

Parent Handbook

Genesis Family Child Care



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Welcome to Genesis Family Child Care

Dear Parents,

Genesis Family Child Care is an in-home daycare dedicated to providing a warm, nurturing, and stimulating environment for young children. Our play-based, child-centered approach supports intellectual, social, and emotional development. We partner closely with families to nurture each child's unique potential. This Parent Handbook outlines our policies, routines, and expectations to ensure a positive and enriching experience. We welcome your questions and look forward to sharing a joyful learning journey with you and your child.

Warm regards,



Jade Lewis
Owner, Genesis Family Child Care



Our Vision

We envision a nurturing, inspiring home-based learning environment where young children develop a lifelong love of learning. Our goal is to spark curiosity, creativity, and confidence in every child, laying the foundation for future academic achievement and positive social growth.

Our Mission

Our mission is to provide a safe, inclusive, and stimulating preschool environment that nurtures the intellectual, emotional, social, and physical development of every child.

We strive to:

- Inspire curiosity and a love of learning through play-based, hands-on experiences that encourage exploration and creativity.
- Support emotional growth by fostering confidence, kindness, empathy, and respect for self and others.
- Celebrate diversity and inclusion by valuing each child's unique background, abilities, and perspectives.
- Partner with families to build a strong home-school connection that supports each child's growth and success.
- Promote healthy development through active play, nutritious habits, and opportunities for physical movement

Our Educational Philosophy

At Genesis Family Child Care, we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, and STEM
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.

At Genesis Family Child Care we believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growth in young children while making learning fun and meaningful.

Our Curriculum

Our preschool program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

The Creative Curriculum-Family Child Care

Fostering exploration and discovery through hands-on experiences.

Montessori Principles

Encouraging independence and self-directed learning.

Reggio Emilia Approach

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:



At Genesis Family Child Care (GFCC) , we believe that consistency and structure are essential for young children’s development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.



Operating Daycare Hours

01 Operating Hours

Monday – Friday, 6:00 AM to 5:00 PM

02 Morning Drop-Off

6:00 AM to 9:30 AM (Late arrivals will only be accepted with a Doctors Note)

03 Pick-Up Authorization

Only listed guardians may pick up a child. They must be 18 years or older with a physical Identification card

Drop-Off Policy

- Parents or guardians must sign in their child upon arrival. Using Early Learning Venture App
- Children must be escorted into the home by an adult.
- If arriving after 9:30 AM, parents must notify the school in advance. Children will be accepted if they have a doctor's note or Dental appointment the day of late drop off.

Pick-Up Policy

- Late pick-up fees apply after 5:00 PM OR at scheduled pick-up time indicated on your signed parent handbook agreement. A late fee of \$5 per minute, per child will be applied to the account and will need to be paid on the next billing cycle.
- Parents/ guardians must sign out their child before leaving the premises.
- Only authorized individuals listed on the child's emergency contact form may pick up the child. The person picking up must be 18 years or older with a physical identification card

Example Of the Daily Schedule

Time	Activity	Description
6:00–8:00 AM	Arrival & Free Play	Transition activities and social interaction.
8:00 – 9:00 AM	Breakfast	The children are given a healthy meal supported by CACFP guidelines.
9:00 – 10:00 AM	Learning Centers	Rotating literacy, math, art, and science stations.
10:00 – 10:30 AM	Circle Time	Learning basic skills to prepare for Kindergarten
10:30 – 11:30 AM	Outdoor Play	Gross motor activities and team games. Activities are structured and unstructured .
12:00 – 12:30 PM	Lunch	Social mealtime and table manners practice.
12:30 – 2:00 PM	Nap/Rest	Quiet rest with soft music.
2:00 – 2:30 PM	Afternoon Snack	Light snack before final activities.
2:30 – 3:30 PM	Creative Expression	Arts, crafts, and self-expression activities.
3:30 – 4:30 PM	Outdoor Play	Gross motor activities and team games. Activities are structured and unstructured .
4:30–5:00	Dismissal/ Learning Centers	Rotating literacy, math, art, and science stations.

Enrollment for Genesis Family Child Care (GFCC) is open to children from 6 weeks to 12 Years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Enrollment Eligibility Age Category

Children must meet the following requirements to enroll at Genesis Family Child Care:

01 Infants
6 Weeks to 24 Months old

02 Toddler
24 Months and 1 week to
3 Years Old

**03 Pre-Kindergarten
(Pre-K) Class**

**04 School Age (5 to
8 Years old)**

**Children must meet all
immunization requirements
before the first day of enrollment.**

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

Parent Handbook/ Parent Contract

Tuition fee agreement

Registration fees

Holding deposit (If Applicable)

***Immunization and Physical Records

Emergency Card

***Non-Medication Consent form (This form is used for: Diaper Rash Ointment, Lotions, Toothpaste, Bug Spray and Sunscreen)

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Genesis Family Child Care reserves the right to dismiss any parent or child at any time with reasonable cause. Continued enrollment at Genesis Family Child Care is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Genesis Family Child Care as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Required Documents for Enrollment Continued

Parents are required to notify Genesis Family Child Care immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

The full-time and part-day programs are on the Local School District Calendar. Enrolled spots will be held for children who withdraw for the summer months and pay a 1 week holding fee per week for each month until the child returns at the beginning of the school year, usually September. See provider for tuition rates.

All required documents must be submitted before the child's start date.

Transitioning In/Out Of The Program

At Genesis Family Child Care, we know that change can be exciting – but it can also feel a little scary for young children. Whether your child is starting at our facility, moving to a new daycare, or getting ready for school, we want these transitions to be as smooth and positive as possible. Children feel most comfortable and ready to learn when they are safe, loved, and surrounded by familiar, caring adults. That's why we take time to get to know each child and family and to make every change a gentle one.

Working Together

We believe that families and teachers are partners. Before any transition, we'll talk with you about your child's needs, routines, and comfort items. The more we know, the better we can support your child.

Starting at Genesis Family Child Care

When a child joins our facility, we recommend a few short visits before their first full day. These visits help your child get to know their caregivers, meet new friends, and explore their new environment. During the first few days, shorter schedules may also help your child adjust more easily. We ask parents to be flexible and patient as children settle in – it takes time to feel at home!



Transitioning In/Out of the Program Continued

Moving to a New Daycare or Departing the program

As children grow, they move up to new age groups, classrooms or depart from the program. Before any move within the facility occurs, your child's provider will talk with you about when the transition will happen and what to expect. If the move is within the facility then the children visit their new classroom several times to meet the new teacher/ assistant and children, and to get used to the new space and routines. We move at your child's pace to make sure they feel ready and confident. If the Child is departing from the facility we will ask for a two weeks notice . We will then begin to prepare the child for the transition by coordinating with the parent or guardian to prepare for a smooth transition out of the program . This type of departure may come in various age-appropriate forms such as reading books to the child , creating social stories , creating a picture book about the transition and more . On the child's last day in the program all personal belongings will be gathered and given to the parent or guardian .

Every transition is a new beginning — a chance to grow, learn, and build new relationships. With time, planning, and teamwork between families and teachers, we can make each step in your child's journey a happy and successful one.

Fees/ Discounts

Discounts

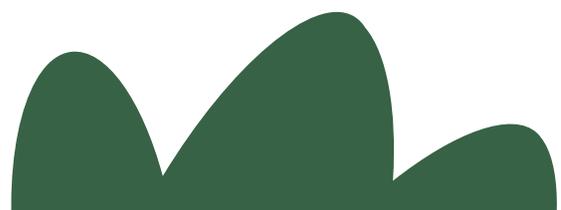
Families enrolling more than one child receive a 10% discount on the oldest child's tuition. If a family pays a month in advance, they will see the tuition discount in the following Month. Please allow the provider to factor in the discount before submitting the payment. You will receive 10% off if paid a month in advance or 5% if paid every two weeks. No additional discounts will be applied.

Early Drop Off and Late Pick Up

To help us properly staff and meet OCFS-required daycare ratios, children should arrive during their scheduled contracted hours. If a child is dropped off earlier than their scheduled time, a fee of \$5 per minute, per child will apply.

Late Pick Up Fees

To help us properly staff and meet OCFS-required daycare ratios, children should depart during their scheduled contracted hours. If a child is picked up later than their scheduled time, a fee of \$5 per minute, per child will apply.



Tuition & Fees Agreement Policy

Tuition Rates (Per Child)

Class Level	Weekly	Monthly Plan	Yearly
Infant 6 weeks to 24 Months	\$315 Weekly	\$1260 per month	\$16,380 Yearly
2 Years	\$300 Weekly	\$1200 per month	\$15,600 Yearly
Pre-K (3-5 Years Old)	\$285 Weekly	\$1140 per month	\$14,820 Yearly
School Age 5 to 8 Years Old	\$270 Weekly	\$1080 per month	\$14,040 Yearly

Tuition payments are due on Sunday according to your agreed-upon payment schedule. On-time payments help us maintain appropriate staffing, program materials, and a safe, nurturing environment for all children.

A late fee of \$35 will be applied to any tuition payment or Early Drop Off/ Late Pick-Up fees not received by the Sunday.

To ensure compliance with OCFS-required staffing ratios, children must be dropped off and picked up within their scheduled contracted hours. Early drop-offs or late pick-ups will result in a fee of \$5 per minute, per child, charged for any time outside of contracted hours.

Parent/ Guardian Signature

Date

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance Expectations

- All students are expected to attend the program as indicated on their enrollment sheet .
- Daycare Operating Hours are 6: 00 AM – 5:00 PM
- Parents are responsible for ensuring their child arrives at school on time each day before 9:30 AM.
- If a child will be absent, parents must notify the school office by 9:00 AM.

Reporting Absences

- Parents must call or email the school office before 9:00 AM to report an absence.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.
- If a child is absent for more than two weeks without communication, their spot may be forfeited and given to a child on the waiting list.

Family Vacations/ Daycare Recess or Daycare Vacation

- Families that choose to go on vacation during the year will still be required to pay tuition for their child. There will be 25% deducted off the regular tuition rate for full time families and part time families. Each family that takes a vacation must give the provider a written two week notice with the payment before the family goes on vacation. The child cannot be in attendance at the daycare while they are receiving the family vacation discount.
- The Daycare does take Recess or Vacation closures. During this time 75% of your child's tuition is due before the scheduled closure. If your child does not return within 5 business days of the daycare being operated, then the child will be considered dis-enrolled. All Families will have a yearly calendar given of all scheduled closures. The daycare is closed on ALL Federal Holidays.

Tuition Payment Policy

All custodial parents and/or legal guardians are required to sign the Parent Handbook prior to enrollment of their child at Genesis Family Child Care. Parents are required to indicate to whom all billing information and correspondence are to be addressed. There is no tuition credit given for scheduled Federal holidays, child illness, closings due to emergency situations, pandemics, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program after 3 late payments. Timely Payments are essential for continued enrollment at Genesis Family Child Care; however, if you anticipate difficulty with paying on time, please discuss the matter with Jade Lewis immediately. A fee of \$35 per week, per child, per week will be charged At Drop Off on Monday Mornings (Or next business day if it's a federal holiday on a Monday) on any late payments if a payment is not made.

Parents are only allowed 3 late payments within a year of their last signed contract before there is a termination contract created. Parents that have been placed on a termination contract may be charged the current market rates as charged by the daycare. If the termination contract is breached, the family will be terminated. If childcare services are terminated and the outstanding balance is not paid, legal matters will be taken.

Families that receive DSS must have a notice of decision before the child starts. If the NOD is not available the parent will pay the out of pocket cost which is the full tuition amount. It is the parents responsibility to make sure the paperwork is complete . Failure to do so will result in fees as well as possible termination.

DHS/Subsidy Paying Child Care

Families that receive DHS/ Subsidy Child Care must have a Notice of Decision (NOD) before the child starts. If the NOD is not available, the parent will pay the out of pocket cost which is the full tuition amount. It is the parents responsibility to make sure the paperwork is complete. Failure to do so will result in fees as well as possible termination.

Market Rates for Qualifying Children With Special Needs

Market Rates for Qualifying Children With Special Needs (24-OCFS-LCM-22 ,8/21/24, Page 7) :

The special needs market rate is established when the parent or caretaker provides the LSSD and the provider with documentation of qualifying diagnoses by a physician, licensed, or certified psychologist or other professional with the appropriate credentials to make such diagnosis and documentation that the child is incapable of caring for himself or herself and requires child care services beyond that which is generally required by children of similar age within the child care setting. Examples of acceptable documentation include, but are not limited to, documents from appropriate professionals such as documentation from early intervention as measured by appropriate diagnostic instruments and procedures in one or more of the areas of cognitive development, physical development, communication development, social or emotional development and adaptive development, or a diagnosed physical or mental condition that has a high probability of resulting in developmental delays. An Individualized Education Plan (IEP) from the child's school may provide acceptable documentation of special needs when it is based on the opinions of appropriate professionals. The caretaker may work in conjunction with the provider to receive documentation that their child requires more intensive child care services than other children in care. For a child with special needs, receiving child care services located in another state, the LSSD must apply an additional 15% to the payment rates that apply to the location of care, i.e. the other state's child care payment rates for that location.

Immunization & Health Records

All children must have up-to-date immunizations before the first day.

A current vaccination record is required upon enrollment and updated annually.

Medical exemptions must be approved by a licensed physician.

All families are required to turn in current immunization. Immunization records are due the 1st of January, April 1st, July 1st Oct 1st and Dec 1st. IF your child is currently on their immunization the daycare will ask you for a note from the child's health care provider. If your child is not currently immunized they will not be accepted into the daycare.

Illness Policy

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

In cases of colds, sore throats, and the like, a phone call to the Provider is required to decide on acceptance for the day. Should the child become ill during his/her day here, parents will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home pending 24 hours away from the day care or clearance from a doctor. If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The parent then has one hour and thirty minutes from the phone call/ voice message if there is no one to speak with to pick up their child. If the parent goes over the time then there will be a late fee of \$ 3 per minute. The child will be isolated from the other children and given special attention and comfort until the parents arrive. The child will be accepted back when they are no longer contagious or cleared to return to the daycare with a doctor's note (24 hour notice is enforced if this occurs). All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

If your child is absent for 3+ days due to illness, a doctor's note is required.

Medical Emergencies

- Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parents will be notified when an emergency caregiver will be used. If an emergency caregiver cannot be located, parents may be requested to pick up their children.
- Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Medication Policy / MAT

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in its original packaging and handed directly to a staff member that is MAT Trained. no medication may be administered in food or a bottle.

No medication (including cough drops) should be left in a child's backpack

Only a MAT Trained staff may administer any prescribed medications with the Medication Administration Training (MAT) certification. A person who is a relative, at least 18 years of age (with the exception of the child's parents), who is within the third degree of consanguinity of the parents may administer medication. Parents are encouraged to come and administer prescribed medications during daycare hours at any time.

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed. The facility does have its own EpiPens.

All staff are trained in EpiPen administration and allergy response.

School-Provided Meals & Snacks

- The school provides nutritious snacks and meals daily, prepared following USDA child nutrition guidelines.
- All meals include balanced portions of proteins, grains, fruits, and vegetables.

Allergy Awareness & Food Safety

- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- Parents must inform the daycare of any food allergies during enrollment
- Staff members are trained in allergy response and emergency medical procedures.

If your child has a life-threatening allergy, please work with the Genesis Family Child Care to create an Allergy Action Plan in accordance to the OCFS regulations.

Nap Time Schedule

Nap/Rest Time:
12:00 PM – 2:00 PM (adjusted for younger groups as needed).

All children participate in nap time but are not forced to sleep nor do we participate in withholding a nap from the child. Children who are not sleeping will be offered a quiet activity. If your non sleeping child is causing a disruption to the other napping children, they will be asked to get picked up before nap time begins.

Rest time helps improve attention span, mood regulation, and cognitive function.

Supplies Needed

Parents are required to bring two complete changes of clothing (including socks), wipes, formula (provided by the daycare), ointments, or medication. Appropriate clothing for the weather is to be kept at the daycare home. Soiled clothing will be sent home, and a clean change of clothes will need to be brought back the next day. Appropriate hats, mittens, boots, additional supplies such as wipes, flushable wipes or gallon size Ziplock bags must be brought to daycare to be kept here or as requested per the provider. All items need to be labeled with your child's initials. Parents must maintain these items at all times; this means that the parent is to check the child's cubby daily. The daycare will not accept children that come with flip flops, open toe shoes, CROC's or missing items needed to provide comfortable quality care for your child.

Developmental Assessments

All children ages 6 weeks to 5 years old will be given a researched based developmental screening tool to help monitor the child's growth and development. The parent and the provider will both fill this tool out within 45 days of enrollment . The tool will also be used to gauge developmentally appropriate goals for each child.

Teacher Planning Time/ Professional Development

Teacher planning time and preparation is a key part of delivering quality, comprehensive services to Genesis Family Child Care children and families. The Teacher and Associate Teacher in each daycare facility will have a combined total of at least twenty (20) hours per month (approximately ten (5) hours per week \two (2) hours per day) for planning time. Planning time will be Monday through Friday 6 AM to 7:00 AM and 5:00 PM to 6:00 PM. Every Year the provider and the assistants must complete 15 hours of professional development training. These trainings may require the daycare to close down.

School Age Program

Before and After school care is provided. Drop off times for each school varies. All school age children will be enrolled for 6:00 AM until 9:00 Am and 2:30 Pm to 5 Pm during the school days. All School Age children are encouraged to arrive 30 Minutes before their scheduled pick-up time from the school district. If the School Age Child Arrives before their bus pick up, they will be provided with Breakfast. When the school age child arrives back to the daycare they will be offered Dinner.

If your child gets ill from school, the parent will have to pick them up and care for them. If your child is suspended from school, they are also suspended from the daycare. Most of the time suspensions result in unwanted behaviors. The schools are trying to discourage the negative behaviors, and I will do the same thing. Please speak with your children about their behaviors while in Elementary School.

Classroom Involvement/ Volunteer

All parent are welcome to volunteer in the daycare activities . Please note ALL volunteers must complete a background check before participating in school activities.

Communication Between Daycare & Parents/Guardians

All families enrolled with Genesis Family Child Care will need to download the Early Learning Venture Application onto a mobile device (if applicable) . Each day that the child is in attendance Health checks, Meals, Bottle Feeding, Diapering, Bathroom visits , Comments , Incidents report , Injury reports ETC. will be documented through the mobile application and sent directly to the parent . If the mobile application is down or the parent does not have a mobile all communication will be done on the daily report form . Communication can come in many forms: Text messages (585)752-2336, phone call (585)752-2336, email genesisfamilychildcare114@gmail.com etc.

Screening/ Media Use

Here at Genesis Family Child Care It is our intent to provide your child with many opportunities to investigate the world around them with concrete, hands-on learning activities while in care. While screen time can be fun and engaging , we feel that TV and digital media time should be limited to no more than 30 minutes per week while in care for ages 2 years and older . We feel young children learn best with hands-on activities using all their senses throughout their day. If you have a little one under the age of 2 years old, alternative activities will be given such as tummy time , story time, movement or more will be provided . All screen time will be listed on the weekly lesson plan . All of the media that is being used in the daycare is to enhance the child's learning environment and will remain commercial and ad free. Media will not be provided during rest time or meal times .

Potty Learning

We are more than happy to help with potty learning provided the parents initiate the process at home first, whether it is over a weekend or during vacation. We expect parents to work with me in this process which means once potty learning is initiated, we want the child in training pants or pull-ups at all times. Putting a child in a diaper for your convenience because you are going out or for whatever reason will only confuse the child and delay the learning process. We require that all potty learning children wear clothing that they can handle successfully on their own. Elastic pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing, bags and flushable wipes during the training period. All supplies will be due the 1st day of the month for flushable wipes OR as indicated by the provider.

Summer Camp/ Field Trips

There will be field trips OR Summer Activities during the Summer. The parents will be required to pay a fee of \$250 for the field trip/in house activities which will cover the entry fee as well as their meal. **All infants will have to pay as well.** All fees must be paid the week before the summer program begins. If you arrived after our departure from the home, it will be your responsibility to bring the child to the field trip location. While the children are attending the field trips, they are expected to be well behaved. If they have any behavioral problems on the field trip, a parent or guardian will be called and the parent or guardian will be asked to pick up their child FROM the field trip location. The child with the behavior issue will also be suspended for the remaining part of the day. Field trips are optional for the parents, IF you choose not to have your child attend the field trips you will be asked to keep your child home for that day.

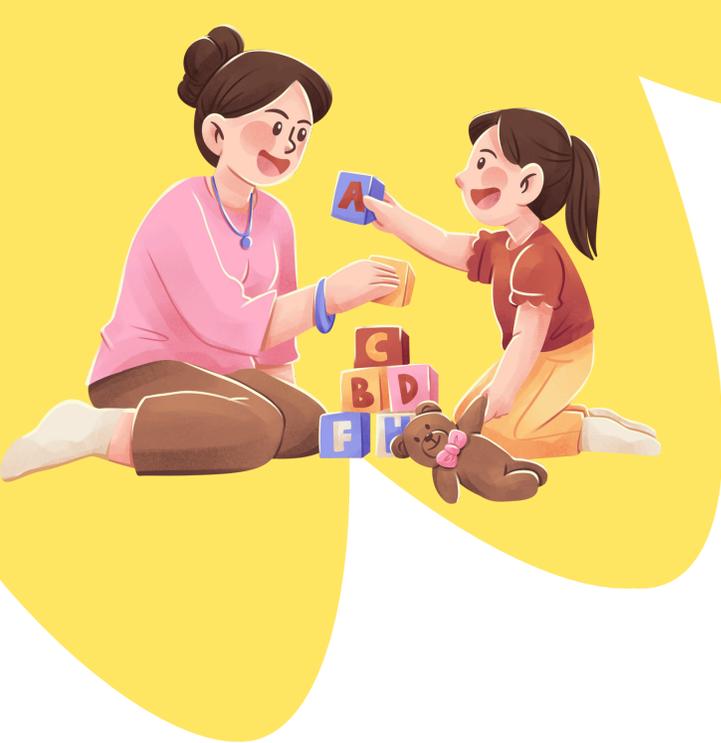
Behavioral Management

Our philosophy is that discipline is used to teach a child. We achieve this through love, consistency, and firmness. The children are explained the rules of the daycare home frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the rules will be reinforced developmentally using appropriate guidance techniques based on redirection and guidance. When a child's behavior is continually upsetting or dangerous to me or others, a conference call with the parents will be established. If the problem cannot be resolved after many attempts to correct the behavior, termination of services will occur with suspensions.

Suspensions will be as followed: 1 offense - 1 day suspension
2nd offense- 2 day suspension
3rd offense- 3 day suspension
4th offense -4 day suspension
5th offense-TERMINATION

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled three times a year to discuss: Growth and development of the child, Results of Assessment tools used in the daycare such as Teach Gold, The Brigance Screenings, Ages and Stages Questionnaire ETC.



School Visitation Policy

Parents are welcome to visit the daycare, but for security reasons, the following policies apply

All visitors must check in at the front door and must have a valid ID to pick up children.

- Students with Service Providers should be pre-arranged with the provider and the parent. Service providers with Interns will need an approval letter from their agency stating the intern has had a background check and it approved to work with the service provider.
- All Service Providers will need a work badge to enter into the daycare.

Trial Period and Termination of Contract by Provider

- The provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.
- The first 14 calendar days from the child's start date are a probationary period for the child, and parent. This agreement may be terminated at any time during this period by either party without prior notice. After the probationary period, this agreement may be terminated by either party by giving a two-week written notice if the child or children are to be permanently withdrawn from daycare or needs to change contracted hours. There are several situations that will grant the provider the ability to terminate childcare immediately with a family.
- The following reasons are grounds for termination: Misconduct, Violation of the parent contract, Rude and unusual behaviors coming from the parents, frequent late pickups, threatening the provider or other parents, threatening children in the daycare etc, frequent late payments etc.

Confidentiality Policy and Violations

Within Genesis Family Child Care, confidential and sensitive information will only be shared with employees of Genesis Family Child Care, your child's physician(s), therapist(s), and/or student interns who have a "need to know" in order to care for your child most appropriately and safely. Confidential and sensitive information about Employees, other parents and/or children will not be shared with parents, as Genesis Family Child Care strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Genesis Family Child Care and employees. Outside of Genesis Family Child Care, confidential and sensitive information about a child and their family, employees etc. will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Genesis Family Child Care, persons with whom the information will be shared, and the reason(s) for sharing the information. You may observe children at our facility who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Genesis Family Child Care are strictly prohibited from discussing anything about another child with you as the parent or the guardian. Parents are NOT allowed to discuss any child or employee through private email, social media, or group forums. This type of conversation will NOT be tolerated and could result in the family's dismissal from the program. Our confidentiality policy protects every child's and employee's privacy. If a parent or family member has a concern regarding another child or employee, they should contact Jade Lewis directly to discuss those concerns.

VIOLATION OF CONFIDENTIALITY POLICY : The Genesis Family Child Care takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the GFCC . Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families, and employees associated with . Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy and could be dismissed from the GFCC. Any parent who violates the Confidentiality Policy will not be permitted on GFCC property thereafter.

Parent Handbook Agreement

- I acknowledge and will follow all tuition policies and summer camp fees. I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- Attendance, arrival, and pick-up time requirements. Responsibility for timely drop-off and pick-up for field trips and for Family Events
- I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.
- I will comply with all categories mentioned in this handbook. If there are to be any additional changes the provider will provide the parents with a written policy update.

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent/Guardian Signature Print _____

Parent/Guardian Name: _____
Signature:

Date: _____