

Annie's Alphabet Home Childcare

425-649-5114 www.anniesalphabet.com



Welcome to Annie's Alphabet Home Daycare. My name is Annie and I have been in the childcare business for about 20 years. I have been a licensed in home childcare provider for 15 years. I am licensed to have 8 children-ages 2-11, or 6 children-ages birth through 11. I live with my husband, Paul, and our 3 boys, Dylan-15, Dayton-13, and Drew-10.

I have always loved working with children and started out in several of the larger daycare centers in the area. When my first son Dylan was born, I knew it would be rewarding for the both of us to start an in-home daycare. I went to Bellevue Community college to get my Early Childhood Degree. I am a member of NAEYC (National Association to of the Education of Young Children) and I get their bi-monthly magazine and 6 books a year that keep me updated on new findings and new ideas. I also attend their yearly conference in October.

The things I love the most about children are watching them engaged and excited in the learning and discovery process, seeing them become independent little people (and how proud of themselves they are), and playing with....listening to....and learning from them.

Being a mom, I know how difficult and uncertain finding childcare for your child can be. Ask lots of questions and never be afraid to speak up! I know your child will love it here!!

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A brief description of our day:

I provide a variety of age appropriate toys and materials for the children to manipulate and discover with. I teach by theme, and so the room changes weekly with theme related toys and activities, and every so often the furniture is moved around. This keeps the children engaged and excited. You can find an overview of what the yearly themes might look like, on my web site. I also make changes according to what the children seem interested in. If someone is excited about a train they saw over the weekend, we might explore trains. If there is a theme that the children lose interest in I will change it, and if they want a particular theme to stick around, I will do that also.

We are constantly working on the recognition and sounds of letters and numbers through games, chants, flannel stories, sensory materials, puzzles, and songs that are related to the theme. We also work on colors, shapes, sizes, large motor skills (like hopping, climbing, playing ball, etc) fine motor skills (drawing, stringing beads, tearing, cutting) math, science, language, reading, writing, art, social skills, and most of all fun!

7:30 Arrive/Play/Breakfast @ 8:00

9:30 Circle time/ Snack/Activity that goes with circle.

11:00 Outside/inside large motor activities

12:00 Lunch/Rest period

2:30 Snack/Play

5:30 Close

During the day the children are encouraged to visit the different centers.

They are always open, and change with the theme. You can find out more about the centers on my web site. The days are very flexible, and do not always match the "typical day". If you would like to drop by to see circle time, let me know so I can give you the schedule for the day.

Otherwise, you are more than welcome to drop by any time. As a parent of an enrolled child in our in-home childcare, you have the right to access any area used by your child and his/her records during our operating hours.



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Our Meals

I am on a state food program that reimburses me for part of the food cost. They come quarterly to make sure I am serving nutritiously balanced meals. I am also required to study nutrition and take a yearly exam.



I provide Breakfast, Lunch, and 2 snacks.

Some examples: Breakfast--Hot Cereal, peanut butter toast, waffles, or cold cereal...each breakfast also comes with fruit or juice and milk.

Lunch—Homemade Mac and cheese, Chicken nuggets, turkey wraps, or grilled cheese....each lunch comes with a fruit and a veggie and milk.

Snack—Banana bread, blueberry muffin, crackers and cheese, yogurt smoothies, cookies, fruit, or veggies, and milk or juice.

We eat together as a group and everyone is served the same food. I discourage food brought from home, as the children tend to feel left out if someone has something great that they don't have (and anything they don't have is great to them!). If your child has allergies to milk you are responsible for bringing soy. The children are required to, at least taste, everything before they get seconds.

How I manage children's behavior

I help children manage their behavior through the way our room and daily activities are set up. I keep them busy and engaged during the day so they are not bored and acting out. We are constantly working on using our words to tell people what we want. I help them become aware of how the other child is feeling when they hurt someone or take their toy, then we problem solve together to figure out what we can do to make the situation feel better. There are some moments when we need a break from the situation, then I do use a time-out. There is a rug in the other room that is the time-out spot. Spanking and any other form of corporal punishment is prohibited during my care. By law I am required to report suspected child abuse, neglect, and/or exploitation.

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The In and out's of our classroom

Enter through the front glass French doors. They are the entry to the classroom. As you arrive and leave each day, you are required to sign your child in and out. The sign in/out book is located on the table to the right as you walk into the room. Find the date, fill in the time, and sign with your full signature. This is a state requirement for your child's safety and mine.

Shoes stay outside! No shoes come into the playroom. Shoes bring in dirt and pine needles. Have your child leave their shoes in the basket outside the front door. Thank you in advance. Jackets are hung to the left of the front door.

Dress in daycare wear. Your child should be dressed for comfort and messy activities. I cannot guarantee that your child will be as clean when they leave as when they arrive. We do many art activities that are messy and I keep the activities out during the day so they can visit them when they want to, which means they don't always get smocks put on. Some of our supplies are washable, however, some do stain.

Keep toys at home. The toys cause issues with the other children and they can get lost or broken. Have them write a story about their toy if they are determined to share it. No gum, candy, or money. They are choking hazards.



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Other important 'need to know' stuff

Health

Your child's health is important to me, my family, and the other kids. To keep them healthy, we wash hands before and after we eat, after we use the bathroom, after sneezing or coughing, and after playing with the animals. I blow noses often so goo doesn't travel, and I wash my hands after all diaper changes and nose blowing. We all know it is no fun to be sick, especially when you are not in the comfort of your own home, So....you will need to keep your child home if....They have vomited 2 or more times in a 24 hour period

They have a fever of 101.5 or higher in the last 24 hour period.

They are fussy, cranky, and generally out of sorts

This means...if your children feel yucky enough in the morning to take cough medicine or Tylenol, they should not be coming to daycare.

If your child should become ill while in my care I will contact you and discuss the possibilities. I will lay them in a comfortable area (my living room) with books, away from the other children. I cannot give out prescribed medications and over the counter medications without a signed consent form. This even includes suntan lotion. You can find this form on my website under 'forms', or at the back of the sign in sheet. I will put all medications up high in the pantry (with my first aid kit) in the kitchen (which has a kid lock on it) or on the top shelf in the refrigerator.



I am always keeping a watchful eye on things around the inside and outside of my home to prevent accidents from happening. However...I do have 3, older, very active boys, and sometimes miss things they haven't put away. If there is anything you see that is potentially dangerous, don't hesitate to point it out. I also remind the children what is hot (the stove) and what is off limits (different rooms). I keep all cleaning materials up high in the laundry room, and knives on top of the refrigerator.

First Aid

I am trained in first aid and child/infant CPR. In case of accidental injury I will attend the child and then contact you. If it is an emergency, I will call 9-1-1 and then phone you. It is to your child's benefit that you keep me up to date on all phone numbers, emergency numbers, and other pertinent information.

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Disaster Plan

In case of a major disaster, I keep a plastic bin filled with 3 days worth of food and water in the garage. It also contains blankets, flashlights, a radio and extra batteries. Once a month we practice a fire drill. I yell fire and we hurry out to the top of the driveway by the gate. We talk about what would happen if you saw a fire or if you caught on fire....Stop, Drop, Roll. We also practice an earthquake drill. I yell earthquake and we get under the big blue table. We make it fun, not scary, and the kids like to do it.

Transportation

When we travel for our field trips, and I drove, I would use my 2006 Dodge Durango. It holds 6 children, and 2 adults. I carry full coverage insurance on my Durango. Sometimes other parents volunteer to drive. I will always let you know in advance when and where we are going, and with who. It is your responsibility to leave your child's car seat for the day.

Pets

I love pets! Right now we have a new puppy (Boomer), a cat named peeka, a hamster, and a fish. In the future I am hoping to get a bunny, some chickens, and a frog. The children love to take care of and play with the animals. It gives them a sense of responsibility, pride, and compassion for the animals. All the animals are well cared for and clean. The cat and puppy are up to date on their vaccinations. I keep the yard free of animal waste....except the bunny...they make good fertilizer for our flowers...but the kids don't play in the flowers. We wash our hands when we are done playing with the animals.



Smoking

There is absolutely no smoking on the premises. We are a smoke free environment. Please refrain from smoking outside the gate.

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Babies

At this particular time, I am not taking on those cute little toes, but if I were, this is for them. You are responsible for diapers and wipes, bottles, formula (under age 1), several changes of clothes and a blanket.

To help prevent Infant death syndrome, I will put babies to sleep on their back and do not have any pillows, toys, or bumpers in the portable crib. If your child is out of a crib, he/she can sleep on a bed or I will provide a mat for them to use. Whichever you are more comfortable with.

I will give little babes their bottles while they are sitting in my lap and will never prop them up with their bottle or put them to bed with a bottle. Babies should start weaning off the bottle by their first birthday. This will help prevent tooth decay.

I will use cloth or disposable diapers. I have a mat that I change them on, near the bathroom, for easy washing of the hands.

I store all their diaper needs in the bathroom under the sink.

Religious Activities and Nondiscrimination statement

Annie's Alphabet will not discriminate in employment practices or clients served.

I run an anti-bias curriculum, trying to represent a variety of cultures through pictures, toys, dress up, and activities that we do. I like to incorporate the children's home life by having a picture wall with pictures of their families and their home.

We do not practice any religion; however, we do celebrate Christmas, Easter, and Halloween. The children are not required to participate.



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The Nitty Gritty

Enrollment and admission requirements

The following forms must be filled out before childcare can begin.

A completed childcare home register form (all the good info I need about you)

A completed childcare agreement form (agreement of hours and payment)

A completed permission form (permission to take photos and such)

A completed certificate of Immunization form (SHOTS! I have found that Dr. Offices are good at giving this info over the phone. It is a state requirement to keep this accurate and up to date.

A USDA Food Program enrollment form

All these forms can be found on my website under 'Forms' or I can give them to you.

Fees and Holiday

I charge \$175.00 a week no matter how many hours you need. I support part time care; however, the fee is the same.

I let you choose when and how often you wish to pay me, however it is always to be in advance. If you wish to pay monthly...payment is due on the 1st. If you wish to pay weekly...payment is due on Monday.

You are responsible for payment whether your child is here or not.

I do give you 1 week vacation per year that you do not need to pay. You must be here for at least 3 months to receive this.

I do not charge for my vacations days, but I do charge for my sick days (I am rarely sick) and my holidays. I will give you plenty of notice for my vacation days. It is usually 2 weeks during the summer and other miscellaneous days here and there throughout the year. Many times I am able to have someone come in and take over, but if not, you are responsible for finding alternative care for your child.

Late Fees

I charge \$1.00 a minute for every minute you are late past 5:30. If you know you are going to be late, please call in advance to let me know so I can plan accordingly.

I will be closed on the following holidays:

New Years Eve, and day.

4th of July

Memorial Day

Labor Day

Dec. 24th, 25th, and 26th

The last Thursday and Friday in Oct. for the NAYEC conference

Thanksgiving Day and the Friday after

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Last but not least

What to bring on the first day

Pictures of your family including, but not limited to; parents, siblings, grandparents, close relatives, and pets.

Pictures of your house and car.

Extra clothes. The children get wet outside, painting, eating (spilled milk), potty accidents, and even washing their hands. I need 2 days worth.

A blanket and crib sheet, and anything else they may want to sleep with.

Diapers (if you use them) and wipes. Everyone needs to bring a bag of wipes. I use the Huggies Brand. Everyone brings them because I use them on all the kiddos. It's much easier to wipe little bottoms...even when they use the toilet. I picked Huggies because they are the softest and smell the best. I already have 2 containers I use, so please bring the refill packs.

All your forms

A check or cash

I hope I have been thorough with the information I have given you. Feel free to ask any questions that you may have. Never feel afraid to speak up. I really think your family will enjoy it here in our home.

Thank you!

Annie Look

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