

Wee Babysit 
HOURLY DROP-IN BABYSITTING

PARENT HANDBOOK

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Everyone's Happy When Wee Babysit!



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SECTION 1 – GENERAL INFORMATION

Welcome to **Wee Babysit!**

Wee Babysit is a unique childcare solution that offers a safe and fun play space that is available without reservations so you can drop in days, evenings and weekends – anytime you need childcare. Children ages 6 weeks through 12 years old may attend **Wee Babysit** on an as-needed basis for as much or as little time as you need. Stay an hour or stay all day!

Our play space offers many entertaining and learning activities through a mix of teacher-organized and child-initiated activities in both group and individual settings. Play components are selected to promote cooperation, socialization, listening skills and motor development.

The following information provides a brief outline of our policies and procedures. It is designed to explain how we operate, and to help make your experience with us easy and enjoyable!





Mission

The mission of **Wee Babysit** is twofold. First, to provide a safe and fun environment for children to engage in supervised, free-play activities while their parents and caregivers are out. Secondly, to provide the community with a safe, quality alternative to less convenient, less reliable in-home babysitting services.

Wee Babysit is committed to quality, convenience, safety, and fun!

Ages Served

Children ages 6 weeks through 12 years are eligible to attend the center.

Registration

There is a non-refundable annual registration fee of \$35 per family. All children must be fully registered before they may attend the center. Registration may take place in person at the time of your first visit. You may also download the registration forms online and bring the completed forms with you at the time of your first visit.

Hours of Operation

Monday – Thursday: 7:30am – 6:30pm

Friday: 7:30am – 9:30pm

Saturday: 11:00am – 11:00pm

Sunday: Birthday Parties

Length of Stay

There is no minimum length of stay. However, all stays are billed for a 1 hour minimum.

Hourly Rates

1 child: \$10 / hour

Each additional sibling: \$5 / hour

Children under 2 years: additional \$1 / hour

All stays are billed for a 1 hour minimum. Thereafter, billing is calculated in 15-minute increments. Reservations are NOT required for hourly drop-in care. Drop in anytime!

Monthly Rates

Half Day (5 hours) \$30/day

Full Day (10 hours) \$60/day

Children under 2 years: \$35/half day; \$70/full day

Choose any combination of full and half days (2 day per week minimum). Days and times must be the same each week. Monthly program participation must be scheduled and paid in full at the beginning of each month. All monthly program participants must have a signed daycare contract.

Payment

We accept MasterCard, VISA, American Express, checks, or cash. There is a \$20.00 returned check fee.

Reservations

Reservations are encouraged, but not required. We especially ask that you consider reservations for Friday and Saturday evening care in order to guarantee a place for your child in our center. Reservations may be made by phone by calling 973-998-0508.





Activity Areas

Activity areas are divided into four age groups as infant, toddler, pre-school and school-age. Each activity area features age-appropriate toys, books, puzzles, games, arts, crafts, and media (including movies, music, computers and video games).

Maximum Capacity

Our center is equipped to care for a maximum number of children at any given time. If we are at full capacity and you arrive without a reservation, you may be asked to wait until a space is available before your child may be admitted to the center.

Staff

Our staff is composed of caring and dedicated individuals who are committed to providing the absolute best in babysitting services. All staff members are certified in infant and child first aid and CPR, and have undergone state-mandated provider training, background checks and medical clearances. Child-to-staff ratios have been established to meet the requirements outlined by the state of New Jersey

Security

For the safety of the children, our center is a secure facility that is kept locked at all times. When you arrive you will press the call button at the front door, and a staff member will remotely unlock the door for you and meet you at the front desk for check-in or check-out.

Check-In

All children must be signed in at the front desk by their parents. You will fill out a nametag for your child and be asked to provide your child's name, age, allergies and meal selection. You will also be asked to indicate who will be picking up your child and your approximate return time.

Check-Out

When signing out and picking up your child, you will always be asked to show identification. Your name must match that listed on the sign-in sheet as the person picking up the child and you must be listed as authorized for pick-up on the child's registration form.

Late Pick-Up

There will be an additional fee of \$1.00 per minute for children picked up after closing hours.

Food

Complimentary juice and crackers are served at 10am and 3pm.

Meals are served at 8am, 12pm and 6pm. For your convenience, healthy, kid-friendly meals can be purchased for an additional fee of \$5. When you sign your child in at the front desk, you will have the option to select a meal from our menu. You are also welcome to bring in meals from home. Packed meals and snacks must be ready-to-eat.

If your child requires a bottle or a spill-proof "sippy" cup for drinking, please pack one. We will follow the individual feeding schedules of children younger than 2 1/2 years.





Toileting

Children do not have to be potty-trained to attend the center. If your child is in diapers, please pack extra diapers and wipes in your child's bag. If you do not provide diapers and your child needs to be changed, diapers will be provided at a fee of \$1.00 per diaper and \$0.50 per wipe.

If your child is potty-training, please let us know so that we may help in the process. Please pack a change of clothes or extra pull-ups in case of an accident.

Napping

There is no scheduled nap time at **Wee Babysit**. If you would like your child to take a nap, or your child is used to napping at a certain time, please let us know so we can keep your child's normal routine.

Illness

No child may be dropped off when ill. If your child is home sick from school, he/she may not attend the center. If a child shows signs of illness while in our care, you will be called to arrange pick-up immediately.

Personal Toys

We have a wide-variety of age-appropriate toys and activities available. Toys from home are not permitted in the center. **Wee Babysit** will not take responsibility for personal items lost or left at the center.

Shoes

For safety reasons, no sneakers with retractable wheels are allowed in the center. If the sneakers have removable wheels, please remove them before entering the center.

Closing

We reserve the right to close or limit the hours of service for various reasons throughout the year, such as holidays or snow. For delays or closings related to inclement weather, please call the center's main number for information before heading out.





SECTION II – POLICIES AND PROCEDURES

Information to Parents

Our center is required by the State Child Care Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to view our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application and alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be violating of licensing standards, you are entitled to report them to the Bureau of Licensing at: (609)292-1021 or (609)292-9220 or toll-free at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parent(s) or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make the documents available to you.





Information to Parents (Continued)

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each trip. Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act, P.L. 101-336 (42 U.S.C.12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filling an LAD claim at (609)292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800)514-0301 (voice) or (800)514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll Free at: 1-800-NJABUSE, or to any DYFS District Office. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.





Policy on the Release of Children

1. Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. All children must be signed in and out at the front desk. A photo ID will ALWAYS be required before a child may be released.

2. If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.

3. If the parent(s) or person(s) authorized by the parent(s), fails to pick up a child at the time of the center's daily closing, **Wee Babysit** shall require that:

- The child is supervised at all times;
- Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
- An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

4. If the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the procedures shall require that:

- The child shall not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.





Policy on the Management of Communicable Diseases

1. Children who exhibit any of the following illnesses or symptoms shall not be permitted to attend the center. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundiced skin;
- Red eyes with discharge;
- Infected, untreated skin patches;
- Difficult rapid breathing or severe coughing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck.

2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified above, the center shall remove the child from the group of well children to a separate room or area until he or she can be taken from the center.

4. A child with any of the following excludable communicable diseases shall not be permitted to attend the center without a doctor's note stating that the child presents no risk to himself, herself, or to others. If a child has chicken pox, a written note from the parent is required stating that all sores have dried and crusted. During any outbreak of an excludable disease at the center, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses

Chicken Pox
 German Measles*
 Hemophilus Influenzae*
 Measles*
 Meningococcus*
 Mumps*
 Strep Throat
 Tuberculosis*
 Whooping Cough*

Gastro-Intestinal Illnesses

Campylobacter*
 Escherichia coli*
 Giardia Lamblia*
 Hepatitis A*
 Salmonella*
 Shigella*

Contact Illnesses

Impetigo
 Lice
 Scabies
 Shingles

*Reportable diseases , as required by N.J.A.C. 10:122-7.10(a).





Policy on Administration of Medication

1. **Wee Babysit** will not administer any non-prescription medications to children in our care.
2. **Wee Babysit** will only administer a select class of emergent, prescription medications to children in our care. Examples of emergent, prescription medications that may be given include inhalers, epinephrine pens and insulin.
3. **Wee Babysit** will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.
4. Medication and health care procedures shall be administered only after receipt of written approval from the child's parent(s). Before any medications may be given, parents must provide the center with a written statement from a health care provider, indicating:
 - The name of the child;
 - The name of the medication or procedure;
 - The condition or indications for administration of the medication or procedure;
 - The instructions for administration of the medication or procedure; and
 - The name and telephone number of the health care provider.
5. All prescription medication for a child shall be:
 - Prescribed in the name of and specifically for the child; and
 - Stored in its prescription container, which has been labeled with the child's name, the name and expiration date of the medication, the date it was prescribed or updated and directions for its administration.





Policy on Discipline

1. The methods of guidance and discipline used shall:

- Be positive;
- Be consistent with the age and developmental needs of the children;
- Lead to the child's ability to develop and maintain self control.

We will take the following steps to promote positive behavior:

>Discussion

If a child exhibits a behavior that is inappropriate, dangerous or disruptive to the operation of the center, a staff member will talk with the child, and explain to the child why the behavior is not acceptable or appropriate.

>Redirection

Following discussion of acceptable behavior, a child will then be redirected to another age-appropriate activity. Children who are too young to understand and engage in discussion will simply be redirected and engaged in another age-appropriate activity.

>Time-Out

If attempts at discussion and redirection are not successful, and a child is acting in a manner that poses a danger to or is disruptive to other children in attendance, the child may be issued a brief time-out, in which he/she will be separated from the group and given the opportunity to play independently for a short period of time. A child taking a time-out will remain within eyesight of an adult at all times.

2. Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.

3. Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.

4. Special requirements to prevent child abuse and/or neglect and inappropriate staff behavior toward children:

- Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
- Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Staff members shall not engage in or inflict any form of child abuse and/or neglect.
- Staff members shall not withhold from children food, emotional responses stimulation, or the opportunities for rest or sleep.
- Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.





Policy on Expulsion

1. **Wee Babysit** is committed to providing a safe and fun environment for all in attendance. Expulsion is viewed as a last resort, and other options will be exhausted before a child will be asked to leave the center. Parents will be notified of problems that could lead to expulsion via verbal or written notification and/or parent-staff conferences. A child may be expelled from the center when other options have been exhausted and his or her actions or behaviors continue to interfere with the ability of the staff to maintain a healthy environment.
2. **Wee Babysit** will provide for sufficient time limits before expulsion to enable parents to make alternative child care arrangements or to take the necessary corrective action to allow the child to remain at the center. Severe circumstances that may warrant immediate expulsion of a child from the center include potentially dangerous behavior by a child or parent.
3. The center shall not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations, or questioning a center directly regarding policies and procedures.
4. If the center determines to expel a child, the center shall maintain on file a record of the circumstances, parental notification and corrective action taken.

Policy on Emergency Evacuation/Lockdown

Depending on the type of emergency, **Wee Babysit** will follow either emergency evacuation or lockdown procedures. For all emergency procedures, the staff persons in charge will be the director, the assistant director, or senior staff.

Emergency Evacuation Plan

State requirements mandate that the center practice evacuation drills monthly to make sure that all staff and children are prepared for an emergency. Should we need to evacuate the building, we will follow emergency evacuation procedures and meet outside in the outdoor play area. If further evacuation is needed, the Parsippany Police Department will aid us in relocating the children and staff to a safe location.

When we are all safely in place, we will activate the emergency phone chain. We will also post our location on the **Wee Babysit** website, www.weebabysit.com. Further information will be given to the media such as local TV and radio stations.

Lockdown Plan

If weather conditions become too dangerous for travel or the outdoor environment becomes hazardous, we will follow lockdown procedures. The children and staff will remain inside the building until the outdoor environment is no longer hazardous or until it is deemed safe for travel by emergency personnel.

