Joyce's Family Daycare Little Stars Early Learning Parent Handbook

Tax Id# 33-0742078 Phone (714)828-2109 Lic#304201008 Cellular(714)609-0984



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Enrollment

- 1 All children enter daycare on a trial basis of two weeks. There is a two week trial period during which either parent or provider may cancel without notice. After the trial period, a two week notice must be given by either party to cancel services. If two weeks is not given, parent must pay a two week fee. Vacation discount can not be applied.
- 2. All registration and medical release forms must be filled out completely and returned to me before a child enters my daycare. All forms are subject to a six month renewal and must be kept current.
- 3. This contract may be canceled at any time, with two weeks notice, if it is felt that it is in the best interest of your child and those in my daycare program.

Hours and Fees

- My operating hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday. Each child is enrolled in daycare with contracted hours, operating hours are a guideline. Any hours after 10 hours per day may be subject to an extra fee. If your child's individual hours change our contract needs to be updated. Your individual child's hours and days are: (Circle days) M T W H F Hours:
- 2. Children should arrive no later than 9 a.m. So, as not to disrupt any planned activities. Please do not bring your child to daycare in pajamas. Children should arrive in the clothes they will be wearing for the day.
- 3. A typical daily schedule runs as follows: Pre-school type activities begin at 9:00. Typically as follows a morning snack at 8:45, Table time at 9:00 a.m., story time at 9:30, music time at 10:00 a.m., outside play from 10:20 to 11:15. Lunch is served at 11:30 a.m., 12:00 TV time, and rest period is from 12:30 to 2:30, afternoon snack is served at 3:00, with activities resuming 3:30 to 4:30. This program is typically for children who have the developmental ability to remain in a group. Children who are too young or children who do not have the capability to remain in a group setting will not be imposed upon. Children will be encouraged to participate but not forced to do so. This program may change depending on the children's abilities in my care. Activities may be longer or shorter.
- 4. Infants: Please take the time to feed your child the first a.m. feeding. It is difficult to greet and tend to the children as they arrive in the morning if an infant needs to be bottle feed before 9 a.m. Infants one year and younger will follow a schedule that meets his/her own needs.

- 5. Your child's daycare tuition is _______. All fees are subject to change with one month notice given to parents. Tuition must be paid on **Monday** of each week. If tuition is not paid on Monday, it is considered late and the late charged will be applied. If you are late paying, arrangements must be made. If arrangements are not made, by Wednesday of that week, I will ask you not to bring your child to daycare until full payment has been made. You will be responsible for the time that your child was asked to remain out of daycare (for the reason of non-payment). There will be a \$5.00 late charge per day until late payments are made.
- 6. Clients who qualify for state subsidized programs are responsible for the full daycare fees should the state not honor my payment request for any reason. Parent's are responsible for keeping up with paper work, and supplying the required documents. Paper work is to be completed by the 4th of every month and to be mailed in by the 5th of every month. If these dates fall on a weekend, the paper work is to be completed and mailed on the following Monday. It is the parent's responsibility to obtain such forms from the agency. Non-compliance will be subject to immediate termination.
- 7. If a check bounces a \$40 processing fee will be added for that weeks tuition. If this is not corrected the same day as notified, the late fee will apply beginning that day. If two checks are bounced with in a six month period tuition is to be paid by cash or money order only. Please make checks payable to Joyce Feliciano. You may be subject to any bank fees that I may occur as well as the processing fee.
- 8. I must insist that your child's individual drop off and pick up time be strictly observed, as do I have my own family to consider. I value the time I have with my family. I do not want extra fees, I just want you to be on time. No money in the world can give me the time back with my family when parents arrive late, or early before daycare opens. If you arrive before 7am or late past 6 pm to drop off or pick up your child, a fee will be charged to your weekly tuition. A \$5.00 fee for every 10 minutes your child is late or early will be added to your weekly tuition. Please do not be late. No exceptions will be made. If your child has not been picked up by 6:15, and no one has contacted me, I will call someone on the emergency list to come and pick up your child. If you arrive early and find my door locked please do not ring my bell. I have a clock outside my door that will let you know you are early. If you continue to arrive early you may find my door locked until opening time.

Vacations and Days Off

- 1. To hold a child's place in child care, I charge one half of the usual weekly fee, with a maximum of two weeks vacation time per year. This is to be paid in advance before you go on vacation. A two weeks notice needs to be given before you go on vacation in order to apply the vacation discount fee.
- 2. You must pay for all the days your child is scheduled to attend, whether your child is present or absent. You pay for sick days, posted dates daycare is closed, and any no show days. You are responsible for finding alternate care when daycare is closed.
- 3. When I go on vacation I will give you one month notice, vacation will usually be in the summer months. This will usually be one week.

I also receive five paid sick days per year

Sick days can be accumulated for vacation pay. Sick days begin and end in September. Sick days can also be use for bereavement days.

Paid Dates Daycare will Be Closed

If a holiday falls on a weekend the corresponding weekday will be considered the holiday and will be a paid day off.

January	New Year's Eve center will close at 4:00 p.m. New Year's Day Closed
February	President's Day
Spring	Good Friday
May	Memorial Day
July	Fourth of July
September	Labor Day
November November continued	Veteran's Day Thanksgiving and the day after.
December	Christmas Eve and Christmas Day

Clothing and supplies

- 1. One complete change of clothing is to be kept at the daycare center for each child. Please send clothing that your child will be comfortable in. If the need arises that a change of clothes is necessary, it is easier if the spare set is a set your child will like to wear. Don't forget underwear and socks.
- 2. Your child needs to come to daycare in play clothes. Your child may come home with dirt, grass stains, paint, or glue on his/her clothing: Washable play clothes will keep parents from being upset and children from being inhibited to participate.

Please dress your child in clothes that he/she can manage him/herself when going to the rest room. When children are potty training overalls, belts, and shirts that snap at the crotch are unacceptable for daycare, as they are hard to manage when using the rest room. Tight clothing and clothing that requires help to remove is unacceptable. I believe children should be taught to be independent while learning to use the toilet and such clothing inhibits such training. Please dress your child in loose pull up type pants and t-shirts. Please dress your child appropriately for the weather. Please refer to our potty training handout for further information on the rules for potty training at daycare.

- 3. Please do not bring your child's toys or special belongings. They could get lost or broken. If you do so, I will not be responsible for them.
- 4. All items brought for your child must be clearly labeled with your child's name on it. If you send an item that is not labeled, I may take the liberty to label it myself.

Child Release Procedure

Any child in my care will only be released by persons who are authorized to do so by the child's parents or legal guardians. Parents must leave written permission for a person to pick up their child or place them on the child's emergency list. With the exception of the child's natural parents. If a parent is not to pick up a child, legal documentation must be presented and kept in the child's file at daycare. This is the law. If a parent can prove they are the natural parent, it is their right to pick up their child. I can not hold a child just because the other parent wants me to. I can not prevent the parent from picking up their child, and the police can not either with out a court document that states different. My job is not to judge. I am looking for the best interest of your child and the other children in my care. Please share if there is any problems with a parent or family member.

ALL PERSONS PICKING UP CHILDREN AT THE DAYCARE MUST BRING A PHOTO ID WITH THEM, CHILDREN WILL NOT BE RELEASED UNTIL PROPER ID IS SHOWN. NO EXCEPTIONS.

Illnesses Medications, and Immunizations

- 1. All children, that are not enrolled in school, must have immunizations up to date and a copy on file.
- 2. In my daycare I desire to provide conditions that encourage cleanliness and good health practices among children. A child becoming ill after arriving to daycare will be placed in isolation and the parents will be notified.

Keep your child home if

- 1. He/she has a fever or has had one during the previous 24 hour period. Tylenol or Motrin are for the temporary relief of a fever and your child is still contagious.
- 2. Any fever over 100° . A fever of 100° and over is a sign of the possibility of a contagious fever and not a usually a symptom of teething. Any child with a fever of 100° or more will considered to be too sick for daycare and will be sent home.
- 3. He/She has diarrhea or increase in the number of stools that are unformed, watery, loose. Your child will be sent home if he/she has two watery stools. He/she must be free of diarrhea for 24 hours before returning. Children with diarrhea that is a direct result of antibiotic treatment will not be excluded if the stool is containable in a disposable diaper"

A child with unexplained diarrhea that lasts for more than 24, must return with a doctor's note stating that the child is not contagious before attending daycare.

- 4. He/she has a heavy nasal discharge.
- 5. He/she has symptoms of a possible communicable disease. (These are usually, sniffles, reddened eyes, sore throat, headache, abdominal pain, plus fever.) Please notify me if your child comes down with a communicable disease.

- 6. If your child was sent home from daycare because of an illness, your child is to stay home the following day. I send children home who come down with a fever of 100° and over, diarrhea, vomiting, runny noses that cold medicines can not temporarily stop, and communicable illnesses such as chicken pox.
- 7. No child will be admitted with a severe cold, fever, or other communicable illness. Please examine your child everyday before bringing him/her to daycare.

When a child becomes ill at daycare

Your child will be isolated from the rest of the group and given a place to rest. We will try our best to make your child comfortable. Children often do not like to be separated from their friends, and do not understand why they need to be. If you are notified to pick up your sick child, your child needs to be picked up immediately. If I can not reach you, I will notify the people on the child's emergency list to pick up your child. I will try to reach you to inform you of what has happened.

Prescription Medications

Prescription medications will be administered only if it is in it's original container with a prescription label attached. The doctor recommended dosage must be on the label as well the child's name, and a consent form must be filled out. If a change in dosage has taken place a new label must be obtained. Over the counter medications will be administered only if it is in it's original container and a consent form filled out. Consent forms will be placed in your child's file.

THE SICK POLICY WILL BE STRICTLY ENFORCED. IN THE EVENT THAT I FEEL A CHILD HAS BEEN ILL FOR A PROLONGED AMOUNT OF TIME, OR BECOMES ILL OFTEN, I WILL REQUIRE A DOCTORS NOTE STATING YOUR CHILD IS NOT CONTAGIOUS AND IS ABLE TO ATTEND DAYCARE.

<u>Injuries</u>

Scratches, bumps, and scrapes are inevitable when children play, and will be treated with soap, water, a band-aide or ice. For anything more serious, you will be notified at once. In the event I would need to take your child to the hospital, I would be taking him/her to La Palma Hospital, located on Walker street off of La Palma.

Sun block

Sun block is considered a medication by the state department of California. A consent form must be filled out before I can apply sun block to your child. Parents must be willing to provide sun block for their child as well. If your child is sun sensitive please apply sun block at home before your child comes to daycare.

Summer Supplies

During the summer months the children will be playing with the water. Water play will consist of a variety of activities: Sprinklers, shallow pools, water table, spray bottles, squirt guns, and paint brushes with water cans.

In order for your child to participate the following items will need to remain at daycare: Bathing suit, towel, and sun block, or a large T-shirt to cover up with if our child is not to have sun block administered. If your child has tubes or ear troubles please supply ear plugs. Children will be encouraged not to get hair and ears wet. No child will be excluded from water play activities. If you feel your child is to ill to participate please keep your child home.

Disaster Supplies

We live in Earth Quake country and need to be prepared in the event of a natural or other type of disaster. Supplies will need to be provided by the parents in case such a disaster were to occur. A separate list will be given with items needed.

Provider/Parent Communication

I believe communication between parents and provider is a must in order to maintain quality childcare for your child. Please take the time to update me in the morning about your child's evening or morning. For example if your child did not eat much breakfast and may need another breakfast or an extra snack. If your child did not sleep well, or if you feel your child maybe coming down with an illness, or anything out of the ordinary. Feel free to call me or e-mail me if any concerns ever come up. If you have any concerns or questions about our contract and this handbook please let me know so we can discuss it. Some times things may not seem necessary, and an explanation can help clear things up. I pride myself in my work, this is my career of choice. I consider myself a teacher, a person who provides care for children. Not just a baby sitter. Please feel free to discuss anything regarding your child. If I do not have any answers I will research and try to help to find an answer. No matter what the concern may be. For example if the concern is something that may have occurred at daycare or a developmental milestone.

Discipline Policy

I have found that the best approach to discipline is to be proactive. First and foremost, I make sure that the child's physical needs are being met. A child who is hungry, thirsty, sick or tired is more likely to get frustrated or angry when something does not go right.

I also strive to provide an environment that is safe, comforting, and child-friendly, fun and stimulating, and stable yet flexible. One that values individual personalities, and empowers children to make choices, solve problems, and exert their growing independence. I try to help them identify and manage their negative feelings without denying them. To use their words to resolve conflicts and express their needs. I try to model, acknowledge, and reinforce positive behavior. To set limits and expectations that are consistent, reasonable, necessary, and appropriate to each child's level of development.

When the above techniques are exhausted, I use age-appropriate, positive discipline techniques such as redirection or time-out (generally one minute per year of age). Physical or emotional punishment will not be used in my home. I will do what I can do to promote consistency between home and daycare.

If a child remains unruly, parents will be called to remove the child from daycare. Parents will be contacted for severe behavior problems such as excessive biting, physical or mental abuse of myself or another child.

Children in my care are taught to respect, accept and tolerate others. Teasing is not allowed at daycare. Children are taught that people have different abilities, everyone is different & special. No one will be allowed to down talk or disrespect another child. Children are also expected to follow the rules no matter who is present. Children must follow all rules even when parents are present. Disruptive behavior is not tolerated at pick up or drop off. Parents are expected to help their children remember the rules.

Daycare rules

No smoking is permitted on the property. This includes outside as well as inside. Please do not use the road, my driveway, or yard for your ashtray. I ask that you also do not smoke prior to bringing your child to me.

No littering. If you need to something thrown away I will be happy to throw it out for you.

Children must be signed in and out by the adult d/o and p/u.

There will be no use of obscene or disrespectful language from any one.

Parents should help children remember to walk in the daycare and to discourage chasing or running to avoid accidents.

Children may not leave the daycare building with out the adult picking them up.

Children will need to respect their parents and providers at all times, and do what is asked of them.

Parents are not to discipline other children that are not their own at the daycare.

Should you have additional children in your care during drop off and pick up time, you are responsible for their whereabouts at all times. Do not ever leave children alone in cars while you come in to pick up or drop off.

The front gate is to be kept shut at all times. Please close the gate behind you when you arrive to daycare and when you leave the daycare. This is for the protection and safety of all of the children in my care.

The front door is to be kept shut at all times as well. Please close the door behind you when you come into the daycare room. Please knock before entering the daycare room. This will give a parent time to move away from the door before it opens.

When your child(ren) are arriving or leaving daycare, you are responsible for their supervision and behavior. This includes noise levels, keeping in mind other family members or daycare children in my home may be day sleepers. Brief pick ups and drop offs often help eliminate negative behaviors.

Children need to follow classroom and outdoor rules.

Classroom rules

We ask for permission to leave the daycare room.

We may not climb on anything indoors.

We ask for certain toys and supplies, that are on the second shelves and higher.

We are kind and respect each other.

We keep hands, feet and objects to ourselves. We do not hurt others with our bodies or words. We share.

We walk in the classroom.

We keep our room neat and clean.

We listen when our teacher or classmate is speaking.

We follow directions.

Everybody helps.

We should NEVER open a closed door, or gate. If a door or gate is closed a we must seek an adult to open it. The outside area is never open for free play unless the provider or her assistants are present.

We will play nice and will gently handle our pets. We will wash our hands after handling pets.

We sit at the table whenever we are eating or drinking.

We use preschool toys and equipment appropriately (i.e.: throwing, playing destructively or in an unsafe manner, dumping with no intention of playing etc..)

Children will not pick up other children, infants, toddlers or siblings.

Outdoor rules

We will ask for permission to leave the daycare yard.

We will not throw sand.

We will not throw balls or toys over the fence on purpose.

We will dig only in the sand area.

We will respect the grass and plants.

We will not walk or play in the swing box unless we are getting on a swing or off of a swing. We play with the out door toys appropriately (i.e.: throwing, playing destructively or in an unsafe manner, dumping with no intention of playing etc..)

Miscellaneous

I do my best to be at daycare 100% of the time. I do have a family that will have occasional doctors appointments, special events and emergencies do come up. My assistants are CPR certified and have fingerprint clearances. If you would like to see these documents please feel free to ask. If you ever have any concerns, questions, or suggestions please share, I want to know. My contact numbers are (714)828-2109, cell (714)609-0984 or e-mail me at joyce@littlestarsearlylearning.com

YOU HAVE THE RIGHT TO COME AND INSPECT/OBSERVE ANYTIME DURING THE NORMAL BUSINESS HOURS. YOU DO NOT NEED TO MAKE AN APPOINTMENT OR NEED TO CALL FIRST. YOU ARE WELCOME ANYTIME. I AM LOOKING FORWARD TO WORKING WITH YOU AND YOUR CHILD. ☺

Please check out our web site monthly for updates, events, news, letters and numbers of the month.

www.LittleStarsEarlyLearning.com