

Melissa Alvarado

TINY HANDS TINY FEET DAYCARE

Preschool Handbook



Regarding all statements in this policy book directed to the parent, the word "parent," shall mean parent, guardian, or adult person responsible for the child's physical and financial well being.

All policies shall remain in effect as stated herein unless provider gives notice of change of any said policy in writing. Provider retains the right to enforce these policies at will. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

The following is a list of rules and regulations governing our Child Care Agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification please ask. You will be asked to initial each page stating that you have read that page and that handbook will be returned to me. This will go into your folder and you will be given a copy for you to keep for your reference.

REGISTRATION REQUIREMENTS

All necessary forms must be completed and returned to me before I will assume responsibility of caring for your child. **NO EXCEPTIONS!** Please inform me immediately of any changes. Listed below you will find the list of forms that you will need to return to Tiny Hands Tiny Feet Daycare/Preschool before, or on your child's first day. I am required to have these forms on file. All immunization must be kept up to date. Please bring the yellow card after every immunization to update my files. A copy is not acceptable. Childcare can be refused if a child's immunization records are not up to date. Make this a priority! Forms will be updated as needed.

Enrollment Form
Financial Agreement
Permissions to Administer Medicine
Identification & Emergency Information
Consent for Emergency Medical Treatment for CCC
Food Program Enrollment Form
Child's Preadmission Health History-Parent's Report
Copy of immunization records
Provider's Handbook w/initials
Notification of Parent's Rights
Personal Rights
Travel Authorization Form

ABSENTEEISM AND ILLNESS

If a child or parent is ill, or for any other reason the child will not be here for the day, please notify me by 7:15 a.m. in the morning if your child will not be coming for the day. If you know the night before please call before 9:00 p.m. I would appreciate this courtesy. Parents should have alternative arrangements available in the event of an emergency, illness, vacation or such, if the situation should occur. If you are having someone else pick up your child, please let me know in advance (in writing or name needs to be on file.) I will need to know the name of the person picking up your child and please let them know I will be asking for some form of I.D. I will not let a child leave without the parent's permission. *Also see "ILLNESS AND SICKCARE."*

ADMISSION POLICY

Tuition is payable in advance, on FRIDAY by 6:00 p.m. for the following week. If your child's last day of the week is NOT Friday and you do not wish to come by on Friday, you may pay your child's tuition on the last day of care each week for the following week. If it is easier for you to pay for 2 weeks or a month at a time, this is also acceptable (as long as the tuition is paid *in advance*). If "payday" is going to fall on a day that the child care is closed, please plan to pay by closing of the last day child care will be open before "payday." This also applies for absences for any reason. Otherwise, late fees will apply. **FULL PAYMENT** is due whether the child is present or not. This guarantees your child's space.

There will be a late fee of \$10.00 if payment is not received by 6:00 PM each FRIDAY. \$10.00 will be added each additional day that payment is late (including holidays, vacations, and weekends.) I am open for at least 60 hours a week and do not wish to work on the weekends. If your payment is not received on Friday, do not expect me to be home to accept payment on the weekends. If you cannot make arrangements to pay on time, then you will be charged the late fees. I also have a "no pay, no stay" policy. Your child will not be allowed to attend until all fees are made current - no exceptions! I am certain that you would not continue to work for a company that continued to give you your paychecks later than you agreed upon payday. I also will not work under these circumstances. Childcare can be terminated with no notice if tuition is late. It is very unfair to expect me to wait for my paycheck.

There will be a \$30.00 returned check charge. Please add this fee automatically to your cash payment should your check be returned for any reason. Also, if a check is returned, late fees do apply as if a check is returned; the money is unavailable to me. After the

second incident, only money orders or cash payments will be accepted.

AGES SERVED

The ages of the children that I care for are 6 weeks to 10 years. I will be available for non-school days to care for other siblings based up my current capacity. If available, arrangement must be made in advance. If you reserve a spot for an older child and they do not attend, you will still be required to pay the full-time rate.

CHILD ABUSE REPORTING

I am mandated by the State of California to report any and all suspected child abuse and/or neglect. This includes that children must be in proper restraints in your vehicle at drop off and pick up. If they are not, I am mandated by the State of California to report it as negligence. Please protect your children at all times and do not put me in this uncomfortable situation!

DAYS AND HOURS OF OPERATION

Daycare is open Monday-Friday, from 6:00 a.m. to 6:00 p.m. Please remember that your fee is based on the hours you contract for, not the hours that I am open. The fee is based up to ten (10) hours. You are scheduled for childcare at the hours stated in the financial agreement. When completing your financial agreement we will figure your working hours plus fair commute time and include the "scheduled hours."

DAYS AND HOURS OF OPERATION CONT'D

This will be the agreed upon schedule. If you drop-off or pickup before or after these scheduled hours, you will be charged a late fee of \$15.00 per child the first 15 minutes (or fraction thereof) will be owed regardless of why you pick up late or drop off early.

Each additional minute will be \$1.00 per minute per child. During the hours that your child is in care, please feel free to enter after knocking if the door is unlocked. For the children's safety the door is usually locked. Before and after these hours, please wait until the door has been opened before entering! Please be respectful of my "closed" hours. This time is precious to my family and myself and it is very limited! I am not obligated, nor do I wish to work overtime! If you need to drop off earlier than scheduled or pick up later than scheduled you must discuss this with me and receive approval AT LEAST 24 hours in advance. Additional fees may apply and remember that I am in no way obligated!

The ONLY exception to this late fee is **ADVANCED** agreement of an early drop off or late pick-up. This is to assure that your children are picked up on time. **LATE DROP OFF DOES NOT CONSTITUTE LATE PICK-UP.**

DEPARTURE/PICK-UP TIME

When dropping off and taking your child home, the child must be in a car seat (age appropriate.) If a parent or an authorized person seems to be intoxicated, I will not allow that person to take the child home for the child's sake. Another family member or authorized person you indicated on you "Identification and Emergency Information," form will be called. They must have a car seat available. No one will be allowed to pick

up a child that I have not met yet.

If in an emergency, the parent must call me and tell me what the password is and the name of the person picking up the child in order for me to release the child to that person. I must have a signature on file.

Please remember there are times we have places to go or appointments that we have to meet at the end of the day. For this reason, please do not be late. I do have a family and time with them is very precious to me. Daycare hours END at 6:00 p.m. Please come in and go out as quickly as possible to eliminate any over-excitement of the children.

DIAPERING

Latex gloves are used when changing diapers. After use, the changing pad is cleaned and sprayed with a disinfectant spray and washed frequently in washing machine with hot water. Hands of the child and caregiver are washed thoroughly. Creams, ointments and powders are not routinely used. On occasion that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications or teething.

DISCIPLINE

My philosophy is that you use discipline to help a child develop self-control and responsible behavior. I achieve this through love, consistency and firmness. I stress three main patterns of behavior: respect for other people, respect for property and good manners. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

Please keep in mind that there WILL be disagreements between children. Young children, especially, ones who are not adept at communication; have a hard time of expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases.

The following methods of discipline will be used:
Encourage children to solve problems themselves
Intervention and discussion

Re-direction to another play area
Loss of privileges
Time-out (as a last resort)

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline between our homes. These types of behavior might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You might be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If problem continues, other arrangements for the care of your child will have to be made, for the safety and well being of all.

Under **NO CIRCUMSTANCES** will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as means of punishment.

As a daycare provider, I have the responsibility by law to recognize and report any evidence of child abuse--physical or emotional—or neglect. This is strictly for the benefit of your child.

DROP OFF AND PICK UP

Please do not allow your child to walk to the door by themselves at drop off. It is important to take a minute to walk them to the door and greet me. This gives us both the opportunity to discuss any schedule changes for the day or anything else. At pick up, please do not let your child leave the house until you are leaving also. They can be in the street in an instant or any other number of thing could happen.

Please make drop offs quick and painless. Tell your child you love them, give them a kiss, and say goodbye. Realize that your child will typically calm down within moments of your exit and that this is the opportunity for me to soothe and calm your child will help me and the child build a better relationship based on trust.

DROP OFF AND PICK UP CONT'D

Lingering when your child is upset only makes it more difficult for all involved. Once your child is completely transitioned, it will be less stressful for you to spend a few minutes talking at drop off.

Please understand that mornings are busy for me and that I do not have time to visit. If you would like to talk with me at pick up, please give yourself some extra time realizing that I would like to be "off" on time each day. If a more formal setting is required, a conference can be scheduled (in person or by the phone).

EMERGENCY

In case of an **EMERGENCY**, either I the Brentwood Police Department or Paramedic Unit will administer necessary first aid. If your child needs to be transported to the hospital designated on your emergency card, you will be responsible for the cost of the ambulance. You will be notified immediately. Scratches and scrapes will be treated with soap and water and a Band-Aid. For minor injuries you will be notified and you will transport your child if medical treatment is needed.

FEES

Security Deposit: Before your child is admitted into daycare, or to hold a future spot, a security deposit must be made. A deposit equal to the rate for two weeks' payment of daycare is required to be paid upon enrollment. This deposit will be credited to the last two week's payment when you decide to depart from Tiny Hands Tiny Feet Daycare/Preschool or forfeited if the child does not come for care as agreed. It will automatically be forfeited if the child is not enrolled for at least 6 months. If it is forfeited, it becomes property of Tiny Hands Tiny Feet Daycare/Preschool. *(Please note that childcare fees might be more per week at the time of departure. Balance will also be due.)* If you requested to reserve your spot for a later date, an additional 25% of the weekly rate for each week reserved. You will be guaranteed up to 30 days for your spot. After that, it will be first come first serve and your additional fee will be returned to you plus only one week of the deposit. The rates below are based for 10 hours or less per day.

Registration Fee: A registration fee is due at signing of contract. This fee will go towards materials necessary for enrollment for your child. (I.E. car seat, paperwork, napmat, pillow, etc.) The fee is \$75.00 per child and is **NON-REFUNDABLE** at any time. If you would like to take home a copy of this handbook prior to placing a deposit for childcare, there will be a refundable fee of \$5.00. This fee will be refunded if handbook is returned in new condition or it will be applied towards your registration fee at signing of contract. Once a contract has been signed and security fee has been placed, you will receive copies of everything signed, including the handbook.

Tuition: To be paid Monthly (based on 4 weeks), **Bi-weekly, or Weekly** (See "Fees" sheet)

Tuition is to be paid when you drop your child off on the last day of the week that your child comes to Tiny Hands Tiny Feet Daycare/Preschool for the next week of care. If your pay date falls on a holiday, payment is to be paid the last day of that week your child is here before the holiday. There will be a late fee of \$10.00 if payment is not received by 6:00 PM each FRIDAY. \$10.00 will be added each additional day that payment is late (including holidays, vacations, and weekends.)

FEES CONT'D

When tuition is not current, children will not be admitted. The tuition is based on your contracted hours signed up for. You must stick to your assigned time slot. Please note: if you need to change your scheduled contracted time, please notify the provider at least two weeks in advance. You must pay whether your child is in attendance or not.

All childcare rates are subject to an automatic yearly increase of 5% on the first Friday of June for the following week. This amount will be rounded to the nearest dollar amount. You will receive a 30-day notice before increase occurs.

A year-end statement of all childcare fees paid during the past year will be given to you in January of the next year for tax purposes and you will be given an Ein number if needed. You may request a statement at anytime.

Tuition is accepted in the form of check, or cash.

Checks are made payable to: Melissa Alvarado

VACATION:

The provider is entitled to up to three weeks of paid vacation each year for which the parent will still be required to pay their regular weekly rate. If the parent goes on vacation, you will still pay the regular weekly tuition for your child. Vacation time from parent and provider will require a minimum of two weeks notice. Vacations for both parties can be taken all at once, or day by day. If both parties chose to separate days, I will require a one-week notice. The provider's and the parent's vacation will need to be paid prior to taking vacation. This guarantees your child's space. You will be responsible for finding care during this time. Backup providers can be referred if needed and available. I will hand out a memo with the days I will be taking for holidays the following month as a friendly reminder.

OTHERS:

Late Pick-up: \$15.00 per child the first 15 minutes (or fraction thereof) will be owed regardless of why you pick up late or drop off early. Each additional minute will be \$1.00 per minute per child. The ONLY exception to this late fee is **ADVANCED** agreement of an early drop off or late pick-up. "Advanced" means asking me AT LEAST 24 hours prior to the time when extended care is needed. Payment is payable at the time of late pickup & must be paid even if someone other than the parent picks up the child.

Returned Check Fee: \$30.00 (After two returned checks, you must pay in cash or provide a money order.)

I shall be paid for the following days per calendar year if needed. I will be unavailable to watch your child on these days:

Professional Development Day: four (4) days per calendar year
I go to a minimum of 8 workshops or trainings per year. This helps me be the best provider I can be.

FEES CONT'D

Sick/Emergency: six (6) days per calendar year

I try to avoid sick days, but sometimes things are out of my control. I do give plenty of notice prior to taking off a personal day. Please have a backup provider in case of an emergency.

Funeral Leave: up to three (3) paid days per calendar year

Extended illness may include any illness that keeps a child from care for five (5) days or longer. Such as (but not limited to) chicken pox, pneumonia, or any hospitalization. In the event that it occurs, only half the weekly rate shall apply.

FIELD TRIPS

I will be planning trips during the year. I will ask that the parent pays for certain trips. For summer field trips, I will give you a monthly total for the coming month and need

this amount paid in advance. If there are any additions, those trips can be paid as we go. If there is any balance from one month, I will apply it to the following month. Parents are always welcome and encouraged to accompany us on trips.

FINANCIAL AGREEMENT

A financial agreement is separate from this contract and must be signed and all requirements met before a child will be allowed to attend. Full security deposit and registration fee must be received before care.

FRIDAY FOLDERS

Children will put their artwork and worksheets into their “**Friday Folders**” and personalized bag each day. The folders in their bag will be taken home then on Fridays. They are to come back every Monday to store their work throughout the week. Children who remember their folders will get a sticker to put on their folder. Please go through the folders with your child each Friday. I will also put notices, information, etc. into their folders for you when necessary. If you don't take the time each week, I will not be liable if you do not know of future days off, etc.

HEALTH AND SAFETY

Some features that help to insure your child's health are:

No smoking on the premises (we are a non-smoking home.)

Current immunizations are required.

Good hygiene is stressed at all times.

Every attempt is made to keep toys and play areas sanitized.

HEALTH AND SAFETY CONT'D

Napping is done on individual mats.

Food preparation is done in a safe and hygienic manner.

Menus follow Federal Nutrition Guidelines.

Hand washing before eating, after diapering, use of toilet, outside play, touching body secretions, messy crafts or projects. (About 100 other times during the day.....)

Tooth brushing after all meals and snacks. Parents are to provide toothbrush and toothpaste in a Ziploc bag labeled with your child's name.

All poisonous household supplies are kept out of the reach of the children.

HOLIDAYS

Parent(s) understand the following are the provider's paid holidays and the childcare home will be closed. If a holiday falls on a Saturday, or a Sunday, the holiday will be observed either on the Friday before, or on the Monday following, at my discretion. Reminders will be posted and on the newsletter calendar as well.

New Year's Day
President's Day
Good Friday
Monday after Easter
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
Personal Holiday

If you will be working on any of these holidays and are unable to find alternate care, care may be provided for an additional \$25 per child per day, **IF I AM AVAILABLE.**

HOUSE RULES

Please go over this section with your child so they may know what is expected of them while at my home. I expect all children (age taken in to consideration) to know the rules of the house. These I assume are quite similar to the ones you have in your own home. I don't intend for these to sound as though I don't allow the children to play and enjoy themselves, but I feel it is important with the number of children in a daycare to follow these rules to ensure their safety and low maintenance of my home.

No children allowed upstairs as it is off limits for daycare use and are my families own space.

- No hitting, biting, pushing, kicking, spitting, pinching, etc.
- No throwing, intentionally breaking anything. (Parent will be responsible to replace anything broken intentionally.)
- No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
- No picking up babies and toddlers, no roughhousing.

HOUSE RULES CONT'D

- No leaving the house or yard.
- No mistreatment of toys, i.e. standing on, throwing, bashing.
- NO CHILDREN ARE ALLOWED TO OPEN THE FRONT DOOR!!!!!!!!!!!! THIS IS A SAFETY PRECAUTION.**
- No name calling, teasing, bad language, etc. Everyone is treated with respect.
- No GUM, CANDY OR FOOD FROM HOME.**

Also, please do not allow your child to carry any food or snacks into the house. This includes drinks! They often end up on the floor, in the playroom, or on my furniture. Please do not make me the "bad guy" by having to take it away at drop off. Even

young children understand “rules” and will follow them if encouraged by their parents. If you wish to bring something to share please remember to bring enough to share with everyone. Please let me know in case of allergies or food problems!

Sometimes at pick-up, the children may get rowdy because someone else is here. Your child has listened to my rule all day. Please show your child that you respect me and my rules by reminding them and enforcing them while you are here. Believe me, when they get older, you will thank me.

ILLNESS AND SICK CARE

I operate a **WELL CHILD FACILITY**. This strict policy will protect all involved. Your compliance is appreciated and you will be compensated with the assurance that all ill children will be kept home. Please keep in mind that well children are demanding and sick children even more so. Please be fair to your child, the other children who come to my childcare and to myself and do not bring your child to me when they are ill. If you are unsure, please call prior to bringing your child. It is extremely important that we work together in keeping our children healthy. One child’s cold may be another child’s bronchitis or worse. We **MUST be over-cautious** to protect our children. On the same note if you are sick, please do not come into the house. Let me know and your child and I will meet you on the front porch. We go out of our way to avoid illness!

In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to daycare.

This is to ensure that a child does not return to daycare when he/she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. I am request that ALL children who are on any type of medication that they have never been given before do not attend childcare until the FULL 24 hours of medication has been given, due to possible allergic reaction. There are a number of immunizations that will be needed before your child starts childcare.

ILLNESS AND SICK CARE CONT'D

There are also some illnesses that by law exclude the child from attending childcare. Some of these illnesses are, but not limited to:

Infectious Conjunctivitis
Infectious Diarrhea
Impetigo
Chicken Pox
Hepatitis A
Scarlet Fever
Scabies
Lice or Nits
Ringworm
Strep Throat
Measles
Mumps
Whooping Cough
Ear Infection
Draining Rash

Children with a mild cold may attend childcare. Symptoms must be treated! If your child has a runny nose, give him something to help dry it up. It is next to impossible to keep it from getting spread to others if their nose is consistently running. Please inform me of ANY medications your child has been given in the last 24 hours. If at any point symptoms become excessive, child becomes extremely irritable, child is unable to participate in regular activities, or I believe that I am unable to provide quality care to ALL of the children with the sick child present; parent(s) will be called to pick up the child.

Parent(s) will be called to pick up a child that becomes ill while at the child care home. Please pick up your child within the hour! If you are unable to pick up your child within the hour, you are responsible for finding someone else that can. I cannot properly care for an ill child and still take care of the other children in my care. If your child is not picked up within the hour you will be charged an additional \$50.00 for this care! I do NOT want this fee, I would rather your child be with you! If I am unable to contact the parent I will call the designated person on the emergency card.

Please note this illness policy applies to my family or myself as well. If one of my own children is very sick, I will inform you and you may have the option of bringing your child or finding alternate care. If it will be impossible to keep my child isolated, I will be forced to close for the day. If I am unavailable due to illness, I will give you as much notice as possible. You will be responsible for finding alternative care.

When a child has certain symptoms, he/she should be kept home. Some of these are:

FEVER: A fever is a sign that the body is fighting some type of sickness. The importance of a raised temperature depends on what is causing the fever. A fever of 101 degrees or higher means a child WILL stay home. In the event of this type of temperature, the child WILL not come to daycare until the temperature has been down for 24 hours without the aid of a fever reducing medicine such as Tylenol, or Motrin. If your child wakes with a high temperature and you administer a fever reducer, this generally only last a few hours and I will call you at work to pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

ILLNESS AND SICK CARE CONT'D

VOMITING OR UPSET STOMACH: A child who has been vomiting can easily spread germs. If your child vomits while at daycare, you will be expected to come immediately to remove your child from daycare. The child must stay home until 24 hours have passed with no vomiting episodes.

DIARRHEA: (2 or more loose stools within the past 24 hours). When your child has a single loose stool, he/she does not have to stay home. However, if a child has very runny stools that cannot be contained in a diaper or the child cannot reach the toilet in time, the stool may contaminate the daycare setting and this child must remain at home. Please use your discretion with this. If the child has diarrhea that's not contained, you will be called to come pick up your child from daycare.

RUNNY NOSE: Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, and then rub them on other children, toys and on surface. Discharge of any color other than clear is not acceptable. This is a difficult one to call. Please keep in mind how you would feel if other parents brought their child to care and exposed your healthy child. These cases will be handled on a case-by-case basis. Your cooperation will be greatly appreciated.

The child can be brought for care if they have a common cold (slight cough, clear runny nose, sneezing.) Symptoms must be treated! However, the parent will be called if the cough becomes severe, or the child is just plain miserable (excessive whining, crying, etc.)

RASH: Any rash except diaper rash WILL not be permitted. You must have a doctors note stating rash is not contagious.

The child will be unable to remain in childcare if ill and I will expect them to be picked up within the hour. If your child is unable to participate in daily activities please inform me. Prolonged request for special treatment may result in a request to keep the child home until they are able to participate in normal activities.

If your child is to have a prescribed medication more than twice during the day I will administer as needed. The parent must complete an "Administration of Medication Form." The form includes prescription name, dosage, and time of dosage and physician's name. I recommend asking the pharmacist to give you the medication in two containers (one for home and one for childcare.) They are more than happy to do this for you and it will eliminate missed doses! The parent must sign the form before any medication will be administered. The medicine must be in its original labeled container and not expired and must be handed to me! Do not leave medication in your child's bag or in his/her pockets - this is very dangerous! I am not allowed to give your child medication in a baby bottle, please do not bring it this way. I cannot administer any medication to your child that he/she has never taken before. This is in case the child has a reaction to the medication. Under no circumstances will any medication (over-the-counter or prescription) be given without written consent. The only exception to this is Tylenol, which I can give your child with verbal permission. I can only give the dosage on the package and I can only administer medication that you have supplied. I recommend that you bring a small container of Tylenol, marked with **your child's name**, to leave here. I will not exceed the manufacturer's recommended dosage unless I receive written instructions per

the doctor.

ILLNESS AND SICK CARE CONT'D

I must know if you have given any medications during the last 24 hours prior to coming to childcare. If there is an emergency I need to inform the doctor of all medications taken. This will also prevent overdosing in the event that your child is very ill!

ITEMS TO BRING TO CHILD CARE

At least two complete changes of clothes (including underwear & socks) for ALL children with names marked on them.

Sunscreen

Sweatshirt, play shoes for winter

Swim suit, towel and sandals or water shoes for summer.

If your child wears diapers, please supply me with a large package of the correct size of quality diapers and wipes as well as diaper rash cream all marked with your child's name.

Any medication needed for child with written instructions including Tylenol.

Favorite blanket, soothers etc. needed by child.

I will remind you when these items need to be replaced. Please rotate these items as needed.

Please do not bring any toys from home. It saves a lot of headache from the kids fighting over it all day, and it saves a lot of heartache if another child accidentally breaks it or loses it. Small toys also create a hazard to our smaller children. I am not responsible for lost, broken, or stolen objects that are brought from home. If a child has a security blanket or stuffed animal that is needed, the child may bring it, but it will only be for naptime, and will be put up when the child first arrives until naptime. If your child breaks an item intentionally, the parent will be responsible for the cost of that item.

LEARNING EXPERIENCES AND PLAYTIME

Attending Tiny Hands Tiny Feet Daycare/Preschool should be an enjoyable experience for the child as well as the parent. While at Tiny Hands Tiny Feet Daycare/Preschool, your child will be exposed to many kinds of learning experiences including:

Arts and Crafts

Music

Story and Listening Adventures

Poems, Books

Computer Time (3 years and older)

Large and Small Muscle Play

Self-Initiated Play

Number and Counting

Letter Recognition

Social Development and Kindergarten Readiness

Weekly Themes

Cooking

Parents can be confident that their children are being well cared for in a cheerful, energetic environment. Parent involvement is encouraged and maintained through an open door policy.

MEALS

Nutritious breakfasts, lunches and snacks will be provided for all children at no additional cost. All meals meet the guidelines of the Child Care Food Program, which is monitored by the State of California. I submit my meals to them monthly and have three to four in-home visits during business hours yearly.

Meals are served at scheduled times and if your child is going to arrive after a meal is scheduled to be served, you must feed them before bringing them to child care. Any child not present for a meal will wait until the next meal is served. Exceptions will be made for infants. I will feed infants on demand. When your child reaches one year of age and is drinking milk and starts eating solids I will supply the meals.

Until 7:30 a.m.	Breakfast
10:00 a.m.	Morning snack
12:30 p.m.	Lunch
3:30 p.m.	Afternoon Snack

I believe that mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat. Children, who chose not to eat, will not be served food until the next meal or snack time. I would appreciate the parental suggestions of child's likes, dislikes or allergies. If your child has special dietary needs I must have them in writing. If these needs are numerous or difficult to meet, I will ask you to provide the required food.

All Infant Formula, Baby Food, and Baby Cereal will be provided by the parent. I do not serve soda, candy, or junk food's however we may bake some sweets occasionally as well as for some holidays.

NAPTIME

We have naptime/quiet time everyday between By law, children are required to take naps but they will not be forced to sleep. If they choose not to sleep, they must lie down quietly and may read a book. All children are to lie down for a rest period in the afternoon. Even older children will benefit from a short period of "Quiet Time." Naptime is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes and do activity planning. Children will be napping on mats with pillows. If your child has a special blanket or stuff animal they can bring this. If, for some reason, you must pick up your child during these times, please let me know in advance so I can have the child ready for you; and please come in and go out as quickly as possible. I have found that kids sometimes get a little louder and over-excited when someone else is here.

OPEN DOOR POLICY

At Tiny Hands Tiny Feet Daycare/Preschool, you can always be assured the door is open to you. Please feel free to drop on and check on your child, however, keep in mind, a child just adjusting to a new surrounding will want to leave with you, if you pop in for a visit. Please keep in mind there may be times when it is not convenient for me to run to the phone (i.e. diaper change, bottle feeding, etc.)

OPEN DOOR POLICY CONT'D

If the phone goes unanswered, please do not become alarmed; simply leave me a voicemail and I will call as soon as I am able. You may communicate with me via email. If you have email, please feel free to drop me a line and I will generally reply as soon as possible. The email address is [HYPERLINK "mailto:Melissa@tinyhandstinyfeetdaycare.com" Melissa@tinyhandstinyfeetdaycare.com](mailto:Melissa@tinyhandstinyfeetdaycare.com)

OUTDOOR ACTIVITIES

Our outdoor activities will include riding toys and playing organized games. Children, no matter the age will **NOT** be allowed outside to play unsupervised. During the summer, most of the day is spent outside depends on how hot the weather is. During the winter, please be sure your child has the proper clothing to allow them to play comfortably and stay warm. If they are not prepared, no one will go outside that day.

PARENT/CAREGIVER COMMUNICATION

It is of the utmost importance that communication between parents and myself be open and honest. Please keep me aware of any important changes that might be occurring in your child's life that affect their daily routine. If you need to speak with me about **ANYTHING**, please feel free to email me or call me. Please do not discuss your child in front of the child or other children. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular daycare hours either by telephone or conference. I supply a monthly newsletter that will explain some of the activities we are doing, our current curriculum, themes, events that will be happening during that month, my days off, and any other pertinent or fun information that may be of interest to you.

Please take the time to read it thoroughly. I am not responsible if vital information is missed due to failure to read the newsletter. Feel free to share the newsletter with your family and friends. It is a great way to let them share in your child's daily life!

PARENT RESPONSIBILITIES

You are responsible for keeping me informed of any changes in the following:

- Change of address
- Place of employment
- Other identification and emergency information

It is expected that your child will be dropped off and picked up on time. This means your contract hours with me between the hours of 6 AM and 6PM. If early or late, a phone call is expected. If you are consistently early or late, your contract hours will be changed to

your typical hours and the rate may change. Additional fees will apply for early drop off and late pick up. An extra charge of \$15.00 per child the first 15 minutes (or fraction thereof) will be owed regardless of why you pick up late or drop off early. Each additional minute will be \$1.00 per minute per child. And is payable at the time of pick-up. This charge begins at the time you are scheduled to pick up your child or at the contracted drop off time. The time will be based on the clock in my kitchen. The ONLY exception to this late fee is **ADVANCED** agreement of an early drop off or late pick-up. "Advanced " means asking me AT LEAST 24 hours prior to the time when extended care is needed and the additional fee will be decided at that point.

PARENT RESPONSIBILITIES CONT'D

Please do not put me in the uncomfortable position of reminding you that this fee is due. If you are early or late, you know it. I truly do not want the late fees; they are a reminder that I do not want to work early and I want to "get home" on time! I have up to 8 children in my home for at least 10 hours each day and even 10 minutes extra is adding time to my already long day. If your child is to be absent, early or late for any reason a phone call is expected by 7:15 am or it will be assumed your child will not be attending that day. Many days we have plans and/or need to drop off school kids and must leave on time. Feel free to call my cell phone if you arrive and we are not here.

PARTIES

I do have holiday parties several times throughout the year. And on each child's birthday it is his/her "Special Day." We will celebrate everyone's birthday by playing games and I will buy a gift that is from all of us. The children all help make the cake, but the parent of the child is welcome to bring cake or treats and would be greatly appreciated.

PETS

Provider has one dog (Yellow Labrador Retriever) and one cat. The dog is at all times in his fenced area and will not be around the children. The cat will be outside or upstairs during daycare hours. A record of their vaccinations is available upon request.

POTTY TRAINING

Potty training is a very important part of any child's development. I feel that it is best approached when both the parents and the provide feel that the child is exhibiting several of the know indicators or readiness (i.e.: able to pull pants on and off unassisted, tells you when they need to be changed, able to follow simple directions, show an interest in using the toilet and staying dry or clean. I have information sheet and websites on this subject to help us all. If we try and the child is simply not ready, we will stop completely and take a break from it all, trying again at a later time. I do not use pull-up type products for potty training. They are too much like a diaper to help in this process. I have also found that children that have used pull-ups generally take much longer to potty train and continue to need them for quite some time for napping and sleeping. While children who have not used them tend to be potty trained rather quickly and remain accident-free from then on. I ask that you supply the thick, 5-ply, cotton training pants as well as the plastic pants to go over them. You can find both of these items as Target, Wal-Mart, or Kmart in the baby sections. At first, your child will need at least 6 pairs of training pants and three pairs of plastic pants each day. Any soiled laundry will be returned daily and replacements need to be brought the following day. If you follow the same techniques at home your child should be successful in potty training

rather quickly. Your child will not be punished for any accidents. They will be asked to remove the soiled clothing and place it into a bag, help clean up if necessary, and be reminded of where they should be using the bathroom. I may use stickers to reward good behavior for potty training. Lastly, if we work together and include the child and his need in the process, things will go much more smoothly.

PRESCHOOL PROGRAM

Tiny Hands Tiny Feet is proud to offer a “Preschool Program,” from September to June of each year and a program in the summer. This program targets children ages 2 to 5 yrs., at no additional cost to you.

PRESCHOOL PROGRAM CONT'D

Some of the activities include arts & crafts, music, math, science, stories, games, as well as letter, shape, color and number recognition and nursery rhymes in a monthly format. Children will actively learn while playing. For the children between the ages of 18-24 mos, I will also be doing projects with them pertaining to the use of fine motor skills. Those who will be entering into Kindergarten next year will get additional training and workbooks to prepare them for Kindergarten. There will be a graduation ceremony to be held in June.

REFERENCES

I will provide you with my references. Please feel free to call any or all of them. Compatible child care placement is extremely important. Please call my references to help you make the right choose!

I request that you provide me with your child(ren)’s past daycare references and reasons for leaving. Please provide this as soon as possible.

SIGN IN/OUT

All children must be signed in and out. There is a binder on a table in the entry. Each child has their own section (separated by dividers) and a monthly sign in/out sheet. Please sign them in and out with the current time and your initials. Use the “Notes” column to make not of important information (I.E.: a morning dose of medication, early pick up time reminder, doctor appointment, new work phone number, etc.) I will sign in a child who is picked up from school and does not come in the morning. You will need to sign them out.

TERMINATION POLICY

Either parent/guardian or provider may terminate this contract by giving two weeks notice in advance of the ending date. Your deposit will be used for the notice period, whether or not the child is brought to the provider for care. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract. Provider may terminate the contract for reasonable cause with the retention of the 2 week deposit. Note: The provider will not permit the use of vacation time once a parent has given notice that there child will be leaving.

The following are grounds for immediate termination and security fee may be forfeited and become the property of Tiny Hands Tiny Feet:

Early drop off without advanced approval
Late pick up without advanced approval
Failure to pay late fees
Failure to pay tuition on time
More than two returned checks
Dishonesty
Abusive language by parent OR child
Aggressive behavior by parent OR child

TERMINATION POLICY CONT'D

Failure to provide requested forms and information (immunizations, etc.)
Failure to follow policies set forth in this contract and handbook
Irreconcilable differences between the parent and the provider
The provider no longer feels like it is a good fit between the child, the environment and the provider

Either party must give a minimum of two weeks written notice for any of the following:

Termination of the agreement by either party for conditions as noted above under **“Grounds for Immediate Termination.”**
Increase in tuition fees at any time other than the automatic yearly increase (all fees will be increased on the first Friday of each June)
Vacation period for either party.

Please contact the provider if you have any questions or concerns about this agreement. By allowing care to be given to your child, you are agreeing to the terms of this agreement.

TERMS OF CONTRACT

All terms and conditions are subject to change with a two week written notice. In the event that a change is made a new contract will be presented. I will examine the contract and financial agreement at least once per year and make revisions as needed. Revisions will need to be signed and returned and will replace and make void any prior contracts. If you do not agree with the terms of the revised contract the original contract will be null and void and this will be considered a cancellation notice. If you choose not to return an updated contract by the date that is given, this will be considered your two weeks notice. Initial Security Deposit will be used towards you last two weeks or forfeited if the child does not come as agreed. A copy of the contract will be returned for your records. All policies will be enforced. Failure to follow policies can result in termination.

TOUCH POLICIES

It is the policy of Tiny Hands Tiny Feet Daycare/Preschool to inform parents of the nature and type of routine physical contact their child(ren) will experience while in my care. There is NO physical punishment at my daycare at any time. It is my belief and practice that children need nurturing, adult physical contact for their care and healthy development. This contact can be described in three ways:

Nurturing: This includes hugs and intimate-kisses, hand holding, gentle tickling, and

cuddling. This type of contact is never made against the expressed wishes of the children.

2. **Safety and Guidance:** This includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading or guiding them and administering first aid to injuries.

TOUCH POLICIES CONT'D

3. **Hygiene:** This includes face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), diaper changes, examining rashes or unusual marks, nose blowing, and assisting with or conducting necessary clothes changes.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and handholding. This type of contact is never made against wishes of the children.

TRIAL PERIOD AND WITHDRAWAL

A two-week-trial period will be given, upon enrollment, to determine the suitability of the arrangements. If at any time during the two week, the arrangement has not proven workable, then you will be given two weeks to find alternative arrangements. I will also have the right to terminate, with the same notice, if I feel it is not working out or is affecting the care that I am giving the other children. If, however, you are happy with the care that your child is receiving and your child is settling in, then we will enter into a permanent contract. I do require a two week notice, (in writing) if you intend to withdraw your child from my care. This two week notice is paid.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT AND I ACCEPT THEM AND AGREE TO ABIDE BY THEM.

DATE PARENT SIGNATURE DRIVER LIC # S.S. #

DATE PARENT SIGNATURE DRIVER LIC # S.S. #

DATE PROVIDER SIGNATURE DRIVER LIC # S.S. #

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