Parent Handbook

WELCOME

Welcome to Preschool Prep. I am a professional childcare provider, who has been working in a childcare setting/running a childcare home for over 20 years. To facilitate greater understanding between us I have created this handbook. It covers my childcare philosophies, business policies and expectations.

In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. The words "I" or "me" or "my" refer to the childcare provider. The word "you" or "your" refers to the child's parents or guardian.

Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

A LITTLE MORE ABOUT ME

Hello, my name is Kumiko you may refer to me as Kumi/Mrs.Barnes/Mrs.Kumi whichever is easiest to pronounce. As stated above I have been in the childcare field for over 20 years. I initially started out my career in Psychology and changed to early childhood in 2012. I've always known that I wanted to help children and after taking my first child development course knew that it would be in a daycare setting. I've worked extremely hard to ensure that I am knowledgeable in my field and continue to improve my craft. I am not afraid of a challenge and don't mind getting my hands dirty. I'd like to think that my best quality is my patience with children, I try to take my own childhood into account when dealing with difficulties. I think how I would have wanted my parents to react when I made poor choices.

My family and I recently relocated to California, for my husband job (military). I currently have one child. I do have a dog; her name is Vex she's a Siberian husky. She lives in Kentucky with my dad. I enjoy traveling, going on road trips, reading and listening to old records. I absolutely love music; I am currently into blues and jazz musicians from as early as 1883.

I am in love with my career choice and am excited to leave an amazing impression on your family. Thank you so much for choosing Preschool Prep.

CHILDCARE PHILOSOPHY

As a family childcare provider, my goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. I believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults, and property.

CHILDCARE SERVICES OFFERED

Drop-in care: Temporary childcare mostly used while transitioning daycares or running errands. Drop-ins do not guarantee your child a spot at the daycare. Must give a minimum of 24-hour notice to be considered for a spot. 5–7-day notice is ideal, when possible, due to the high volume of childcare needs. Drop-in care is normally a few hours a day. If you need more hours, you will have to pay the full-time daily rate.

Date Night Care: Offered 7 days a week minus closures/holidays and provider rest days. Monday-Friday after 6pm and after 4pm on Saturdays and Sundays. Please see me for time availability

Overnight Care: Full and part-time care offered 7 days a week. Overnight care starts at 6pm. Please see me for other availability.

Full Time Care: 5 days a week, may use any 5 days within a 7-day week. Please see me for availability

Part Time Care: 3 days a week, may use any 3 days within a 7-day week. - it cannot be full time hours (must be under 25 hours a week)

Weekend Care: Friday, Saturday, Sunday. All services are offered 7 days a week minus closures/holidays and provider rest days. This is according to your work schedule. Example being if you work Monday, Tuesday, Friday, Saturday and Sunday. (You cannot just bring your child(ren) 7 days a week for the full-time rate. If you work 7 days a week your tuition will reflect the extra 2 days with an added rate). There may be an added fee for care provided on Saturdays and Sundays.

COMMUNICATION

Communication is especially important to me. When I accept a new family, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. 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 childcare hours either by telephone or conference.

Conferences will be scheduled as a routine part of your child's care; however, should you like to have a conference at any other time, you may request one.

I will have postings on your Bloomily timeline 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. You are always welcome to comment and

make suggestions. You are encouraged to call between the hours of 7:00 a.m. – 7 p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you would like to leave a message on my voice mail, I will call you back as soon as possible. The best time to call during the day is during our daily quiet time (please see daily schedule). I am looking forward to a terrific relationship with you and your child!

ENROLLMENT POLICY

There are several forms that I must have completed and, in my possession, before I can assume the responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the absolute best care possible from me. The forms are as follows (if Applicable):

Immunization Form (Must be turned in before care can be started NO EXCEPTIONS)

IMMUNIZATION RECORD***- this is the most important ***

Acceptance form

Registration form

About your child

Health History form

Allergy and food Preference form

Activity Authorization

Basic release form

Additional children in care form

Acknowledgement to policies form

Affidavit regarding liability insurance form

Consent for emergency medical treatment form

Identification and emergency information form

Sunscreen Authorization form

Water Play Authorization

You must keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

SECURITY DEPOSIT

Before your child is admitted into childcare, you must pay a nonrefundable two week's security deposit. The deposit protects me from NSF checks and unexpected family departures from childcare. Deposits are equal to your normal weekly fee and will cover your child's last two weeks of care. In the event your child does not start care by the agreed upon date, your position will be forfeited and your deposit to hold the position will become non-refundable. All deposits will go towards your child/children's last two weeks of care or be included in your childcare payments for your taxes.

For all slots held longer than two weeks in advance, you will pay ½ regular weekly fee for each week your child is not yet in attendance. All fee rules apply. This is in addition to your security deposit. These monies are nonrefundable should you withdraw your child before our agreed-upon starting date.

MATERNITY/EXTENDED LEAVE

In cases of your potential absence due to maternity or extended leave from your job, I still require full childcare rate payments for the entire time of your absence to hold your child's position. In cases of birth-related leave where you will be placing your new baby into my care, you will be required to fill out all necessary enrollment forms no less than five weeks prior to the baby's starting date. A security deposit is also required at this time equal to the difference between your new weekly rates with 2 children in care and your current rate. If you are a long-term client and your child was in my care before I required a security deposit, your deposit will equal a full one-week's pay for 2 children at the time of enrollment of the new baby. See Security Deposit for details.

TRIAL PERIOD

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first actual day of care. During that time, the parent or provider may terminate the childcare agreement with 24 hours' notice. No pre-paid fees will be credited upon cancellation during the Trial Period. After the trial period, two weeks' written notice is required by either party to terminate the agreement (See Termination Policy). Your security deposit is not refundable if services are cancelled during your Trial Period.

PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Rate Agreement. Payment is payable in advance and is due no later than the drop-off time on the first contracted care day of each week unless another arrangement has been agreed upon. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is due BEFORE you leave. If it is my planned day(s) off, your payment is expected BEFORE I leave. In cases of illness, your payment is still expected unless arrangements were made prior. If I close the childcare due to my own illness or emergency, payment will be accepted on your first day back to childcare.

Payments may be made through the assigned app. There will be a late fee of $10 for each day that payments are received late. Repeated delinquent payments may be grounds for termination. Cash payments are only accepted for date nights. I ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed? I

will give you a minimum of two weeks' notice of any increases in your childcare fee.

TAXES

I will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year.

NSF CHECKS

Checks are not accepted

If a check is returned to me for non-sufficient funds, you will be required to pay all fees that I incur because of the returned check. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, I will only accept a cashier’s check or money order from you from that point forward.

HOURS OF OPERATION

Normal hours of operation are 23 hours a day, 7 days a week, with a 1-hour daily closure for cleaning. Your specific hours will be outlined in your Contract and Rate Agreement. I require two weeks' notice if you need to change your enrollment times. I also reserve the right to terminate if the new hours will not work well for my childcare business.

I offer both full-time and part-time care. Full-time positions will be preferred over part-time positions. I reserve the right to terminate a part-time position if the position can be filled with a full-time family. You may opt to pay for a full-time slot to keep your part-time position. I do occasionally accept children for drop-in care if I have a space available on any given day. If you tell me that you will not be bringing your child, there is a chance I will fill your spot for that day, and you could potentially lose your day if I do so. Therefore, I do require that you give me a minimum of 48 hours (about 2 days)' notice if you change your mind and want/need to bring your child after all on your day.

You are still responsible for paying all fees for your contracted days regardless of whether you come or not. I do not accept drop-ins for the purpose of earning a little extra income; rather I do it as a service to all my parents, which may include you if you would ever need/want childcare on an unscheduled day. Your 48-hour notice is not only put into place because I may schedule a drop-in on your day, but this will give me time to adjust my menus and activities accordingly. For example, I may plan smaller activities or field trips if your child is not coming because I will have a smaller, more manageable group. 48 hours (about 2 days) would give me ample notice to reschedule activities should you decide to bring your child after all.

You are required to notify me within 2 hours of your scheduled drop off if you will be arriving late. Your child could be the only child in attendance on any given day and I would not like to be kept waiting. Consistent disregard of these considerations may be cause for termination.

If you arrive after 9:30 a.m. you should expect a curriculum to have already started/taught. If I had to wait for your child to begin our activities, then we would be too rushed and that would not be fair for the other children. I also appreciate your consideration if you are done with your job early to let me know and please come and pick up your child. Your personal errands (i.e., grocery shopping, golf playing, running home to change clothing) should not be done on my time. I am here to serve

families who must work outside of the home. Because childcare is considered a burnout field it is especially important for me to get breaks and rest periods at the end of the day.

OPEN DOOR POLICY

I maintain an open-door policy for parents. This means that you are always welcome to call or pop in to see your children at any time during regular childcare hours. This does not mean that you may sit for hours, this is basically picking up early. (dropping in during care ends at 4:30pm, you are still welcome to call after that time) You are required to let me know of your presence before entering the premises. Knock and then enter. Open door policy does NOT mean that my door will be kept unlocked. It is extremely important to keep the doors locked for the safety of the children. I do not want unwanted or unexpected visitors to enter without my permission or knowledge. I also do not want little ones leaving the house unsupervised. Your child's safety is my priority. I would appreciate your taking into consideration my schedule when dropping in or calling and remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children.

LATE FEES

You are scheduled for childcare for the hours listed in your Contract and Rate Agreement. If you drop off before or pick up after these times, you will be charged a late/early fee. (Examples: If you put 4:30 p.m. as your pick-up time, your late fees will begin at 4:31 p.m. even though childcare is open until 5:30 p.m. If you put 8:30 a.m. as your drop-off time and you drop off earlier than that you will be charged an early fee even though childcare is open at 7:30 a.m.) Late fees will also apply if you tell me verbally that you will be picking your child up early and do not arrive by the time you say. (Example: If you call me at noon and tell me you will arrive by 2:00 p.m. to pick up your child and you show up at 3:00 p.m. even though your contract may state your pick-up time to be 5:00 p.m.) The late fees will be as follows: I will charge an overtime rate of $20.00 per child for the first 5 minutes and $1.00 per Minute that you are late or early. Calling me to inform me that you will unavoidably be late does not waive your late fees. If overtime is pre-arranged, my fee will be $20.00 for the first 5 min and 75 cents per minute there after. This is to ensure that children are picked up on time as not to impose on my family time. Late drop off does not constitute late pick up, payment is expected, at the time of pick up or drop off the next morning. If payment is not made at this time, you will be billed an additional $10 a day until it is paid and care will not resume until payment is made. These rules will be strictly enforced, and your habitual tardiness may result in termination of services.

The above late fees will also be charged to you if someone other than yourself is supposed to arrive to pick up your child and is late.

It is your responsibility to have your child picked up on time. If you know you will be unavoidably late, it is your responsibility to have an authorized alternate person pick up your child. It is not my responsibility to tell you that I have plans after childcare hours so that you can be here on time. Bad traffic or weather (except in extreme situations) will not be an accepted late excuse, and you will be billed accordingly. Please remember that it is your responsibility to allow ample time to get here to pick up your child on time. In cases of extreme severe weather, a phone call from you would be expected to let me know you are on your way. I would not want you to put yourself in danger in rushing to my home to be on time. Job-related lateness will not be excused for any reason. Continued

late pick-ups will mean breach of contract and you will forfeit your child's position in the childcare as well as any deposits paid.

ARRIVALS & DEPARTURES

Children are to arrive clean and fed (unless arriving just before a mealtime). It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief (no more than 2 minutes is sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider), and all the children will test to see if the rules still apply. An early arrival to pick up your child does not mean you may stay until the close of business. If you would like to stay and visit, please arrange this with me beforehand. But typically, pick-up time needs to be kept brief.

When picking children up at the end of the day, you are asked to always come to the front door unless there is a note on the door saying we are ALL out back then, and only then may you go around to the backyard. You should be signing your child in and out of care every day that your child is in care. Please do not go into the backyard unless I am out there with all the children. This is for everyone's safety. I will try my best to send your child home with a clean diaper and would appreciate the same consideration when you drop off.

During arrivals and departures, I expect you to back up my rules (see House Rules), but if you do not, I will remind your child that their behavior is inappropriate and take action to correct them, if needed. Please be in control of your child during these times.

I prefer that there are no pick-ups or drop-offs during the designated daily quiet time, but if it is necessary, please be as quiet and brief as possible. Children who arrive during quiet time will be expected to remain quiet (they may play/read quietly) until quiet time is over, so that others will not be disrupted from their naps.

Do not allow your child to run out to your car while you are still inside or while you are in my backyard!! The safety rule is "No one goes outside without their parents with them."

Drop-off and pick-up times are not good times to discuss problems. Little ears and minds hear and understand everything. I am not comfortable discussing children in the presence of anyone except their parents. Topics that concern day-to-day events, or light-hearted discussion are fine.

My normal procedure is to release the child only to his/her parents or someone else the parents designate. If someone other than the parent is to pick up the child, please notify me ahead of time. A verbal notice is fine on that day if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, I MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if I do not know them, I would need to ask for photo identification. I do not mean to offend them. This is simply a measure taken for your child's protection. I will not let a child leave without a parent's verbal permission even if that person is listed as one of your designated pickup people. Please also let them

know that they are not to linger it distracts kiddos from our routines. Persons picking up, may not stay for extended periods of time.

Your drop off and pickup time must be listed on your paperwork, you may not drop off and pickup as you please (you may only pickup early, no later than what is stated on your contract. If you call and ask to stay late at work, and I'm able to accommodate you will have to pay for my time.

COMMUNICATION

Most communication should be done using our parent app. Mornings are our busiest times and we are are not always able to pickup phones or respond to text messages immediately. Please understand that you are not being ignore, please do not continue to call (back-to-back) we will get to you as soon as we are able. We will update photos on the app throughout the day and you will receive the daily report at 7pm everyday.

SIGNING IN & OUT

I am required to have all parents sign in and out for pick-ups and drop offs each day. A sign in/out sheet, pen, and a clock are located by the door for your convenience. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

ABSENCES

There will be no refunds or adjustments made to your childcare fee for your time missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis.

Although I will make every attempt to be available each day, there will be occasions when another family member or I are ill, and I am unable to provide service. You will be notified as soon as possible of any personal or family illness, funeral, or emergency. It will be your responsibility to obtain substitute care on such occasions and to arrange payment to the substitute. If I am unable to provide care for any of these reasons, I will credit your next week of care day per day. I strongly suggest that you have a family member, a friend, or a substitute provider lined up for the times I am closed due to illness or emergency.

When I must be away for a brief time (1 - 4 hours), backup care will be provided by one of my substitute providers. If I am unable to use one of my substitute providers, then it will be necessary for me to close for half the day or the full day. My substitute provider is authorized to carry out the terms of this contract.

HOLIDAYS & VACATIONS

I will be taking all the holidays off with the addition of other days needed. On some holidays I will still be open; however, these days will be an extra charge to be determined by myself. Although rewarding, childcare, is also an extremely high stress occupation. In order for me to be the best provider that I can be, I will need time to relax with my family, accomplish household or childcare projects, or attend training seminars/conferences.

Each year I may take vacation time. Only one of the weeks will be a paid week off and will be taken as one full week (7 consecutive days Sunday – Saturday). The remaining days (if I take them) will be unpaid. I may take these 2 unpaid weeks of vacation time as consecutive days or may take them broken up. I will give no less than 3 weeks' advance notice of all vacation dates.

Occasionally, I may need to take additional days off for appointments; family activities, to catch up at home, attend training, or just relax. I will try to schedule these days as far in advance as possible so that you can arrange other care for your child. I also will try to pick a day that is convenient for the majority of parents, if possible. You may take one-week unpaid vacation per year, providing that I receive a minimum of 2 weeks' advance notice in writing. NO EXCEPTIONS! Payment will be required for any other time off that is taken. One week's vacation will be equal to the same number of days you are contracted with me for childcare services. Example: if your child attends childcare on only Wednesdays and Thursdays, you will receive two free vacation days per calendar year. I also require two weeks' written notice. NO EXCEPTIONS! No vacation days will be allotted during the first twelve months of childcare services. Any vacation days not used within your one-year period will be forfeited. Vacation days may not be applied to your final two weeks of childcare, nor may they be applied to any outstanding childcare debts you may owe such as late pick up or delinquent payment fees, etc. You may not use any of your vacation days for days when your child is in attendance. I will keep a record in your folder of your vacation days used; however, it will not be my responsibility to remind you that you have so many days left that you may use before the end of the year.

PERSONAL BELONGINGS

No toys should be brought from home. Little ones have a challenging time, sharing with others, and it is even harder with their own special toys. Exceptions being show and tell and other special activity days. I am not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with the child's name. If you allow your child to bring items for home, I will hand them back to you on your way out.

SUPPLIES

You are responsible for supplying a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. We provide all blankets for napping, blankets and bedding will be laundered every Friday with a hypoallergenic laundry detergent. Good clothing is not recommended as a lot of stains happen at daycare. Soiled clothing will be sent home, and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after childcare or a trip to the photographer), please send the special clothing with your child and I will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be kept at the childcare home in the summer. I will request certain items for certain times of the year such as boots or snowsuits. All items need to be labeled with your child's initials. You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a necessary item, it may prevent all the children from going outside. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

DAILY SCHEDULE

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. I will adhere to my written schedule to the best of my ability, keeping in mind that anything can happen when children are involved. There will be times when I must adjust the schedule. I would appreciate it if you considered my schedule when picking up or dropping off your children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

MEALS

I am or will be a participant in the Food Program. Nutritious meals will be served to all children who are enrolled in this program at no extra cost to you. I have set mealtimes depending on whether school is in session and the hours of the children in current attendance. Lunch menus for the week are posted on the web page; and all menus are available for you to look at per your request. You are responsible for feeding your child if he/she arrives at childcare after a mealtime. NO EXCEPTIONS. Except for special occasions and when requested, please do not send any food, drink (this includes a morning sippy cup), or candy with your child. I believe mealtimes should be a pleasant time; therefore, children are always offered food but are not forced to eat it. I do encourage each child to try one or two bites of everything, and they must eat a little of everything before given seconds of anything. Sometimes they are surprised by what they like! If a child refuses to eat their meal, there will be no food served until the next designated meal/snack time. I will not administer a modified diet to your child (with the exception of allergies).

CLEANLINESS & HYGIENE

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. I use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. I wash my hands frequently and use antibacterial gel. Each child has a separate nap mat, with sheets, blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary). Children use separate cups, plates, bowls and eating utensils that have been washed by hand or in the dishwasher and air dried or on the heat setting. Chairs, tables, etc. are disinfected with a bleach water solution after each use.

NAPS & QUIET TIME

All children lie down for a rest period in the afternoon. Children must nap, rest, or lay quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not happy when they go home in the evening. Nap time is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. I provide nap cots and child-sized blankets. If your child has a blanket of their own, please send it along (keep in mind the blanket must stay at the daycare for the week. I would ask that you please avoid picking up or dropping off your child during nap time, as it disturbs the other children's rest period. However, if you must please do so quickly and as quietly as you can. Please do not ask me to wake your child from nap early or keep your child from taking an nap. This is against childcare laws in the state of California.

ACTIVITIES & CURRICULUM

The main goal of this childcare is to to provide a structured learning environment that promotes/encourages and nurtures self-confidence, independence, and leadership skills that will aid in the social, emotional, physical and cognitive development of all children in our care. Improve social skills and encourage creative expression. I will utilize a variety of activities to accomplish these goals. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos, math, science and circle time are just some of the activities we will be doing.

Our preschool program includes some of the following arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a monthly theme format. Some of the projects will be taken home to share with the family and others will be ones that you can ask about. The monthly activity schedule will be posted on our Facebook page. Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or mealtimes.

PARENTAL INVOLVEMENT

There will be times and ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Chaperoning on field trips (School age only- Summer Program)
- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletter)
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

OTHER GUEST

I know that friends and family members may pick up or drop off from time to time. Please remind them of the rules and procedures to follow when doing so. They may not stay; it is important to know that lingering may cause children to behave differently, act out, get shy and for some get upset. If you have family members who would like to volunteer, they may ask about the process to do so. If allowed to become a volunteer they will be required to assist as I need them to no just hanging out with your child/ren.

DROP-OFF NOTES

It is important to talk to your children about what they can expect when they get to daycare. Speaking positively and getting them excited to come. Saying goodbyes in the car and not getting into there faces repeating it. This can cause children to get upset and cause you the parent to feel negatively about them attending.

BIRTHDAYS & PARTIES

Each child's birthday is his/her "Special Day." I will buy the child a gift that is from all of us. If you feel you must purchase a personal gift for the birthday child, I ask that you give this outside of the childcare home. It will be your responsibility to provide a cake, cupcakes, or treats for your child's special day. I will let you know which day we will celebrate. I also have holiday parties occasionally throughout the year. Signup sheets will be posted at the front door for your assistance with these days as needed on a voluntary basis. At Christmas time, parents are asked to purchase and wrap a book gift to be presented to the children at our Christmas party.

HOUSE RULES

Please respect my profession, my home, and me. The respect that you show me, including my home, furnishings, equipment, yard, and other children will communicate itself to your child and will make for a better working relationship. There are certain house rules that all children will be taught and expected to follow. In addition, although I realize that I must expect a certain amount of wear and tear where children are concerned, I do not want to have my home "demolished".

The following rules are enforced for the safety and well-being of everyone. There will be no running permitted in the house. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/adults will NOT be allowed. No standing or climbing on chairs, tables, or furniture. There will be no use of obscene, derogatory, or disrespectful language. Children may not walk around the house with food or cups. Children are not permitted to lift and/or carry other children while in my home or on my property. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Toys are meant to be played with, and if they break it is most likely from wear and tear. Unless a child deliberately takes a toy and breaks it, you or your child will not be held accountable. Please support me in the enforcement of these rules, in order to create a better environment for all.

No smoking is permitted on the premises.

Children and families are welcome in any areas of the home that are used for childcare purposes. My family and I also need some privacy and separation from the childcare. Please respect this. It is hard

for my husband and child to share their home/wife/mother, so intimately, with other children/families, for so many hours each day. It is important for them to feel that they have their "own" space. My child is expected to keep any toys that he is not prepared to share in his room, away from the other children. Therefore, children and childcare families are not permitted in the bedrooms for any reason.

If your car is leaking oil, please park along the street and not in my driveway while picking up and/or dropping off your child. DO NOT BLOCK DRIVEWAYS OF NEIGHBORS, OR BLOCK FIRE HYDRANTS. All I ask is that you communicate and be respectful. Remember this is my job not a hobby, I am licensed by the state of California. I have just chosen to work from home instead of purchasing a building at this time.

INDOOR & OUTDOOR PLAY

Indoor play: I provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with cleaning up, when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include water play (sprinkler or wading pool in summer), bike/toy riding, sandbox, and more. During spring and fall, our outdoor play will range from 20 - 45 minutes, and in the summer, it may be two hours or more long (not all at once).

DISCIPLINE

My philosophy is that you use discipline to teach a child. I achieve this through love and consistency. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the childcare home frequently, so they are all familiar with the guidelines.

Please keep in mind that there WILL be disagreements between children. Young children, especially those who are not adept at communication, have a tough time 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
- Separation from the group (Last resort, with a phone call made to parents/guardians)

If 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 behaviors might include such things as biting, use of inappropriate words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If the problem continues, other arrangements for the care of the 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, or name-calling. Neither food nor sleep will ever be withheld from children as a means of punishment. As a home care provider, I have a 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.

ILLNESS POLICY

Under no circumstances will parents be allowed to bring a sick child to my home. Sick children expose other children, as well as myself and my family, to the spread of their illness and require additional care and attention that I am unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to childcare before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. If my family or I become ill due to exposure to a sick child, all the children may need to arrange alternate care, and it is possible that I may lose a portion of my income. Because this is disruptive to other children and their families, as well as my own, your cooperation on this issue is extremely important.

The following illness policies will be strictly enforced, for the health, well-being, and safety of all concerned.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILDCARE

Fever: Fever is defined as having a temperature over 98.6°F taken under the arm, over 99.5°F taken orally, or over 100.4°F taken rectally. A child needs to be fever free for a minimum of 24 hours before returning to childcare; that means the child is fever free without the aid of Tylenol or any other fever reducing substance.

Diarrhea: runny or watery stools, or 2 or more loose stools within the last 4 hours.

Vomiting

Runny nose: Your child may be brought to care if he/she has a common cold (slight cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in childcare.

Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are not acceptable in childcare.

Unexplained Rash

Excessive Crankiness: Child is irritable, excessive whining or crying, wants constantly held, or requires more attention than I can provide without jeopardizing the health, safety, or wellbeing of the other children in my care.

Your child will not be accepted into childcare if he/she has had any of the above symptoms within the last 24 hours. A sick child should be allowed to recover fully after an illness so that other children in the group do not risk exposure and so that the child is able to fully participate in childcare activities. If you are unable to remain at home with your sick child, it will be necessary for you to make substitute childcare arrangements at your own expense. If your child becomes ill while in my care, I will notify you immediately. You are required to pick up your child within 60 minutes of notification. If you cannot be reached, then your emergency contact will be called. If your child is out ill regular fees still apply. I reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end or with written authorization from your doctor stating the name of illness and when child may return to group care. Please notify me as soon as possible when your child becomes ill so that I may notify the other parents. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. He/she will be isolated from the other children and given special attention and comfort until you arrive. Your child will be accepted back into care when it is no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. If someone in my family has any of the above symptoms, I will call you the previous evening, or as soon as I am aware of the situation, so that you may determine whether you want your child exposed to such symptoms. However, I reserve the right to ask you to make other arrangements if I feel the illness(es) in my family will hinder the quality of care for your child. If I specifically request that you find alternate care on any given day, then I will not require payment. However, absences by your choice qualify as your own sick or absent days and are to be paid as stated above. I do not expect to be paid when I am not available for care due to illness. However, I have set aside time in my schedule to accommodate your schedule and feel that I should be compensated for the time that I am available. Many times, the childcare may get blamed for the illness of a child, meaning that I have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to my home, my entire family is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? I will always respect your need to be at work. I ask, however, that when deciding if your child should be at home, you consider the other children. Ask yourself how you would feel if another child were as ill as your child. Would you want your well child exposed to these symptoms?

Further, there are times when a child is not that ill, but is terribly uncomfortable, and really needs some "one on one". At those times I strongly urge you to consider keeping your child at home. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

MEDICAL EMERGENCIES

In case of EMERGENCY, I will administer the necessary first aid. The Police Department or Paramedic Unit will be called, and your child will be transported to the hospital designated on your Emergency Transportation Authorization form. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility. I am prepared with emergency caregivers in cases of unplanned absences of short duration caused by unexpected circumstances such as illness or accident. You will be notified when an emergency caregiver is used. If an emergency caregiver cannot be located, you may be requested to pick up your children. You are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of Preschool Prep, or family/employees will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of staff or myself during field trips or outings.

FIRE SAFETY

I have a written fire evacuation plan and practice a fire drill with the children at least once each month. In addition, I incorporate fire safety curriculum into my program occasionally. My home is inspected regularly for fire safety. I also keep a written earthquake/emergency plan.

FIELD TRIPS

Occasionally, we may have the opportunity to take a field trip (School Age only ages 6 and above). All children will be placed in safety-approved car seats as required by State laws. You may be requested to provide a car seat for the day and/or pay any fees associated with the trip. You will be required to sign a permission slip that I will carry with me. I also carry copies of the emergency forms with a picture of each child attached. In the event of an emergency away from the childcare home, your child will be cared for, and you will be notified. It is not required that your child attend the field trip, but it will be your responsibility to find and pay for alternate care if you do not wish for them to attend. You still pay your regular childcare fees.

TERMINATION POLICY

I reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the childcare after a reasonable amount of time
- Physical, emotional, or verbal abuse of any person or property
- My inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider

• False information given by parent either verbally or in writing

I appreciate as much advance notice as possible when terminating care and will give the same courtesy in return. You are required to give two weeks written notice when you decide to end childcare. The two weeks will be paid for in full, regardless of whether or not your child is in attendance. I will give two weeks written notice of termination for which full tuition is due, whether or not your child is in attendance. I reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of myself, staff, or children in attendance. In this situation, two weeks' payment of tuition is still required. Termination notices will not be accepted while provider or parents are on vacation. You may pay two weeks' fees in lieu of two weeks' notice.

YOU ARE RESPONSIBLE FOR PAYMENT OF THE LAST TWO WEEKS OF CARE. IT DOES NOT MATTER IF YOUR CHILD DOES NOT ATTEND THE CHILDCARE. Please Don’t ask for special treatment.

PRIVACY POLICY

We respect everyone’s privacy and work diligently to ensure that it is not violated. As a part of our privacy policy, we will not share information of any kind about your child, with anyone other than you. Please do not ask us to as we will respectfully decline. That goes for aunts, uncles, cousins, grandparents or friends, if you want them to know things it is your responsibility to share it with them. Please do not have others calling the daycare in reference to your child, we will not be sharing any information with them. We are contracted with legal parents and or guardians to provide care and have no obligation to any other person outside of them.

Your emergency contacts may not call excessively or pop up (other than to pick up your child), they must honor every rule and be respectful of everyone.

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes in rates and policies, as I believe necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

Social Media

PRESCHOOLPREP.NET

https://www.facebook.com/profile.php?id=100064703810403

(480) 579-9969

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