

**TINY HANDS**  
**&**  
**LAUGHTER FAMILY CHILD CARE**



[tiny.hands.laughter20@gmail.com](mailto:tiny.hands.laughter20@gmail.com)

## **Tiny Hands & Laughter Family Child Care**

Our purpose is to provide families with quality childcare in a safe and organized learning environment.

### **Goal:**

#### **For Families**

- To be an innovative resource, improving families through educational, nutritional and empowering programs and activities
- To provide a happy, warm and nurturing environment that allows all parties to have a sense of belonging

#### **For Children**

- To ensure the safety and well being of all our children during all routines and activities and to be alert and attentive at all times
- To promote each child's cognitive, social and emotional development
- To promote enjoyable learning activities
- To allow children to have a voice in group planning

***Tiny Hands and Laughter Family Child Care*** offers a full day program for children from infancy to preschool age, as well as before and after care for school age children in the Regular Session. We also offer a full day program for toddlers to children 13 years of age in the Summer Session. Nutritious snacks and meals are provided.

***Tiny Hands & Laughter Family Child Care*** uses a "whole child" approach where we consider the social, emotional and physical needs of each child. We also strive to reach the interests, abilities and learning styles of each child through various activities that promote motor development, self confidence, self reliance and healthy behaviors.

## **TINY HANDS AND LAUGHTER FAMILY CHILD CARE**

**Effective January 6, 2025**

I am a family child care provider licensed by the State of New Jersey Requirements for Family Child Care Registration (N.J.A.C. 3A:54). I have been involved in childcare and education for more than 20 years. I am licensed for a total of five children (plus three of my own).

### **HOURS OF SERVICE**

My business hours are **7:00 a.m. to 5:30 p.m.** Our days follow a routine, but I do not mind when your schedules changes within my business hours. However, during the Regular Session (September - June), all children must arrive before 9:30am. This will allow us to maintain regular routines. Drop off time before my business hours or pick up time after these hours must be prearranged in person or by a phone call and only on an occasional basis. Overtime charges may be applied if I am not notified you will be late for pick-up.

At the time of registration, we will discuss and list drop off/pick up times. This will be included in your contract. There will be a 15 minute grace period within your listed times. Please adhere to your contracted hours. This may vary from *Tiny Hands* operating hours. Any changes to the contracted hours, must be prearranged and approved.

### **ADMISSIONS**

When we meet to consider having your child(ren) join my family child care, I will share details about my daily schedule, methods of discipline, plans for naps and meals, weekly projects and organized playtimes. I will ask for your input in regards to your child(ren)'s preferences, personality, and current schedule so that we can plan the best way to integrate your child into the group. Please feel free to ask questions you may have regarding any aspect of my family childcare business.

I do not discriminate in admissions based on race, creed, color, religion, sex or national origin. However, I do recognize that every child may not fit comfortably into my childcare family. For this reason, every child begins on a two week trial basis. During this two week period, the parents or the provider may give a one day notice to terminate care. After the trial period, a two week notice is required for either party to terminate care. If you decide not to use the two weeks of care, you are still required to pay the fee.

## **SUBSTITUTE CARE ARRANGEMENT**

Substitute care may be needed in the event that your child is ill, the child care provider is ill, on vacation, or in the event of an emergency closing (ie medical or inclement weather), or if you have unexpected travel for work, overtime, or car trouble.

In the event that I am ill, on vacation, at a training/conference, or otherwise unavailable during scheduled operating hours, alternate care may be provided by my Substitute. However, circumstances may require us to close. We will do our best to notify you ahead of time of such changes.

## **EMERGENCY CLOSING**

While we make every effort not to close the center during operating hours, occasionally circumstances beyond our control force us to do so. Sometimes, the Township of Middle may recommend that we close or a State of Emergency may be declared for New Jersey. Also, we may close if conditions within the center, such as no electricity or water, etc., require our center to close. The decision to close is never taken lightly; we have to take into account not just the safety of everyone in the center, but the safety of traveling to and from the center.

Whenever possible, during an emergency closing, we will make the decision the day prior or early the day of, as well as send out an announcement via text. In the event that we must close during operating hours, we will notify you, if possible, and begin contacting the parents and/or emergency contacts of children present at the center in order for children to be picked up. It is imperative that you pick up your child as soon as possible to ensure the safety of everyone.

## **EMERGENCY PLANS**

We have procedures in place in case of emergencies both inside and outside of the center. In the event that we are to be evacuated, the Police Department, Fire Department, and/or Emergency Medical Team will be called to our center.

We have drills regularly so your child(ren) will know what to do in case of an emergency. Once the emergency has been contained, we will then attempt to contact all of our parents. We cannot guarantee that we will personally reach everyone as in emergency situations the phone system is often inaccessible, but we will try our absolute best.

We also have plans for Shelter in Place, which is also known as a lockdown. In the event that there is some kind of chemical leak, biological attack, or threat in the area, the Police Department may determine that it is unsafe for us to leave the center. Our plan includes locking and covering all doors, windows, and points where possible contaminants could enter the facility. During this time no one may enter or leave the facility. We truly hope that we will never have to institute this policy.

We require copies of parent's driver's licenses to carry with us in our evacuation binder. This will aid the emergency personnel in allowing people to pick up their child. If you do not have a driver's license, please provide the center with another form of identification.

## **RELEASE OF CHILDREN**

Children will only be released to individuals authorized to pick up the child(ren). Each authorized person must be at least 16 years of age. No child will be released to a person other than an authorized individual without the written permission of the child(ren)'s parent or guardian. Any person unknown to the Tiny Hands staff will ask authorized persons to provide a photo ID before a child is released to their care. No child will be released to an impaired person.

## **TRANSPORTING**

Parents will be given prior notice of any field trips, outings or special events. Permission slips will be presented for these occasions. Infant seats/child passenger restraint systems/seat belts pursuant to New Jersey Motor Vehicle Commission Law will be used in any vehicle used to transport children.

### **VISITORS TO THE HOME**

*Tiny Hands prioritizes the comfort and well being of each child when determining visitor access, especially if a visit might disrupt their routine or cause distress. Thus, we do not allow visitors during operating hours unless the visit is directly related to program support, emergencies or evacuation routes. All visitors are required to sign in upon arrival, including their name, reason for visit and time of entry.*

### **HOLDING FEE**

*This fee is due at registration and guarantees a spot for a specified date and age of child. This fee is non-refundable should alternate arrangements be made by you. The amount is equal to 100% of one week's pay rate and will be credited to fees owed the first week you begin childcare.*

### **DAILY/MONTHLY FEES**

*(See attached Rates)*

*Payment is due every Friday to cover the upcoming week. A late charge of \$5.00 per day will be assessed to fees not paid on time. A fee of \$15.00 will be assessed on checks not honored by the bank.*

### **RECORDS**

*I am required by the State of New Jersey to have certain written information and permission on file in order to care for your child(ren). I will provide the appropriate forms and ask that they be returned before the first day of care. Please notify me of any updates as they occur. Information regarding your family is kept private except for the reporting I must do to my licensing agent. I am also required by New Jersey law to report any suspected cases of child abuse to the Department of Children and Families. This includes physical, emotional and sexual abuse as well as neglect.*

## **BREASTFEEDING POLICY**

The breastfeeding parent, including employees, shall be provided a private and sanitary space to breastfeed babies or express milk. The designated space will be the living room located adjacent to the learning environment, as this space offers comfortable seating, electrical outlets, and easy access to running water.

Breastmilk that is thawed or recently expressed may be stored in the *Tiny Hands* refrigerator. Breastmilk that is frozen may be stored in the *Tiny Hands* freezer. All breast milk must be clearly labeled with the child's name, as well as the date expressed. The program will show sensitivity to the breastfeeding parent and infant/child.

- The program is committed to providing ongoing support to breastfeeding parents, including providing an opportunity to breastfeed their baby at drop off, lunch, and pick up, and holding off giving a bottle, if circumstances permit, when the breastfeeding parent is due to arrive.
- Infant formula and solid food will not be provided.
- Infants will be held closely when being provided bottles by program staff.

## **STRENGTHENING FAMILIES**

*Tiny Hands'* main objective is to strengthen families which will allow us to facilitate friendships and mutual support, strengthen parenting, respond to family crises, link families to services and opportunities, facilitate children's social and emotional development, to have a program self-assessment, and to value and support parents.

We encourage any parent or family member wanting to participate in this strengthening families initiative to speak to the Director so that you may become an integral part of our team. All newly enrolled families will be offered and encouraged to complete the Strengthening Families Survey.

Another way to strengthen our families is through participation of a parent/family group that engages the enrolled families and supports their participation in the education of their children, which includes activities to promote multicultural learning.

This group meets at least two times a year. If you are interested in becoming a part of this group, please advise the Director.

## **ASQ STANDARDS**

*Tiny Hands utilizes the Questionnaires to evaluate your child's developmental growth and social and emotional growth. If at any time we feel that your child is not meeting these ASQ standards, we will notify you immediately so that we can work together with you to get your child any type of services that may be offered to them.*

## **ASQ 3 DEVELOPMENTAL SCREENING**

*The ASQ 3 provides a structured framework to monitor and address developmental milestones in children, ensuring any issues are identified and acted upon promptly.*

- You will receive a letter explaining the Ages and Stages Questionnaires, Third Edition Developmental Screening along with a consent form.
- The questionnaires will be sent out with a deadline two weeks away.
- Once all questionnaires are received, Ms. Nicky will take 1-2 weeks to score the assessments.
- If the questionnaire shows possible concerns, follow-up activities may be presented.
- Conferences will be scheduled within two weeks of the results. Questionnaires may be provided every 2, 4, or 6 months.

## **PARENT MEETING**

*Tiny Hands staff may hold periodic meetings to discuss the development of your child. During this meeting, we will go over your child's strengths and weaknesses and different things your child needs to work on. This will also be an opportunity for you to ask questions about things in the classroom, where your child is at, etc.*

## **SPECIAL NEEDS CHILDREN**

We accept children with special needs at *Tiny Hands*. We believe that in this world, everyone is different, and that from an early age all children need to understand and accept this. Children with disabilities benefit from being with children who have different abilities than them. Unfortunately, we do not have staff that specialize in disabilities, but we are open to learning and we have space to allow therapists to come in and work with the children. If your child requires more specialized care, we will still accept them and we will make reasonable accommodations. Please inform the center if your child has or develops any special needs.

Occasionally, we will recognize that a child may have special needs and while we are not a doctor and cannot diagnose specific conditions, if we recommend that you have your child evaluated, we have good reason. Nobody wants their child to have a disability or a special need, but we have seen that children who receive intervention early enough benefit greatly.

### **CHILDREN WITH POSSIBLE DELAYS**

If at any time we feel that your child has a developmental disability or delay, our center will immediately notify you and provide you with resources and support that will assist your child's physical, cognitive, and social/emotional development. If at any time you feel that your child, under the age of 3, has a developmental disability or delay in any manner, please feel free to visit [www.ni.gov](http://www.ni.gov) or call 1-888-653-4463. If your child is over 3 years old, you must contact your local school district. *Tiny Hands* is willing to provide assistance with finding the appropriate resources for your child(ren).

### **HOME LANGUAGE POLICY**

*Tiny Hands* makes every effort to communicate with children and families whose primary language is not English. Parents are asked to share words in their home language with their child's teacher to help make their child feel more comfortable in the classroom. Teachers will attempt to label some of the classroom materials in the home language of the students. Parents are also encouraged to share books or other materials in their home language with the class. Non-English-speaking parents are encouraged to bring with them someone who can help interpret and translate questions, concerns, and documents.

Children whose first language is not English are encouraged to use home language, gestures, communication devices, sign language, and pictures to communicate when needed. We encourage you to tell us if your child's first language is not English.

### **VACATIONS**

I follow the Middle Township Public School District Schedule (closings) as well as most Federal Holidays. I am closed for one week after school ends. Also, I am closed for one week prior to the start of the school year. Calendars will be provided with scheduled closings. Furthermore, I send out emails to notify you of my time off (not previously noted on the calendars) with plenty of advance notice.

Occasionally, days will come up that are not noted on the calendar, but you will receive a minimum notice of two weeks for these single days. I take closing my childcare very seriously, because I believe that not being able to depend on childcare each morning is an inconvenience to you. If it is necessary for me to close for a sick day or emergency, with notification on the day of closing, your weekly rate will be adjusted accordingly. You are required to pay your normal fee for your child(ren)'s absent days whether it is vacation time or sick days. However, if given 30 days notice, we will grant you 1 week of vacation time per year (free of charge).

### LEAVE OF ABSENCE

A leave of absence will be granted due to a work lay off, loss of job or maternity leave. If a child is absent from childcare, you can pay a minimum fee of \$75 per week to hold the position open for up to six weeks per year of the Regular Session. After six weeks, the rate will return to the full amount or I will need to fill the vacancy with another child.

### PAID HOLIDAYS

The following holidays are considered paid, contracted holidays:

New Year's Day	Good Friday	Juneteenth	Independence Day
Memorial Day	Labor Day	Thanksgiving Day	Day After Thanksgiving
Christmas			

When these holidays fall on a weekend, I will take either the Friday before or Monday after, as a paid holiday.

### SICK CHILD POLICY

During the time your child(ren) is with us at *Tiny Hands*, there may be occasions when they will be affected by illness. I will notify you if your child becomes ill during the day. This includes, but is not limited to, **a fever of 100.4 degrees or more, lethargy, vomiting, diarrhea, or a rash other than a diaper rash or heat rash, severe coughing and/or difficulty breathing, yellow or red eyes with discharge, lice, severe pain or discomfort**. This may mean that your child is unable to attend the center. Time away from the center will allow your child to recover and will also protect the health of the other children, families and staff. If I am worried about the child passing their condition on to the other children or the child may be more comfortable at home

resting, I will notify you. Please do not bring your child to childcare if they have suffered from any of the symptoms above. Children must stay home for a minimum of 24 hours after they become symptom free.

A child who contracts any communicable disease may not return to the center without a physician's note stating that the child presents no risk to themselves or to others. However, physician's note to return does not supersede director's protocol regarding safety and wellness within the facility.

## **PREVENTION OF INFECTIONS**

Germs can spread in many ways, including:

- Direct contact, such as touching people or objects
- Through the air, such as when someone breathes, speaks, coughs, or sneezes
- Stool or fecal oral transmission, such as when a germ from an infected person's stool enters another person's mouth
- Blood and body fluids, such as when germs spread from one person's blood or secretions to another

*Tiny Hands* strives to prevent the spread of infectious diseases by implementing policies and procedures that include:

- Hand hygiene: Washing hands frequently, especially after diapering, using the toilet, or coming into contact with oral secretions
- Cleaning and disinfecting: Cleaning and disinfecting toys, surfaces, and other areas contaminated with body fluids or urine
- Proper disposal: Disposing of diapers and other potentially contaminated materials in covered containers
- Ventilation: Ensuring adequate air flow in the building
- Physical space: Providing enough physical space in the facility and between cots for naps
- Separation: Ensuring physical separation and separate personnel for food preparation and diaper changing
- Immunizations: Promoting vaccination to reduce the risk of many illnesses
- Staying home when sick: Encouraging children to stay home when they are sick
- Covering open sores: Making sure open sores are covered
- Physician's approval: Requiring physician's approval before a child with skin eruptions attends
- Exclusion of sick children: Keeping sick children in a separate area where they can rest comfortably and are not in contact with other children while waiting for

parent/guardian pick up. Please notify the center if your child has had prolonged contact with persons displaying symptoms of disease and infection.

## **MEDICATION ADMINISTRATION**

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.

Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.

"As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.

Medications given in the Center will be administered by a staff member designated by the Center Director.

## **MEALS**

Meals will be served at the following times:

- Breakfast: 8:30 a.m.
- Lunch: 11:30 a.m.

A snack will be provided mid-morning and mid-afternoon

A child will be encouraged to eat what is served (menus provided) for each meal. No child will be forced to eat, but alternatives may be limited. Parents may have to provide alternatives for picky eaters.

If your child needs to be on a special diet, please send those items along with your child. I may not have the necessary items on hand.

If your child will be arriving after meal time has begun, but you still want your child to eat here, prior notice is required. Otherwise, please make sure that your child has eaten prior to arriving. Parents are not permitted to bring in restaurant food for their child(ren). Infant formula: If you have an infant using formula, you must provide the formula.

## **NAPS**

Rest/Sleep time will be provided as needed for children under 18 months old. Children 18 months old to 4 years old will be given a specified rest/sleep time from 12:30 p.m. to 2:30 p.m. Infants will sleep in an approved playpen. Toddlers and preschoolers will sleep on approved mats. At the age of four, if you and I agree that they are ready to give up nap time, quiet time will be provided with appropriate activities while the other children nap.

## **PERSONAL ITEMS**

Please provide the following items:

- Two changes of clothing, labeled with the child's name, to be used in case of an accident.
- Diapers for children not potty trained. (Wipes will be provided.)

### **TOYS FROM HOME**

Please do not allow your child(ren) to bring toys from home.

### **TOILET TRAINING**

The age that children are ready to begin toilet training varies. This is something we should discuss in person since consistency between our homes is very important. Dressing your child in one piece outfits such as overalls or using pants with difficult snaps may cause frustration. Please take this into consideration during the potty training process. Be sure to provide me with several extra outfits in case of accidents.

### **DISCIPLINE**

We use positive discipline techniques such as making my expectations clear, reminders and redirection before resorting to taking privileges away. We want each child to grow and be confident that they are in control of their behavior and feel as if each individual is an important member of the community by promoting self-worth, self-control and self-reliance. Physical and emotional punishments will not be used in my childcare. You will be informed if a problem persists or if I need cooperation from home so that we can be more consistent in what is expected. Routine problems will be handled appropriately between us.

### **SMOKING**

Smoking is prohibited on my property. Please do not smoke or extinguish cigarettes in my yard or driveway.

### **FIRE AND STORM DRILLS**

Emergency plans including evacuation, relocation, shelter in place and lockdown procedures are in place. Fire and evacuation drills are practiced monthly, two shelter-in-place drills and two lockdown drills will be practiced per year to teach children how to deal with an emergency situation.



# Tiny Hands & Laughter Family Child Care

<https://tinyhandslaughter2.wixsite.com/tinyhandsandlaughter>

2025

Dear Parents,

I want to thank you for choosing Tiny Hands & Laughter Family Child Care. I understand how important and sometimes challenging it can be to find the right provider, and I'm honored that you've entrusted me with the care of your child(ren).

My goal is to offer high-quality, nurturing, and dependable childcare. If you ever have questions or concerns, I encourage you to speak with me directly. Open and honest communication is key, and I believe in addressing any issues early so we can work together toward positive solutions.

To ensure a friendly and professional relationship, please take the time to review my policies and procedures thoroughly. I also kindly ask that you respect my business hours. Arriving before your scheduled drop-off time or picking up late without prior notice can disrupt the care of all children in my program.

I'm excited to get to know you and your child(ren), and I look forward to building a strong, respectful, and supportive relationship with your family.

With appreciation,

Necheala P. Shelton

Owner, Tiny Hands & Laughter Family Child Care



[tiny.hands.laughter20@gmail.com](mailto:tiny.hands.laughter20@gmail.com)

# EARLY CHILDHOOD EDUCATORS



## Teach and Care

**what we believe in:** play, sharing, fun, quality, health, development, imagination, books, helping, individuality, relationships, movement, cooperation, success, responsibility, variety, music, families, independence, professionalism, practice, curiosity, opportunity, growing, intention, well being, hands-on, safety, art, acceptance, gentleness, trying

**what we teach:** creativity, exploration, kindness, nutrition, interest, counting, curiosity, self-help skills, manners, language, diversity, problem solving, numbers, thinking, colors, shapes, persistence, alphabet, skills, friendship, science, ideas, love of learning, confidence, honesty

**what we do:** care, help, plan, correct, play, prepare, inspire, encourage, educate, recognize and meet needs, coordinate, explain, create, respond, implement, feed, dance, build, find, understand, guide, support, model, read, hug, rhyme, celebrate

**what we give:** time, energy, love, concern, experience, care, skills, resources,

## everything

**SR** a free printable from  
THINGSTOSHAREANDREMEMBER.COM