age of one year will sleep on a cot unless written permission is provided by the parent. In that case, they may use the crib until age two.

A schedule of daily activities is attached.

## **VIII. CHILD GUIDANCE**

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. Time outs will never exceed five minutes and will not be used with children under three years of age. When used, the time out will immediately follow the behavior. We will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, we will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.

In accordance with the state of Maryland's licensing rules, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

## **Infants/Toddlers**

We work with children participating in Infants/Toddlers and their families. We request a copy of the child's IFSP/IEP and will discuss with parents and the early intervention specialist to help support goals. You have the right to decline to provide this. However, it will help us in supporting your child's needs.

## **IX. PETS**

There are no pets. Prior to adding new pets to the center, parents will be notified in writing.

## **X. EMERGENCY PROCEDURES**

Fire drills shall be practiced with the children every month. Disaster drills will be practiced bi-annually.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at the phone pole in the front of the child care facility.

In the event of a lost child, we will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately.

## **XI. MEDIA**

We do not have a television in the child care and do not provide any screen time in our facility.

## **XII. DISCLOSURE POLICY**

We take pictures/videos throughout the week and email them to parents. Sometimes, we may post these to our website. Please indicate below if it is okay to use pictures of your child on our website.

The Facility shall not disclose information concerning an individual child or the child's parent(s) or guardian(s) to persons other than the Facility staff or government officials acting in the course of their duties, unless the parent(s) or guardian(s) grant written permission for the disclosure, or unless disclosure is necessary in an emergency situation.

## **XIII. Public Health Emergency Closures**

While we certainly hope that it will not be the case, there may be future instances when it will be necessary for the School close as the result of a public health emergency, such as the COVID-19 outbreak. This may include, but will not necessarily be limited to, instances when School is required to close in compliance with a federal, state or local government order or when the



School is required or advised to close to address a confirmed or suspected outbreak amongst staff or children.

Please be advised that, in the event that the School must close for any period of time due to a public health emergency, no refunds will be issued for those periods when the School is closed. Parents can disenroll at any time with the required four weeks notice but would forego the deposit for those four weeks if we are closed.

### **COVID-19 Symptoms or Exposure**

The Centers for Disease Control and Prevention (CDC) have identified the following as common symptoms of COVID-19 (check CDC.gov for the latest information):

- - Cough
- - Shortness of breath or difficulty breathing
- - Fever
- - Chills
- - Muscle pain
- - Sore throat
- - New loss of taste or smell

Families must promptly notify the School in the event that any member of a child's household(s) (1) has tested positive for COVID-19, (2) is exhibiting symptoms of COVID-19 or (3) is known to have been exposed to someone with COVID-19. In such event, under no circumstances should the child or any other member of the household enter the School until the recommended period of self-isolation has been completed or it has been otherwise confirmed that no members of the household are infected with COVID-19. We will work directly with any affected or potentially affected families to provide direction and guidance as when the child may return to the School. Such requirements may change based on the most recent guidance from the CDC and other authorities.

In addition, children may not come to School if they or any member of the household are experiencing fever or symptoms of any contagious illness. Children may return when they (or the member of their household) are fever and symptom free for 72 hours. In certain cases, a child may be able to return sooner than 72 hours if they can provide satisfactory medical evidence that they have no risk of being contagious.

### **Child or Family Member Travel**

Until further notice, families must promptly notify the School in the event that a child or any member of the child's household(s) will be traveling out of the United States or to any location with a large number of cases such as an area that is on a "lockdown" or a "Stay At Home Order." Depending on the means and destination of travel, we may require that the child be kept home for a reasonable period after child or a member of the household has returned from travel. As this

is a rapidly evolving situation, we encourage families to discuss contemplated travel and any stay at home period that may be required thereafter, with us prior to finalizing their travel plans.

### SAMPLE DAILY SCHEDULE (PRESCHOOL)

**\*SCHEDULE SUBJECT TO CHANGE BASED ON CHILD’S NEEDS**

#### *Morning Drop Off*

8:00-8:45 – Free play

8:45-9:15 Breakfast

9:15-9:30 – Diapering/toileting/Clean up

9:30-9:45 Morning circle time: discussion of date/weather/item of choice

9:45-10:15 – Arts and Crafts activity

10:15-11:15 – Outdoor Play (weather permitting)

11:15-11:30 Diapering/toileting

11:30-12:00 – Lunch

12:00-12:30 – Story time/diapering/toileting

12:30-2:30 – Nap/rest time

2:30-3:00 –Snack Time

3:00-3:45– Free play/organized activity

3:45-4:00 Diapering/Toileting/Clean up

4:00-5:00 – Outdoor Play

5:00-5:30 – Afternoon organized activities

5:30-6:00 – Music/Free play

#### *Afternoon Pick up*

SAMPLE DAILY SCHEDULE (INFANT)

**SCHEDULE SUBJECT TO CHANGE BASED ON CHILD'S NEEDS**

**\*DIAPERS WILL BE CHECKED A MINIMUM OF EVERY TWO HOURS OR AS NEEDED\***

*Morning Drop Off*

8:00-9:00 – Breakfast/free play

9:00-10:00 – Outdoor Play (weather permitting)

10:00-11:00-Nap Time

11:00-11:30 – Lunch Time

11:30-12:30 – Free Play/Tummy Time/One on One time

12:30-1:30 – Outdoor Play (weather permitting)

1:30-2:00– Snack

2:00-2:30– Story time

2:30-4:00– Nap Time

4:00-4:30 – Organized Activity

4:30-5:00 - Snack Time

5:00-6:00 – Music/Free play/story time

*Afternoon Pick up*

### TUITION AND FEES

Full-time Infant/toddler: (0-2) \$545 per week	Part-time infant/toddler (0-2): \$125/day
Full-time Preschool (2-3): \$470 per week	Part-time Preschool: \$110/day
Full-time Preschool (3-4): \$445 per week	Part-time Preschool (3-4): \$105/day
Full-time Preschool (4-5): \$420 per week	Part-time Preschool (4-5): \$100/day

Extra “drop in” days will be charged at the rate of \$150/day and are dependent on space. These are only available to those enrolled in the program.

Before Care: 7:30 am -8 am \$10/day                      Meals and snacks: \$5/day

A late pickup fee will be assessed at the rate of \$15 for the first 15 minutes and \$20 for every 15 minutes after.

There is an annual increase of about 3% on tuition.

There is a one time seasonal bug spray fee charged in late April/Early May around \$40 subject to change.

If a music class, yoga, or soccer class is offered, parents will be notified about the session and will be charged a fee typically between \$5-\$10 per class. These are charged in two month sessions.

A late fee of \$25 dollars will be charged for any payment made greater than two days late. Payments are due every four weeks on the Monday of that following week. Online payment option is available and preferred.

A returned check fee of \$25 dollars will be charged plus any bank fees assessed due to the check return.

The rate I will be charged is \_\_\_\_\_

It is okay to use photos/videos on the business website \_\_\_\_\_ (please indicate yes or no)

Child(ren)’s Name(s) and DOB \_\_\_\_\_

Parent(s) Name, contact number, email:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Provider Signature                      Date

I, the parent, by my signature above attest that I have received a copy of these policies. I further attest that I have read and understand these policies, and I agree to abide by them.

