

Nanny's Nursery

Infant & Toddler Center

Parent Handbook



21085 Goddard Road
Taylor, Mi 48180
(734)287-2918

Open 6:30 am- 6:00 pm

www.nannysnursery.net

Schedule of Operations

6:30 am -6:00 pm

Nanny's is closed the following days:

**New Year's Eve
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day**

Nanny's following days are sign up:

**The day after Thanksgiving and Christmas,
Good Friday**

**You will not be charged for these days unless you
sign up**

RATES

Nanny's Infant and Toddler Center

Full Day

5 Full \$225

Per day \$50

Up to 9 hours of care

Over 9 hours \$10 per hour over

Half Day

5 half days \$160

Per half day \$35

Half day care is up to 3 hours

Over hours care \$12

\$50 registration fee

Tuition is due on the Friday prior to attendance.

Nanny's History

Nanny's Nursery was named after my grandmother whom I call "Nanny". She is now a great-great grandmother to my twin grandsons. All the grandchildren and great-grandchildren love spending time with Nanny and that is why I chose her as our namesake. Nannies are also portrayed as very loving towards children with a magical quality as in Mary Poppins.

Nanny's first location opened in a church building on July 9, 1979. We were only licensed for thirty children at that time, but our waiting list soon grew. In December of 1980 my daughter Nicole was born. After becoming a mother myself, I understood how important and difficult it can be to find excellent childcare. In 1980, I did not have an infant program so I was faced with a childcare decision of my own.

Our program was in demand because of our high standards for quality childcare. Our enrollment continued to grow. We operated with a waiting list for many years. In the summer of 1985, we broke ground for a new facility with a license capacity of ninety children. On December 11, 1985 Nanny's on Pardee opened for business. My son Joseph was born on the same day as the opening!

As our center continued to grow, we had numerous requests for infant and toddler care. In the fall of 1990 I came upon an opportunity to lease a building with a setting perfect for infants and toddlers in the Downriver Community Conference Center in Southgate. In January of 1991 Nanny's II opened with a license capacity of sixty children and has grown to a capacity of 122 children. Now, we have relocated our infant & toddler. Nanny's Infant and Toddler Center is located at 21085 Goddard.

I am very proud of our staff at Nanny's, and I hope to give the children at our program the magical childhood they deserve by having loving people care for them.

Sheryl A. Westerdale

Executive Director and Founder

Nanny's Philosophy

At Nanny's our nannies are an extension of mom. We realize that the mother meets the baby's needs best. We provide a loving, caring environment for your baby. We will do our best to follow mom's instructions. Our curriculum for the infant and toddler program will provide opportunities for your baby to grow in all areas of development; emotional, social, intellectual, and physical... Our nannies are all trained and have a clear knowledge and understanding of early childhood development.

Mission Statement

Nanny's Nursery School's mission is to provide a quality, comprehensive early childhood environment for nurturing and facilitating the growth and development of young children.

Welcome

We are honored and privileged to accept the trust your family has placed in us to guide and enrich your child's early childhood experiences. The purpose of this handbook is to communicate what you can expect from Nanny's Nursery. It also provides information regarding our expectations of your family. After reading this handbook, if you have any questions, please contact the Director.



Nanny's Infant & Toddler Daily Schedule

6:30-7:30- Breakfast & self directed play
7:30-8:00-Self directed play
8:30-9:00-Diaper changes
9:00-9:15-Morning snack
9:15-9:30-Music & Finger plays
9:30-10:30-Teacher directed activities in sensory motor activities
10:30-10:45-Diaper changes
10:45-11:00-Gross Motor Activities (indoors or outdoors)
11:00-11:30-Lunch
11:30-2:00-Naptime
2:00-2:30-Diaper changes
2:30-3:00-Afternoon Snack
3:00-3:30-Story Time
3:30-4:00-Self directed play
4:00-4:30-Gross Motor Activities (indoors or outdoors)
4:30-6:00-Self Directed activities

*Diapers are checked frequently throughout the day

*This schedule is subject to change depending on the baby's day

Tuition

Enrollment

Enrollment at Nanny's Nursery School is open to children from 6 weeks of age to 13 years of age. Infant & Toddler care is available at 21085 Goddard. We have a brand new facility that was built specifically for infants & toddlers. At 9529 Pardee we have a traditional building with home like environment that was built specifically for children 33 months and older. Parents can apply for enrollment for their child by completing the Enrollment Agreement and paying the \$50 registration fee. Before your child begins our program the following is required; first week's tuition, completed and signed enrollment agreement, emergency information, immunization records and signed Parent Handbook receipt. A health appraisal with the health history information and physical must be signed by a physician.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Nanny's Nursery reserves the right to dismiss any parent or child at any time for failure to adhere to policies set forth in the Parent Handbook. Continued enrollment at Nanny's is contingent upon the parent's and emergency contact persons' and child's adherence to the policies and procedures of Nanny's Nursery as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Sign in sheets

When your baby arrives please sign your baby in and walk him or her to his or her room. Let a nanny know that they have arrived. We constantly take a head count to match our sign-in sheets and attendance records for evacuation purposes. In case of a disaster or an emergency, it is mandatory that your child is signed in each day.

Adjustment Period

Your child's first few weeks at Nanny's can be a difficult time for both you and your baby. We do our best to make you and your baby feel comfortable. If your baby cries when you are leaving, we recommend that you say goodbye to your baby and then leave promptly. Never just sneak out. You are welcome to call us when you reach your destination to check on your baby. Most babies stop crying by the time their parents pull out of the driveway. The adjustment period usually lasts a few weeks.

Payment Schedule

Tuition is due on Friday by 6:00 pm before the week of care to be provided. When Nanny's is closed for Holidays, tuition is due by 6:00pm on the last day of business for that particular week. Nanny's Nursery accepts cash, check or money orders; you must wait for a receipt for cash payments

Late tuition payments

A late fee of \$20 will be charged if tuition is not paid by Friday at 6:00pm. There will be a \$30 fee for all insufficient funds charges; all future payments will then need to be made by cash or money order. Once an account is more than one week in arrears, the child/children may not return until the account is paid up to date, including the current week as well as late fees. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Nanny's Nursery School; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director. A written contract with terms of this agreement will be signed by both the parent(s) and the Director.

Withdrawal

Nanny's Nursery requires that you give us two weeks written notice, prior to withdrawing your child from the program. We reserve the right to exclude any child from our program at anytime for failure to adhere to polices set forth in the parent handbook.

Late Pick-up

Nanny's closes promptly at 6:00 pm. If you pick up your child after 6 pm, you will be charged a penalty of \$1.00 per minute that is paid directly to the care giver who is waiting with your child. Picking your child up late continuously could result in dismissal. We use our time clock for exact time. It is set by coordinated universal time

Absences

Babies that are enrolled in the full day program are allowed to miss double the time that they are registered for without being responsible for the tuition. Example: a baby that attends a full week can miss ten days, a baby who is enrolled in a two day a week program can miss four days, etc. This time can be used for illness or vacation. We do not charge for days that we are closed.

Subsidized Care

Nanny's Nursery School does accept childcare subsidies from the Department of Human Services (DHS); however, parents are responsible for all payments until an authorization letter has been received. After the first billing cycle, the co-payment amount will be determined. All recipients of subsidy payments will be responsible for remaining tuition not covered by DHS. Parents are responsible for completing all required paperwork on time. Once an authorization expires, parents will be responsible for full payment of tuition under the guidelines of the enrollment agreement until a new authorization is received. Parents receiving a childcare subsidy are also required to sign a fee agreement, agreeing to be personally responsible for payment of tuition in the event they become ineligible to receive childcare subsidies.

All children that receive DHS assistance will have a co-pay.

Multiple Child Discount

Nanny's Nursery School offers a multiple child discount for families with more than one child enrolled full time. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late.

What your baby will need:

- A diaper bag
- Diapers
- Baby wipes
- Premade bottles with formula or breast milk (labeled with name & date)
- Extra change of clothes

Toys from home

It is impossible for us to keep track of toys from home, or to be responsible for them. We ask that you do not send toys from home. We provide ample play equipment and seek to teach children to share.

Nanny Grams

You will receive a Nanny Gram daily with information regarding your infant & toddler's activities. Upon arrival you will have the opportunity to fill out each section of the Nanny Gram. This provides you a way to communicate daily instructions, and special notes to our nannies. The Nanny Gram will provide you with information on how much your baby has eaten, sleep patterns, toileting issues and other important information. The sheet is yours to take home each day.

Potty Training

Nanny's philosophy of individualized care also applies to potty training. When a toddler begins to show an interest, and has the verbal skills necessary to express their toileting needs, we work in collaboration with the child and their parents on toilet training. Our bathroom is equipped with a child size toilet and stool for the sink.

Infant Sleeping

- *Nanny's will provide a crib for your baby with clean sheets. Your baby will have his or her own crib
- *No soft objects are allowed in cribs: blankets, stuffed toys, etc.
- *Your baby will have a nanny watching over them while they are sleeping.
- *Infants will be placed on their backs
- *If your infant is unable to sleep on his or her back due to disability or illness, Nanny's must have a note signed by a physician tailing an alternative safe sleep position

Toddler Sleeping

- *Young toddlers will have their own crib with clean sheets.
- *Young toddlers may have blankets and or stuffed animals to comfort them
- *Older toddlers will rest on a cot
- *You will need to provide a blanket for your toddler
who has been bit, and will redirect the baby to different activities.

Infant/ Toddler Behavior Management

Infant and Toddlers at Nanny's will not be disciplined for behavior that is considered appropriate for their developmental age. We handle discipline matters by removing the child from the situation. We implement this by encouraging the baby to play in a different area or with a different toy. We do not use time out for our infant and toddlers. We use positive methods of guidance that will encourage self-control, self-direction, self-esteem and cooperation. We do not use any form of corporal punishment.

Biting

Biting is a developmentally appropriate behavior in babies in the infant/ toddler program. Parents that have children in these programs should expect that their child may be bit or bite another child. Nanny's understands that parents will be concerned and upset if their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior and that the nannies will work to identify situations that, provoke, or elicit this behavior so that it will be prevented in the future. The nannies will not punish, or harshly discipline children for biting behavior: they will encourage the baby whom has bitten to help care for the baby

Pacifiers and Mouthing

Infants and toddlers are going to put everything in their mouths. This is normal for their developmental age. Toys that were in a baby's mouth will be sanitized. Toys that the infants and toddlers play with will be sanitized daily. When a child is walking we prefer they give up their pacifier.

Food Service

Nanny's provides breakfast at 7:00 am for early arrivals. A morning snack is served at 9:15 am. An afternoon snack is served at 3:00 pm. Lunch is served at 12:00 pm. We encourage the children to try different foods, but we never force the children to eat. Here are some examples of our meals:

Breakfast:

Hot or Cold cereal

Snacks:

Graham crackers, bagels, English muffins, fig bars, s'mores, rice krispie treats, nachos
& cheese, cheese & crackers, fruit

Lunch:

Pizza, green beans, peaches, milk
Blueberry pancakes, sausage, applesauce, milk
Macaroni & Cheese, mixed vegetables, fruit cocktail, milk
Chicken Nuggets, French fries, corn, applesauce, milk
Fish sticks, tator tots, peas, fruit cocktail, milk

Infant & Toddler Feeding

Babies enrolled in the infant program must have all formula/ breast milk prepared and labeled with their name and date each day that your baby is in attendance. Be sure to prepare one more bottle that you think your baby will consume to make sure that your baby will not run out. Prepared bottles must be stored in the designated refrigerator and will be warmed. Bottles will never be microwaved. All bottles must be taken home by parents each evening to be washed.

Babies will not be fed directly from baby food jars, nor will the nannies use previously opened baby food. Nannies will mix baby cereal just before feedings. All unused food will be discarded.

Parents are required to complete a feeding schedule for their baby as the baby's feeding requirements change. Nanny will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome and encouraged to come to the center during the day to feed their baby. Appropriate feeding locations will be made available. Please discuss this with your baby's nanny.

Nanny's will provide whole milk, juice and sippy cups for toddlers. Nanny's will provide suitable snacks for toddlers.

Health & Safety

I. Injuries

When a baby has a minor injury at Nanny's it will be taken care of by a staff member. An accident report will be given to the parent. If the seriousness of the injury is questionable, we will call a parent immediately. All staff members are trained in CPR and First Aid.

II. Exclusion Policy

You must keep your baby home when he or she is ill. If we call you because your baby is ill, you are expected to make arrangements to pick up your child. We cannot expose the other babies to your baby's illness. ***Failure to pick up your baby when he or she is ill could result in permanent dismissal from our program.*** We need to protect all of the children, so we urge you to keep your baby home when they have a fever, a suspicious rash, frequent diarrhea, or have vomited within the last twenty-four hours. To prevent the spread of disease babies and nannies wash their hands frequently. Older babies are taught to cover their mouths when sneezing and coughing. They are also taught to use Kleenex.

We clean and sanitize the toys, equipment and all surfaces to eliminate the spread of disease.

III. Immunizations

Please make sure that your baby has received the necessary immunizations. Also, be sure to turn in all updated medical information as needed (such as shot records, new allergies or medical conditions, updated physicals, etc.) Your infant or toddler will be excluded from our program if his or her immunizations are not complete, unless a waiver form from the health department is attained. A physical is required every year in the infant and toddler program.

IV. Medication

We can only dispense over-the-counter and/or prescription medication that is in original, labeled containers. Over-the-counter medication must be accompanied by a doctor's note with explicit dosage and administration instructions. We will only give medication to the baby for whom the doctor's note is written and for whom the medication container is labeled. We will not dispense medication that has expired. One doctor's note per course of treatment is required. All forms must be turned into the office.

Nanny's will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their baby's name (one note and bottle of fever reducing/pain medication per baby).

V. Blood Borne Pathogens

Nanny's staff is required to use gloves when diapering, cleaning up blood, vomit or feces. The soiled clothes or garbage are stored in plastic bags and kept away from the babies.

VI. Emergency Procedures

Nanny's has crisis management drills that follow our license guidelines. This includes fire, tornado, and evacuation procedures. We have a password among the staff that means "call the police immediately" if a situation warrants it. We have a signed permission slip for each baby on file in the event of an emergency evacuation.

Custody and court orders

In cases where an enrolled baby is the subject of a court order (ex...Custody Order, Restraining Order, or Protection from Abuse Order) Nanny's must be provided with a certified copy of the most recent order and all amendments thereto. In the absence of a court order, both parents shall be afforded equal access to their baby as stipulated by law. Nanny's, without a court order, cannot limit the access of one parent by the request of the other parent, regardless of the reason.

Suspected abuse and neglect

Under the Child Protective Services Act, Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Nanny's Nursery School are considered mandated reporters, under this law. Our employees are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the baby's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a baby without appropriate child restraints. Dropping off or picking up a baby while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your baby

Parent Code of Conduct

Nanny's Nursery requires the parents of enrolled babies to always behave in a manner consistent with decency, courtesy, and respect. No parent or adult is permitted to curse or use other inappropriate language on Nanny's Nursery property at any time, whether in the presence of a baby or not. Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. Parents must be responsible for and in control of their behavior at all times.

We will not tolerate physical/verbal punishment of your baby or any other baby at Nanny's. Parents are prohibited from addressing, for the purpose of correction or discipline, a baby that is not their own. Of course, no parent or other adult may physically punish another parent's baby. If a parent is concerned about the behavior of another baby, that parent is advised to direct their concerns to the nanny or the Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their baby's inappropriate behavior.

While it is understood that parents will not always agree with the employees of Nanny's or the parents of the other babies, it is expected that all disagreements be handled in a calm, professional and respectful manner.

Baby's First Year Milestones

“A baby is born with a need to be loved and never outgrows it.”

One Month Old

- *Lifts head for short periods
- *Moves head from side to side
- *Looks at hands
- *Has strong reflex movements
- *Turns toward familiar sounds & voices

Two Months Old

- *Smiles
- *Tracks objects with eyes
- *Makes noises
- *May repeat vowel noises, such as “ah” or “ooh”

Three Months Old

- *Raises head & chest while on stomach
- *Lifts head up 45 degrees
- *Kicks and straightens legs on back
- *Reaches for dangling objects and people, even at a distance
- *May laugh out loud
- *Interest in circular & spiral patterns
- *Holds head with control

Four Months Old

- *Sleeps six hours at night
- *Rolls over
- *Sits with support
- *Lifts Head 90 degree angle
- *Babbles and amuses self with noises
- *Explores objects with mouth
- *Recognizes a bottle or breast
- *Communicates pain, fear, loneliness and discomfort through crying
- *Begins teething

Five Months Old

- *Pays attention to small objects
- *Can see across the room
- *Begins to use hand and rakes toys near

Six Months Old

- *Makes some vowel-consonant sounds
- *Keeps head up
- *Sits up with minimal support
- *Rolls over and back
- *Can hold bottle
- *Drinks from a cup with help
- *First Tooth may appear

Seven Months Old

- *Feeds self some finger foods
- *Makes “raspberry” sounds
- *Turns in direction of voices
- *Plays peek-a-boo
- *Imitates many sounds

Eight Months Old

- *Chews on objects
- *May sleep twelve hours at night
- *Rolls all the way around
- *Sits by self
- *Tests gravity by dropping objects
- *Responds to name
- *May show some anxiety when removed from mommy or Nanny

Nine Months Old

- *Reaches for toys
- *Drops objects and then looks for them
- *Scoots

Ten Months Old

- *Understands the concept of object permanence
- *Grabs for the spoon at feeding time
- *Goes from tummy to sitting up
- *Picks up tiny objects
- *Begins to identify self in mirror
- *Gets upset if a toy is removed
- *Transfers object from hand to hand
- *Stands holding on to something
- *Pulls self to standing

Eleven Months Old

- *Says “mama” and “dada”
- *Understands “No”
- *Clasps hands
- *Waves bye-bye
- *Interested in picture books
- walks with adult help

Twelve Months Old

- *Triples birth weight
- *Shakes head ‘no’
- *Crawls
- *Claps
- *Cruises furniture
- *Dances
- *Understand simple commands
- *May be fearful of strangers

Parent Handbook Confirmation of receipt

I/We, the parent(s)/legal guardian(s) of _____ acknowledge that I/we have received a copy of nanny's Nursery School's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/we agree to abide by the policies set forth in the manual.

We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Nanny's Nursery School and the parents. Nanny's Nursery school reserves the right to alter, amend or otherwise modify these guidelines, in its sole discretion without prior notice.

Signature _____ Date: _____

Print Name: _____

Signature _____ Date: _____

Print Name: _____

Nanny's tuition must be paid in advance. Tuition is due on Friday by 6:00pm before the week of care to be provided. When Nanny's is closed for Holidays, tuition is due by 6:00pm on the last day of business for that particular week. Non-payment of tuition could be grounds for dismissal. If you anticipate difficulty paying on time, please discuss the matter with the Director immediately to discuss the possibility of other arrangements.

I agree to abide by Nanny's tuition payment policy

Parent's signature

Date

Please turn this page in with your registration packet

Page

10