

**2006-2007 QACP NURSERY
GUIDELINES FOR PARENTS USING THE NURSERY**

CAREGIVERS

Sibling care is provided as a convenience to the members of the QACP. While it is organized by the QACP, parents using the nursery are contracting with the caregiver individually and pay them directly. Caregiver for 2006-2007 is Valerie McKenna (206) 409-4124

Currently, there is no Sibling Care on Thursday afternoons (4s class)

PAYMENT

1. You will be billed by the caregiver on the first working day of the month. Please pay upon receipt: If payment is late, the caregiver has the right not to accept your child until payment is due.
2. You will be billed for the full month, even if your child does not use every session.
3. Since caregivers are guaranteed \$9/hr, if it happens that there is only one child in the nursery during a session, the parent of that child must pay the full \$9/hr. Class work schedules can be rearranged to avoid there ever being one child in the nursery.

4. **RATES:**

- a. All ages = \$5/hr unless there is only one child in the room. 1 Child in room = \$9/hr (see above.)
- b. Monthly Billing to Caregiver includes class session time + 15 minutes of “transition time” (pick up and drop off.)

Monthly Billing Examples:

- 4’s class: 3 hours + 15 mins. = $3.25 * \$5/hr * 4$ days per month = \$65.00 monthly
 - 3’s class: 2 hours, 15 mins. +15 mins. = $2.5 * \$5/hr * 4$ days per month = \$50 monthly
 - 2’s class: 2 hours + 15 mins. = $2.25 * \$5/hr * 4$ days per month = \$45 monthly
 - TOTs class: 1.5 hours + 15 mins. = $1.75 * \$5/hr * 4$ days per month = \$35 monthly
- c. \$20 Annual Cleaning Fee. Please submit with your Sibling Care registration form. This payment covers the cost of cleaning supplies and monthly cleaning service to keep the nursery to standard.

WITHDRAWALS & ADDITIONS

If you plan to withdraw your child from the nursery prior to the end of the school year, you must notify us at least two weeks prior to the month that the change will occur or you will be billed for the entire month. This is to ensure that your provider is paid the contracted amount.

If you need to start using the nursery in the middle of the school year, two week's notice is required in case we need to hire extra caregivers or arrange class work schedules. Also, if you need to change the day your drop your child in the nursery, please discuss with the caregivers so we can make sure the nursery is staffed to accommodate the change.

USING THE NURSERY AT OTHER TIMES

If you would like to drop your child at the nursery some time other than when you are working in class, you may do this on **a case-by-case basis with prior arrangements with the caregivers.** You will be charged a flat rate of \$8/hr for drop-off care to be paid to the caregiver at the time you drop off your child. Caregivers will make the decision about the availability of drop-off care based on the number of children already scheduled to be in the nursery. Please understand this service is not "drop off" daycare and parents are asked to be accessible by cell phone and no more than 15 minutes away from QACP when utilizing this service.

COMMUNICATION WITH CAREGIVERS

Please use the sign-in sheet, which will be placed at the entrance to the nursery, at each visit. Nametags with sibling name and emergency contact information will be required in the nursery.

Please communicate the things that are specific to your child that would help the caregivers take the best care of your child while you are in class. This is important for all, but especially for infants. **The nursery may not be the best option for a child that needs constant one-on-one care (i.e. infants with reflux) as the caregiver needs to be able to spread her attention evenly among the group.** Some example of what to communicate with the caregivers:

1. If your child always cries when you leave him/her, but usually stops after 5 minutes. Maximum or if he/she cries when something else is wrong and you want the caregiver to contact you. Let them know.
2. Contents of diaper bag and if you have brought a snack for your child.
3. If there are certain things your child does when he/she is not feeling well, and you want the caregiver to contact you, let them know what those signs are so they can do so.
4. If you want them to change a diaper at a certain time, whether or not they think it is wet/soiled, let them know. If or how often they should ask potty-trained children about using the bathroom.
5. Sometimes, with the longer class sessions and when the weather is nice, caregivers take children to the park. If you do not want your child to be taken outside for any reason, please let the caregiver know.

There is an intercom between the nursery and the classroom in case of emergencies.

SUBSTITUTE CAREGIVERS

Should we need to fill in for illness of the caregivers, we would like to have a list of possible substitutes. If you are someone you know (i.e. family babysitter) are interested in having your name on the list, please call or email Deirdre Anderson, Sibling Care Coordinator (contact information, below.)

DIAPERS

If your child is using diapers, be sure to bring diapers for the caregiver to use. Please also bring plastic bags as parents take home his/her child's wet/soiled diapers that are changed in the nursery.

NURSERY UPKEEP. FIX-UP & WISH LIST

Please help keep the nursery neat by helping to clean up any (unusually big) messes made by siblings. There are current plans for a Work Party to give the Nursery a "fix-up" including a new rug and fresh paint on the walls and furniture. **\$20 Suggested Donations to the Nursery FIX-UP Fund** are welcome with your Sibling Care Registration Form.

Wish List: Clean, nice toys (no little pieces.) Art Supplies (paper, paints, smocks, etc..)

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