

Parent's Handbook 📖



📝 ENROLLMENT

- **A one-week deposit is required** to secure your child's spot. This is non-refundable if you choose not to enroll your child. It is applied to the last week of care if you do enroll, provided a written two-week notice is given, otherwise it is forfeited.
- **We do not hold spots** for more than one week in advance. Once your child is enrolled, they must start within one week or their spot and deposit is forfeited.

Parent initials: ___

HOURS & PAYMENTS

- **Families may select** a weekly or monthly payment schedule.
- **Payment is due the first day of the month or week before care begins.** If payment is not received, your child may not attend.
- **A \$35 daily late fee applies** to all late payments.
- **Tuition is based on enrollment, not attendance.** Families choosing not to attend for vacations, illness, personal reasons, or during their two-week notice period are still responsible for full payment.
- **We accept Zelle, cash and personal checks.** A \$20 fee applies to returned checks.

Parent initials: ____

CANCELLATION OF CARE

- **A two-week written notice is required if you plan to withdraw.** Your one week deposit will be applied to the last week of care. No refunds for any other tuition paid will be given.
- **If there is no contact for a full week,** your child's spot will be considered abandoned and your deposit forfeited.
- **We reserve the right to terminate care at any time.** When possible, two weeks' notice will be provided.

Parent initials: ____

MEALS & FOOD ALLERGIES

- **All meals and snacks are included** except for infant formula.
- **We do not serve dinner.** Breakfast is between 7:00-8:00 am and lunch is at noon. *Children arriving after 8:00 am must be fed breakfast at home.*
- **We offer food but don't force children to eat.** We teach and encourage respectful, no-waste habits and to use table manners.
- **No outside food or drinks allowed.** Part of our program is growing, making and eating food together.
- **Food Allergy Policy:** Pumpkin Patch Acres is a working homestead where

a wide variety of foods are prepared and consumed daily. **Due to the nature of our setting, we are unable to accommodate children with severe or life-threatening food allergies**, as exposure cannot be reliably prevented.

Parent initials: _____

CLOSURES & HOLIDAYS

- **Pumpkin Patch Acres is closed for the following holidays:** New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. We do not charge for these days.
- **We take up to two unpaid one-week closures** each year and will announce dates at least six weeks in advance.
- **Provider sick days or personal days**, if needed, are unpaid and will be communicated as early as possible.
- **A credit will be applied** to your bill if I close for a holiday, vacation, sick or personal day. No refunds will be given.

Parent initials: _____

DIAPERING & POTTY TRAINING

- **Parents must provide** diapers, wipes, pull ups and creams.
- **Children over age 3 must be potty trained.** We are happy to support the process, but parents must lead potty training at home.
- **Children must be developmentally ready** and able to communicate toileting needs before potty training begins at daycare. Elimination communication is not supported.
- **Families are required** to provide multiple changes of clothing.
- **Pull-ups will continue to be used** until the child has been accident-free at home for a minimum of two weeks.
- **Potty training may be paused** at the provider's discretion if repeated accidents, resistance, or distress occur.

Parent initials: _____



MEDICATION & SICK POLICY

- **Children must stay home if they have any symptoms of severe illness**, including but not limited to fever, vomiting, diarrhea, persistent coughing, rash of unknown origin, excessive lethargy, or any condition that may affect the health or safety of the group.
- **I do not administer any medication under any circumstances.** This includes prescription, over-the-counter, herbal, homeopathic, or topical medications other than diaper cream and sunscreen.
- **If a child becomes ill while in care, parents will be notified immediately and must pick up their child as soon as possible.** Sick children may not remain in care.
- **Return to care is at the provider's discretion**, regardless of a doctor's note or outside recommendations.
- **No refunds or credits are given for missed days due to illness.** The only exception is if / close due to personal illness; those days will be **credited only** (no refunds).

Parent initials: _____



DISCIPLINE & BEHAVIOR

- **We are strict but loving and firm.** We use redirection and affirmation as our main sources of discipline. We use age-appropriate time out when necessary. We do not use corporal punishment.
- **Parent Partnership:** We ask families to support positive behavior at home and work with us to maintain consistency.
- **Children are taught to use toys and materials respectfully.** Normal wear and tear or accidental damage is expected in a group care setting.
- **Intentional destruction of toys or repeated misuse that causes damage is not acceptable.** Parents may be responsible for replacing items that are deliberately broken. Ongoing destructive behavior may result in termination of care.
- **We do not tolerate bullying or abuse between or from the children** in our care and will address any behaviors we deem problematic immediately. Aggressive or disruptive behavior may be grounds for termination (see our termination policy below).

- **Behavior Support:** We provide loving structure and guidance, but we are not equipped for intensive, one-on-one behavioral therapy or specialized intervention. **Children must be able to participate in a group setting with age-appropriate cooperation.**
- **If your child can not cooperate** they may be asked to leave for the day and must be picked up immediately.

Parent initials: _____

DAILY ACTIVITIES

- We provide age-appropriate **reading, writing, art, music, science, language arts, games and puzzles.**
- Outdoor play and learning is part of most days: **nature walks, garden projects, small animal care.**
- **Children are encouraged to participate,** not just observe.
- **Our schedule** may change depending on attendance but we do follow a general routine.

Parent initials: _____

HEALTHY HOMESTEAD LIFE

- We are traditional-minded here. Children may participate in **cooking, baking, sewing, cleaning, and age-appropriate light farm chores** like gardening and collecting eggs.
- **We are a non-smoking home with family pets and livestock** including a working sled dog team!
- **Children with animal allergies can not attend** due to risk of exposure to animal dander, hair, etc.
- **We prioritize healthy eating, exercise and mental health.** Your children will be encouraged to practice good habits that will carry them for life.

Parent initials: _____

DROP-OFF, PICK-UP & LATE FEES

- **We request that drop-offs be no later than 9:00 am** to insure our routine

stays consistent. Children arriving after 9:00 am may not be allowed to attend.

- **We request that drop-offs and pick-ups** take place outside of our daily scheduled nap time from 1-3 pm.
- **For the safety and well-being of the group, children must enter the daycare in a calm and cooperative state.** Disruptive or escalated behavior at drop-off will require the parent to take the child back to the car to regulate or return home for the day.
- **Please ensure your child is picked up before closing time.** If you are running late, please notify me immediately; however, **notification does not necessarily waive late fees.**
- **Only adults listed on your child's enrollment form may pick up** unless written permission is given in advance by the enrolling parent. This is for everyone's safety.
- **Late fees may apply if a family exceeds any limit – their weekly maximum or closing time.** If more than one limit is exceeded at the same time, the late fee rate applies to each violation.
- **Late fee rate: \$1 per minute per violation.** Late fees must be paid before your child can return to care.

Parent initials: _____

WEATHER & EMERGENCIES

- **We follow our own judgment** regarding weather-related closures or delays. Decisions may differ from local school district closures.
- **In the event of severe weather**, power outages, or other emergencies, we will notify you as soon as possible. **Please ensure your phone is on and reachable during daycare hours.**
- **We have a thorough emergency plan** in place and practice emergency drills regularly.

Parent initials: _____

PERSONAL ITEMS

- **Toys from home must stay at home** unless it is for a scheduled show-and-tell or one comfort item for naptime (one blanket or one stuffed

animal). We are not responsible for lost or damaged personal items.

- **No small items from home are allowed under any circumstances** including small toys, jewelry, trinkets, coins, keychains, or items that can fit in a pocket. These pose a serious choking hazard to the infants in our care.
- **Children must arrive dressed for active, messy play.** We do not restrict play to protect clothing. Outfits that cannot get dirty or stained should not be worn to daycare. The program is not responsible for damaged or stained clothing.
- **Please send a weather-appropriate change of clothes** (including socks and underwear) to keep here. I will let parents know when items need to be replaced due to size, season, or wear. Replacement clothing must be provided the next day.
- **If your child runs out of clothes or is not dressed for the weather,** you may be required to bring additional clothing immediately or pick up your child.

Parent initials: _____

NAP & REST TIME

- **We offer quiet rest time each day** after lunch, between 1–3 pm. All children are expected to participate in rest time.
- **Children are not required to sleep** but are encouraged to rest on individual mats.
- **Children who do not sleep** will be given quiet activities to do on their mat.
- **Infants will be allowed to follow their own sleep schedule** as needed and will sleep in approved cribs following safe sleep guidelines.
- **We do not keep children awake or wake them early upon parent request.** Rest needs vary daily and rest time supports the well-being of the whole group.

Parent initials: _____

TECH & SCREEN TIME

- **We are not anti-tech** – we use limited, age-appropriate learning videos and educational computer games to support lessons (phonics, sign

language, music, etc.).

- **No personal devices from home are allowed**, including tablets, phones, smartwatches, potty watches, handheld gaming devices, or electronic toys.

Parent initials: _____

SECURITY

- **We have an open-door policy for all parents**, meaning you may visit unannounced at any time. *We ask that you avoid arriving during nap time unless it is necessary*, as this can disrupt the group's rest.
- **Our doors remain locked at all times for safety**; please be patient while we unlock the door and ensure it is safe to let you in.
- **We use security cameras inside and outside** for the safety of the children and the daycare environment. To protect the privacy of all families, parents do not have access to the live feed or recorded footage. Video recordings are securely stored and may only be reviewed by the provider or released if required by law.
- **All caregivers have training in first aid** and have mandatory extended background checks.
- **Under Idaho law, childcare providers are mandatory reporters** and must report suspected abuse or neglect. This process exists to protect children and families and is handled by the appropriate authorities.

MEDIA POLICY

- **We respect your family's privacy and safety.** We may occasionally use non-identifiable images (such as children's hands, artwork, or backs of heads). These do not require media permission as no child can be identified.
- **We kindly ask that parents refrain from posting photos or videos taken at daycare** that include our daycare environment, other children, or identifying details. This helps protect the privacy and safety of all families in our care.

Parent initials: _____

FAITH & VALUES POLICY

- **We are a non-denominational Christian home daycare** that welcomes and respects families of all backgrounds and belief systems.
- **Our program reflects our Christian values** through kindness, gratitude, helping others, honesty, and respect.
- **We do not allow** any outside missionary efforts, church recruitment, scripture study, or attempts to influence the spiritual beliefs of myself, my family, or the children on this property.

Parent initials: _____

TERMINATION & POLICY VIOLATIONS

- **We have a zero-tolerance policy** for behavior that endangers others or disrupts the program.
- **Immediate Termination:** Care may be ended at any time, without notice, for repeated aggression, intentional harm, extreme defiance, dangerous behavior, or anything that puts the safety or well-being of any child or adult at risk.
- **Parent/Guardian Conduct:** Abusive, threatening, disrespectful, or disruptive behavior from parents, guardians, or anyone associated with the family is grounds for immediate termination.
- **Policy Violations:** Repeated or serious violations of any daycare policy may result in immediate termination of care.
- **No Refunds:** Tuition, fees, and deposits are not refunded when care is ended due to behavior or policy violations.
- **Final Decisions:** Termination decisions are made thoughtfully and solely for the safety and well-being of the group. These decisions are final.

Parent initials: _____

REFUND POLICY

- **No refunds are given** when a family misses days for any reason.
- **Any failure to pay tuition on time** may result in immediate suspension or termination of care.

- **No refunds are issued** when care is terminated due to behavior concerns, policy violations, or other issues that jeopardize the safety or well-being of the group. This includes any deposits or credits.
- **If I end care for reasons *not related to a policy violation***, I will refund any unused prepaid days.

Parent initials: _____

PARENT COMMUNICATION

If I have a concern about your child I may request a private parent conference at your convenience. I'm always available if you have a question, concern, or just want to chat.

Miss Bee 

Parent Signature

By signing below, I acknowledge that I have read, understood, and agree to follow all policies outlined in the Pumpkin Patch Acres Handbook.

Parent/Guardian Name: _____

Signature: _____

Date: _____