



# **HANDBOOK**

**Learn ~ Develop ~ Grow**

## **Contact**

**257 Washington Street  
Barre, VT 05641  
Tel. 802-473-2335  
Email: [BarreCityKids@gmail.com](mailto:BarreCityKids@gmail.com)  
Website: [www.BarreCityKids.com](http://www.BarreCityKids.com)**

## My Philosophy

Barre City Kids provides a nurturing, stimulating, and non-discriminatory family-like environment where a respect for individual cultures and lifestyles are encouraged. I believe that children learn best through play, and much of our days will center around child-guided free-play. Our toys and equipment have been carefully chosen to promote optimal growth and development for your child. While at Barre City Kids, your child will learn cognitive skills such as the alphabet, counting, colors, shapes, and more. We also put an emphasis on learning respect for and helping one another.

In addition to child-led activities, we also engage in some adult-led activities such as arts & crafts, story time, gardening, and cooking/baking.

### My Promise to You

I promise that each day your child will  
learn something new.

Some days it will come home in their  
hands.

Some days it will come home in their  
heads.

Some days it will come home in their  
hearts.

## **Ages Served**

Children may attend Barre City Kids from eighteen months of age until they begin kindergarten or turn six years of age (whichever occurs first).

## **Children Attending Preschool**

You will be responsible for transporting your preschool child to/from daycare. I do not have the ability to meet the preschool bus.

I do not offer part-time rates for preschool-age children. You are responsible for paying the full-time rate for your preschool child.

## **Parental Involvement**

I have an open-door policy for parents during posted hours. Parents are also welcome to schedule time to come in to do activities with or read to the children at any time. Some ideas include:

- Teach us a new skill
- Teach a tradition that may be unique to your family
- Teach us a new song
- Introduce us to an instrument
- Tell us about your profession. Bring some tools of your profession in to let the children use
- Do you have a neat pet? Bring them in to share with us (only child-friendly pets, please)
- Do you speak a different language? Come teach us some words!

## **Attendance, Late Drop-Offs and Late Pick-Ups**

My hours of operation are Monday-Friday, 7:30-4:30. Please respect these hours by not showing up before opening or after closing unless we have a prior arrangement for you to do so.

If your child will not be attending daycare for the day or will be tardy, please call/text/email before 8:30am. Daily attendance records are kept for at least twelve months.

Children need to be dropped off to daycare no later than 11:00am (unless other arrangements are made). Children who arrive during lunch or naptime do not transition well and cause a disturbance for the other children and myself. If you cannot have your child here by 11:00, please make other plans for them for the day.

For your protection, I release children only to those on your authorized list. If someone arrives to pick up your child that I do not recognize, I will require a photo ID before I release the child. If you arrange for someone not on the authorized list to pick up your child, it is essential that you notify me. If an unauthorized person arrives to pick up your child and I have not received verbal or written permission from you, I will not release your child to them.

Please call me if an emergency prevents you from picking up your child before 4:30pm. Families arriving after we close are expected to pay **\$10.00** for every minute after 4:30pm. Please respect the fact that I am with your children for 9 hours per day and am tired by 4:30. It is important that your children are picked up before 4:30.

## **Hours and Holidays**

Barre City Kids is open Monday through Friday from 7:30am to 4:30pm. We are closed on the following holidays and professional development days (payment is expected for these days):

- New Year's Day
- Town Meeting Day
- Memorial Day
- Veteran's Day
- Independence Day
- Labor Day
- Election Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- One additional day for professional development TBD

The above is subject to change at the provider's discretion; however, you will not be charged for more than twelve holidays and professional development days annually.

If a holiday falls on weekend, daycare will be closed the Friday before or Monday after, per the provider's discretion.

Barre City Kids may also be closed for two to four weeks per year for vacation. You are required to pay for the first two weeks of the provider's vacation time annually. Payment is not expected if the provider chooses to take more than two weeks of vacation time in a year. A list of expected closures will be provided around the end of November of the preceding year. This list is always subject to change per the provider's discretion.

Daycare will be closed if the provider or her household members are sick or have medical appointments. You are required to pay for the first five sick days annually. If Barre City Kids closes for more than five sick days in a year, you are not expected to pay.

You are always expected to pay for your own vacation, sickness, etc. I do not offer reduced rates when I need to close early.

As I am a family childcare provider, when an illness, emergency, or other unexpected event occurs, I will need to close my program (sometimes early, sometimes for the entire day). It is important that you have back-up care for your child for these times.

## **Trial Period**

A trial period of two weeks is given when a child first begins care. If for any reason the provider or parent is not comfortable with the child's placement at Barre City Kids, the child's participation may be terminated without notice or penalty. Payment in full is still due for these two weeks.

## **Leave of Absence**

If your child will be absent from childcare due to a leave of absence from your place of employment, you may hold his/her spot at 50% of the regular tuition rate for a maximum of six weeks per year. After six weeks, you must resume paying the full tuition rate or you may lose the spot.

## **Government-Mandated Closure**

In the event that the state or federal government mandates the closure of Barre City Kids due to an emergency situation, tuition will be required at 50% of the regular tuition rate throughout the duration of the closure. Full tuition will resume once childcare is able to re-open. Failure to continue to pay 50% of the tuition rate may result in termination of care.

## **Weather-related Closures**

In the event of a weather emergency, the following procedures will be followed.

When the need arises, families will be contacted via text message. If this does not work for you, please let me know a method of communication that works better for you.

## **Power Outage**

Per State of Vermont regulations, I am required to close if there is a power outage. If the power is out prior to 7:30am, I will close for the day. If the power goes out between the hours of 7:30am and 4:30pm, I will contact families after 30 minutes and you will have another 30 minutes to pick up your child(ren). If the power returns after parents are instructed to pick up their children, Barre City Kids will still close for the remainder of the day.

## **Snow/Ice**

Barre City Kids will remain open in the event of local school closures for snow-related events. However, my driveway may not be plowed when you arrive. Please take caution when entering the driveway or parking on the side of the road.

If the state closes or asks its employees to work remotely for a snow-related event, Barre City Kids will also close. If the state closes during the workday, I will contact parents and you will have 30 minutes to pick up your child(ren).

## **Rain/Flooding**

Barre City Kids will close if Barre City begins to flood. On days when flooding is possible, please be diligent in keeping informed about the situation in the city and in areas that you are, if outside the city. If flooding begins, I will contact families and you will have 30 minutes to pick up your child(ren). When possible, please do not take the entire 30 minutes to come as flash-flooding can occur very rapidly.

## **Extreme Temperatures**

We do not go outside to play when the temperature is below 20 degrees or above 90 degrees. We go by the “feels like” temperature.

## **Inclusion**

Barre City Kids provides an inclusive environment for all children. Children will be included in all activities unless a specific contraindication exists.

## Discipline Policies

1. **Positive Reinforcement:** It is explained to the child in a calm voice why their behavior is unacceptable and they are given a chance to try again by using appropriate behaviors.
2. **Redirection:** The child is redirected to another activity and given a chance to try again by using appropriate behaviors.
3. **Time-Out:** The child is seated away from the group for an age-appropriate amount of time (one minute per one year of age). This technique is used when a child repeatedly chooses to use an inappropriate behavior, or when the child is experiencing a temper tantrum and needs a moment alone to recollect him/herself.
4. **Last Resort:** When a child's behavior is continually uncontrollable where he/she is repeatedly causing great disturbances in care or harming other children, a meeting will be set up to discuss with the parents. If this behavior continues, the child will be removed from care.

## Daily Schedule

This schedule only serves as a guideline and may not be followed exactly every day.

Your child must be at childcare no later than 8:40 in order to participate in breakfast. This is a requirement of the USDA childcare food program.

7:30-8:15: Children arrive/ quiet activities.  
8:15-8:40: Breakfast  
8:40-9:30: Free play/Outdoor play  
9:30-10:30: Planned Activities  
10:30-11:00: Free Play  
11:30-11:50: Lunch  
11:50-12:05: Reading time  
12:05-2:00: Naptime/Quiet time  
2:00-2:45: Free play/Outdoor play  
2:45-3:00: Snack  
3:00-4:30: Free play/Outdoor play/Wait for parents

## Child Safety

There is no smoking allowed inside the child daycare home. Smoking is also not allowed on the child daycare property when children are in attendance.

Because the child daycare home was built prior to 1978, annual Essential Maintenance Practices (EMP) compliance inspections are conducted. The home is compliant with state of Vermont regulations.

A water test was conducted by the Vermont Department of Health Laboratory and was found to be safe for lead.

## Meals

I am a participant of the USDA CACFP (Child and Adult Care Food Program). This enables me to provide your child with two meals and one snack every day at no additional cost for you. I follow childcare nutrition guidelines required by the USDA CACFP for the foods I serve. To provide a healthy and balanced diet that include fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar and/or fat, my nutrition policy includes serving the following:

### Fruits and Vegetables

- At least twice a day for each.
- I provide a wide variety of colors throughout the week.

### Grains

- At least twice a day. At least one serving must be whole grain, although I try to serve whole grains almost exclusively (including breads, pastas, rice, crackers, etc.)

### Beverages

- Water is always available
- No sugar sweetened beverages, including juice
- Skim or 1% milk to children age 2 years and older
- Whole milk to children age 1 year

### Fats and Sugars

- High fat meats, such as sausage are served no more than once per week

### Treats

- I occasionally serve treats in addition to healthy options.

I provide a variety of nutritionally balanced, high quality foods each day, so please do not send your child with outside food and drinks unless you bring enough to share with all the children.

If your child has special dietary needs due to health reasons, foods will be provided to accommodate. If your child has special dietary needs due to personal preferences, you will be required to supply their meals and snacks.

Weekly menus are carefully planned to follow childcare nutrition guidelines at every meal. Each menu is designed to provide a variety of nutritious foods that are different in



color, shape, size and texture. I like to introduce new and different foods along with a balance of variety and familiarity in menu planning.

Food will never be used as a reward or as a punishment

## **Diapers, Bottles, Breastfeeding, and Pacifiers**

Families are asked to provide packages of disposable diapers and wipes for children who are not toilet trained. You will be notified when supplies are low.

I am willing to use cloth diapers if they do not require the use of pins. An adequate number of cloth diapers must be provided daily. Soiled cloth diapers will be bagged and sent home with parents each day. I will not wash cloth diapers. Disposable wipes are still required to be supplied by parents.

Bottles must be labeled individually with the child's name. All formula bottles must be premixed and supplied by parents. A new supply of formula or breast milk must be brought each day.

I support breastfeeding, and mothers are welcome to enter daycare at any time throughout the day to breastfeed their child.

Pacifiers shall be supplied by the parents and labeled with the child's name.

## **Clothing**

Please keep an extra set of clothes at day care for accidents and changes in the weather. For toddlers, socks with a non-slip surface are strongly recommended. Label you child's extra clothing to prevent loss. During the summer months, please leave a swimsuit at daycare as we will be doing a lot of water activities outdoors.

Please send your children to daycare in play clothes. They will get mud, water, dirt, paint, glue, etc. on their clothes. I am not responsible for any stains, tears, or other damage that may occur to your children's clothing.

During the winter months, please make sure your child has the necessary outdoor gear for playing in the snow & cold. This includes snow pants, a winter jacket, winter boots, hat, and waterproof mittens. You are welcome to leave a set of winter clothing at daycare to avoid forgetting it at home. Children who do not have the appropriate winter gear will be sent home for the day without a refund in payment.

## **Toys from Home**

Toys from home are not permitted at daycare with the exception of a comfort item for nap time. If your child brings a comfort item to daycare, it will be put away from children's reach except during naptime. Toys that replicate weapons (ie: guns, swords, knives, etc.) are not permitted at daycare. Outside electronic devices (ie: tablets, cell phones, etc.) are not permitted at daycare.

## **Religious Activities and Holidays**

We do not engage in religious activities. Holidays are celebrated without discussing religious aspects. Holidays we may celebrate include Thanksgiving, Christmas, Hanukkah, Kwanzaa, Valentine's Day, and others. During Thanksgiving, we discuss what we are thankful for, as well as spending time learning about Natives.

## **Toilet Training**

I will assist in toilet training children who are at least two years of age AND have shown an interest in using the toilet. During the toilet training phase, your child will be required to wear pull-ups while at daycare until they have gone two consecutive weeks without an accident (not including naptime). A supply of pull-ups and plenty of extra clothing must be left at daycare. You will be notified when supplies are low.

Please dress your toilet training child in pants that encourages independent pulling up/pulling down. This means no overalls, buttons, belts, or onesies. Elastic pants are the best, and children often feel a sense of great accomplishment for being able to do this task on their own.

## **Rest and Nap Periods**

All children are required to nap or rest daily. Older children will be provided with quiet activities to do during this time, if they wish. Sheets and blankets are provided by Barre City Kids and will be laundered weekly. Infants under 12 months will be provided a port-a-crib to nap in. Portable cribs may be used for children under two until they can either climb out or can rest soundly on a cot. Older children are provided a cot for rest time.

Infants under 12 months of age shall be allowed to nap when tired and will always be placed on their back to sleep. Blankets, loose bedding, toys, bottles, garments with ties, and necklaces are not used in the portable crib. Instead, a sleep sack (provided by Barre City Kids) is provided when necessary for warmth. Positioning devices will only be used if required by the child's health care provider and instructions are provided for the use of any device.

# Outdoor Play

Weather permitting, we strive to spend at least one hour outdoors every day. When the weather is particularly nice, we will spend most of the day outdoors. We go outside during all weather: sunny, snowy, and even rainy so please ensure your child is properly dressed for the forecast.

During the summer months, we will also engage in water play including a wading pool and sprinkler, and participating in other water-related activities. Please plan to leave a swimsuit at daycare during the summer months. Towels are provided by Barre City Kids.

## Extreme Temperatures

We do not go outside to play when the temperature is below 20 degrees or above 90 degrees. We go by the “feels like” temperature. We still need to go outside to wait for the bus twice daily in all weather, so please ensure that your child is dressed appropriately and has the appropriate outdoor clothing.

## Air Quality Alerts

We do not go outside when the Air Quality Index (AQI) is at a red level or higher (typically due to smoke caused by wildfires). If the AQI is at an orange level, we may go outside for short durations (less than 30 minutes). If children or myself begin to experience symptoms due to the air quality, we will move inside immediately. If a child with asthma is enrolled, we will not go out if the AQI is at an orange level, and symptoms will be monitored more closely if the AQI reaches a yellow level.

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health alert: everyone may experience more serious health effects.
Hazardous	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.

## **Diversity**

Our program includes toys, games, books, and other materials that depict people of all races, religions, abilities, and genders, as well as all types of families.

## **Off-site Activities and Transportation**

We do not offer off-site activities or transportation.

## **Health Policy**

Barre City Kids is a well-child provider, meaning if a child is not well enough to participate in regular activities, they should not be at daycare. It is important that you have back-up care available in the event that you cannot take time off from work when your child is ill.

Children will not be permitted at Barre City Kids with any of the following:

- Fever of 100.4°F (temporal) within the past 24 hours, and without the use of fever reducer. This includes fevers for any reason, including teething.
- Diarrhea of three or more watery stools within the past 24 hours
- Vomiting within the past 24 hours
- Pinkeye until clear or until 24 hours of antibiotic treatment
- Communicable skin rashes until 24 hours of antibiotic treatment
- Lice or Nits: until no nits are present
- Hand, Foot, and Mouth Disease: until fever-free for 24 hours, the rash is no longer spreading, and blisters have crusted over and are no longer oozing.
- COVID-19: may return one day following diagnosis if symptoms are improving, and fever-free for 24 hours
- Any illness which prevents the child from participating in daycare activities.

Parents will be notified immediately if their child exhibits any of the previously mentioned symptoms while at Barre City Kids. Your child will need to be picked up within one hour of notification.

Never medicate your child to mask a fever or other symptoms that would preclude them from being at daycare. This could be cause for immediate termination of care.

Please be respectful of these rules. They are put in place in order to prevent the spread of disease to other children and myself, as well as ensuring the sick child is comfortable. I do not have the ability to make special accommodations for a sick child.

## **Immunizations**

Immunizations must be up-to-date, and a current record must be provided to the provider. If your child is not vaccinated due to health reasons, a letter must be provided from the child's health care provider. I do not accept children who are not immunized due to personal preferences of the family.

## **Medications**

In accordance with state licensing requirements, families are required to complete a Medication Form before any medication (prescription or over-the-counter) can be given to their child. The first dose of any new medication must be given by the family before the child can return to day care. Prescription medications must be in the original container, be current, and have the prescription label on the container. Please also include a measuring device (can be obtained for free from your pharmacist).

I do not administer controlled drugs to children (eg. Codeine). I also do not administer cough medicine.

## **Confidentiality**

Anything discussed or disclosed in writing between parent and provider will remain confidential, with the exception of suspected child abuse or neglect. As a family childcare provider, I am a mandated reporter and therefore required by law to report any suspected child abuse or neglect.

## **Emergency Preparedness**

In the event of an emergency, children will line up along the garage where a head count will be conducted to ensure all children are safely out of the house. If we need to leave the immediate childcare premise, children will be walked across the street to AJ's Sunoco. Once the children are safe outside of the home, emergency personnel will be notified. Once emergency personnel are notified, parents will be notified by phone, text, and/or email.

## **Tuition**

1. Tuition for the period of 08/29/2024-06/27/2025: **\$225/week**
2. Tuition for the period of 06/28/2025-06/26/2026: **\$250/week**
3. Tuition is raised annually on/around June 30th to reflect current local childcare market rates.

4. Tuition fees are payable in advance and are due on Friday of the preceding week. A fee of \$5 per day will be assessed for each day payment is late. Your child will not be permitted back into day care until payment has been made in full.
5. If Barre City Kids is closed on Friday, payment will be due on the next open day.
6. When I close for 1 week or longer, payment is due immediately preceding closure.
7. Forms of payment accepted include cash, check, Venmo (@jkg0679) or Paypal (jkg0679@gmail.com)
8. A non-refundable holding fee totaling one week of care is required to reserve your child's spot. This holding fee will not be returned if your child(ren) is/are not placed in care by the agreed upon date. The holding fee is used for your child's final week of care.
9. A \$10 per minute fee will be assessed if you arrive to pick up your child later than 4:30pm.
10. There is a \$35.00 charge for any non-sufficient fund (NSF) checks. If a check is returned for NSF, you will not be allowed to pay with checks again.
11. No refunds are given for absences due to illness, holidays, snow/storm closure days, or your own planned days off.
12. An invoice will be provided for additional charges that are due, including (but not necessarily limited to) late pickup fees and late payment fees.

## **Child Care Financial Assistance**

Childcare financial assistance (subsidy) is accepted at Barre City Kids. Parents are responsible for paying any amount not covered by financial assistance. If you wish to apply for childcare financial assistance, contact the Family Center of Washington County at 802-262-3292.

Please ensure that paperwork for subsidy renewal is submitted early. I recommend submitting this at least 4 weeks prior to the subsidy expiration date listed on your subsidy certificate. If there is a lapse in childcare financial assistance, you are responsible for paying the full amount of tuition. Refunds will be provided if subsidy is paid retroactively.

# Paperwork and Supplies Checklist

Parents are responsible for providing the following items that are to be kept at daycare. Please make sure to have these items at daycare on or before the child's first day of care. Please note that the child may be sent home if one or more of these items are not available. Payment in full will still be expected.

- Paperwork
  - Signed contract
  - About Your Child Form
  - Permission Form
  - Health Record
  - Approved Pick-ups and Emergency Contact List
  - Child Care General Health Examination Form
  - Authorization for Release and Disclosure of Developmental Screening Results (optional)
- Extra change of season-appropriate clothes (shirt, pants/shorts, underwear, socks)
- Diapers, if applicable
- Baby wipes, if applicable
- Summer Months
  - Swimsuit
  - Waterproof diaper, if applicable

In addition to the above, please make sure your child comes to daycare dressed for the weather. During the winter months, boots, mittens/gloves, hat, snow pants, and winter coat are required.

## Complaint Procedure

Should you have any concerns regarding the care of your child or the policies of Barre City Kids, please let me know about it as soon as possible. I can be reached by phone at 802-473-2335, email at BarreCityKids@gmail.com, or in person.

Should you feel that this program is not following regulations, you can file a formal complaint with the Child Care Consumer Line at 1-800-649-2642. You can view regulations for family childcare providers at [http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/FCCH\\_Final.pdf](http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/FCCH_Final.pdf)

## Termination of Care

A written two-week notice must be given by either the parent or provider if care will be terminated. The two-week holding fee provided at the time of enrollment may be used to pay for the final two weeks of care. There may be a fee due if the holding fee does not

equal the current tuition rate. If you did not provide a two-week holding fee at the time of enrollment, you are responsible for paying for this time in full.

Provider may also terminate care without notice if payment is not received for two consecutive weeks, if the parent is habitually late making payments, or if the parent is habitually late to pick up child(ren). Provider may also terminate care without notice if your child's actions pose a safety concern to the other children in care.