



Parent Handbook



Tender Steps
Childcare

Welcome to Tender Steps Child Care



Our hours of operation are:

Monday - Friday from 7:30am to 5:30pm

Please do not arrive before 7:30 am.



We are located at:

6042 Hydrangea Drive

Alexandria Virginia, 22310



We can be contacted at:

571-347-7987

sangeeta@tenderstepschildcare.com



Inclement Weather Policy:

We will be closed if there is heavy snow.

During bad weather conditions we will operate under the Federal Government schedule.



Polices & Procedures for Child Care

Please Read Carefully

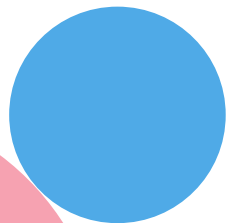
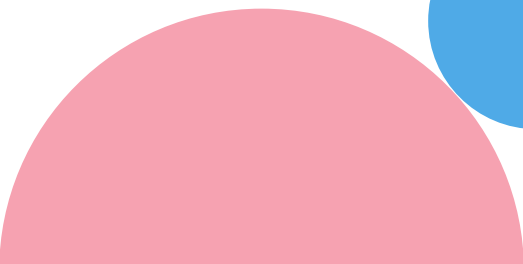
Parents/Guardians are expected to call the providers before your normal arrival time if you are going to be late or if your child is going to be absent for the day.

When dropping off your child please fill out a "My Day" form each morning. Make sure you settle your child at school before leaving. This will help with their day at school.

Children will play outside for two periods of one hour per day if the weather permits.

The older children will take a two-hour rest period everyday and younger children will nap according to their own schedule. Children will need to bring their own blanket. Blankets will go home on Friday.

Medication will only be given to children with written instructions and permission from parent/guardian/doctor's orders.



If your child is sick or not feeling well, please keep him/her at home. Providers will call the parent/guardian to pick up your child if he/she becomes ill or comes down with any type of illness. Parents are expected to pick up child within one (1) hour from the time parent is called.

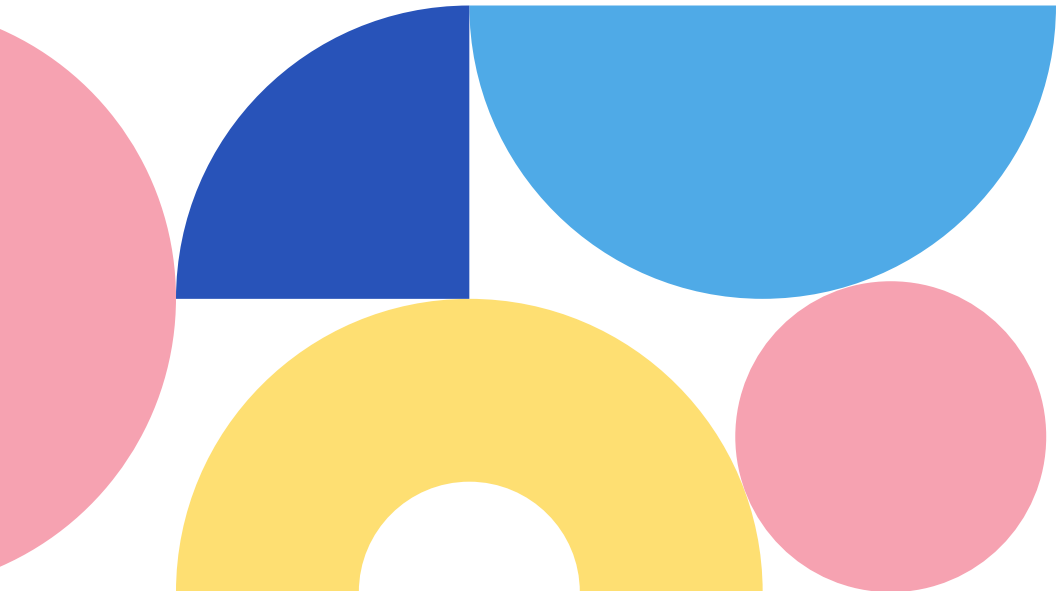
Parents/Guardians are expected to provide daycare with diapers, formula, wipes, etc.

Parents/Guardians will provide daycare with an updated shot record and physical form as needed.

No one other than those authorized will be allowed to pick-up children unless a written notice is given from the parent(s) to providers.

Parents/Guardians are responsible to pay for any vacations they take during the year.

All parents/guardians are required to give a two-week (2) notice to the providers before removing your child from the program.





Tuition/Registration Fees

Registration Fee:

A one time \$100.00 registration fee is due upon registering your child at Tender Steps.

Late Tuition Fee:

Weekly tuition is due every Monday. A late fee will be applied by the end of the business day on Tuesday.

Late Pick-Up Fee:

A \$5.00 fee will be added for every five (5) minutes after 5:30pm.

Potty Training:

A team effort will be made between parents and teachers to potty train children. However, if your child is not potty trained by the age of 3, you will continue to be charged the Two-Year-Old rate until your child is potty trained. Also for those who are potty trained please work on teaching them to wipe themselves. We will continue to work on this here at school.

We Provide:

Hot/Cold Breakfast
8:00 — 8:30 am

Lunch
11:15 am — 12:00 pm

Morning Snack
10:00 — 10:15 am

Afternoon Snack
3:00 pm



Health Standards

Your child must meet a certain daily health criteria for attendance at this daycare. The child will not be admitted if he/she is known to have exhibited any of the following symptoms here at school:

- Temperature of 100 degrees
- Rash or blisters of the face/body that may be contagious
- Two or more loose stools (diarrhea)
- Swelling from any part of the body
- Excessive vomiting (2x) with a 24-hour period before returning
- Sore/Strep throat
- Open Sores
- Severe coughing that causes the child to become red or blue in the face or to make a whooping sound

If any of the above symptoms are observed while the child is in childcare the parent will be notified immediately and will be expected to arrange for the child to be picked up within one (1) hour.

FEVER: Oral and axillary (armpit) temperature greater than 100 degrees requires removal from the center. The Child may return to the center when he/ she has been free from fever for 24 hours. A child with a diagnosed ear infection or any other non communicable disease may return to the center in less than 24 hours of being fever free (less than 100 degrees) if accompanied by a note from a health care provider stating that the child is not contagious.

Below are some types of communicable diseases. A letter must accompany all of these conditions from the doctor indicating your child is not contagious before re-admission to daycare.

- Ringworm
- Pinkeye
- Chicken Pox
- Hand/Foot/Mouth Disease
- Head Lice
- Strep Throat

While we regret any inconvenience these policies may cause, we need to enforce each of them to protect all the children in our care from unnecessary exposure to communicable diseases.

Accidents or Injuries

In the event of an accident, the provider will administer first aid treatment. An accident/incident report will be filled out on each occurrence and a notation made in the child's permanent record. If the accident is of serious nature, the parent will be notified immediately. If the incident requires emergency care, the child will be transported by ambulance to the hospital.

Examples of such incidents may include:

- Head injury/Serious injury
- Adverse reaction to medication administered
- Medication administered incorrectly



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