



## PERSONALITY & BEHAVIOR & INTERESTS

How would you describe the child's personality?  
How does the child express frustration or anger?  
What are common triggers?  
What helps calm the child down?  
Are there any fears or dislikes?  
Does the child enjoys group play?  
What are the child's favorite colors/toys/characters/games?  
What activities does the child enjoy?  
What are effective ways to comfort the child?  
What discipline methods work best?  
What makes the child happy?  
What upsets the child?  
Any behavior concerns?

## LANGUAGE & COMMUNICATION

What language(s) are spoken at home?  
Words for water, hunger, or basic needs?  
Previous school? How long?  
Usually naps? Current nap schedule?  
Potty trained? If yes, when? If not, when would you like to begin?  
Words or signals for the bathroom?  
How does the child express discomfort or pain?  
Any gestures or signs for basic needs?  
Any speech concerns?

## EATING HABITS & HEALTH & SAFETY

Favorite foods? Dislikes?  
Food allergies or restrictions? Any food sensitivities?  
Does the child need help during meals?  
Preferred snacks? Snacks to avoid?  
Any history of frequent or serious illnesses?  
Any other concerns?

## **Enrollment Policy \_\_\_\_\_**

Children must complete all enrollment forms and submit required documents before the first day of care. A \$50 registration fee is required at the time of enrollment. If a child is absent for a full month or discontinues attendance, the child will be considered withdrawn from the program. To return, a new registration form must be completed and the \$50 registration fee must be paid again.

## **Withdrawal / Termination Policy \_\_\_\_\_**

Parents must provide at least two weeks written notice if they plan to withdraw their child from the daycare program. If a two-week notice is not given, families will be responsible for paying two weeks of tuition.

The provider reserves the right to terminate childcare services with a two-week notice if necessary. Immediate termination may occur in cases of non-payment, repeated late pick-ups, or failure to follow daycare policies.

## **Tuition Payment Policy \_\_\_\_\_**

Tuition may be paid weekly or on a 4-week cycle.

For families paying weekly, tuition is due every Monday. A grace period is allowed until Wednesday. After Wednesday, a \$20 late fee will be charged.

For families paying on a 4-week cycle, each family's cycle is based on their enrollment date. Tuition is due on the first Monday of each 4-week cycle, with a grace period until Wednesday. After Wednesday, a \$20 late fee will be charged.

Tuition must be paid regardless of attendance, including absences, holidays, or sick days.

## **Absence Policy \_\_\_\_\_**

Families paying the 4-week tuition are responsible for the full payment regardless of absences due to illness, vacation, or other personal reasons. No discounts or credits will be given. No exception.

Families paying the weekly rate may receive 50% off one week of tuition if the child is absent for the entire week (for illness or vacation). Parents must notify the daycare before 9:00 AM on Monday to qualify for the discount. If a child attends on Monday, arrives late, or comes to daycare briefly on Monday, the weekly tuition discount will not apply and the full tuition will be charged.

If your child will be absent for the day, please notify us in the morning, as it affects lesson preparation and snack and meal preparation.

## **Accident and Injury Policy \_\_\_\_\_**

Children may occasionally experience minor bumps or scrapes while playing and participating in daily activities. Staff closely supervise children to help ensure a safe environment; however, minor accidents can happen as part of normal childhood play. The daycare is not responsible for minor injuries that occur during regular play and activities.

## **Emergency Policy \_\_\_\_\_**

In case of an emergency or injury, parents will be contacted immediately and emergency services may be called if necessary. CPR or first aid will be administered until emergency personnel arrive. The daycare is not responsible for incidents related to a child's pre-existing medical conditions or conditions not previously disclosed by parents.

## **Nap Time Policy \_\_\_\_\_**

All children will have a daily nap time. If a child does not wish to sleep, they may quietly read a book or do a quiet activity on their cot. Children are expected to remain calm and not disturb others who are resting. If a child repeatedly disrupts nap time despite several reminders, the daycare reserves the right to discuss the issue with the parents and may recommend that the child withdraw from the program if the behavior continues.

To maintain a clean nap environment, bed sheets and blankets must be taken home every Friday for washing and returned on Monday.

## **Behavior and Safety Policy \_\_\_\_\_**

The daycare will guide children using positive redirection and age-appropriate discipline. Parents will be informed if aggressive behavior occurs.

If a child repeatedly hurts other children or poses a safety risk, the daycare may send a behavior note to parents and work with them to correct the behavior.

Examples of such behaviors include hitting, biting, kicking, or being disrespectful to teachers or other students.

If the behavior continues and the safety of other children cannot be maintained, children will be asked to leave the school. We will do our best to help you and your child work through any problems that occur so that they will have a positive learning experience.

## **Clothing Policy \_\_\_\_\_**

Children should come to daycare dressed in comfortable clothing that allows them to move and participate in daily activities. Clothing should also be comfortable for nap time. Our days are filled with activities involving paint, glue, sand, and sometimes dirt. While we take reasonable care, staff cannot be responsible for clothing that becomes dirty during play. Please label jackets, sweaters, and any clothing that may be removed during the day.

## **Payment Plan Policy \_\_\_\_\_**

Families may choose either a weekly payment plan or a 4-week payment plan at the time of enrollment. The selected payment plan must remain the same for one full year and cannot be changed to receive discounts.

Switching from the 4-week plan to the weekly plan in order to receive discounts is not allowed.

## **Late Pick-Up Policy \_\_\_\_\_**

Children must be picked up on time. Late pick-up fee \$20 may apply if a child is picked up after closing hours.

## **Holiday Policy \_\_\_\_\_**

The daycare will be closed on the following holidays:

New Year's Day (Dec 31–Jan 1)

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving (Nov 26–27)

Christmas (Dec 24–25)

Tuition is still due for all holidays and closures.

If a holiday falls on a weekend, the daycare may observe the holiday on the nearest weekday.

The provider may also take up to one week of vacation per year. Families will be notified at least 30 days in advance.

If the daycare must close due to provider illness, emergency, or severe weather, families will be notified as soon as possible. Tuition will not be charged for provider illness closures.

## **Meals and Snacks Policy \_\_\_\_\_**

Healthy meals and snacks will be provided according to the daycare schedule. A menu of all food served is provided to parents each week or month. Children requiring special diets due to food allergies must have a physician's statement on file. The center will provide food substitutions. Parents must inform the daycare in advance of any food allergies or dietary restrictions. The daycare is not responsible for allergic reactions related to allergies that were not previously disclosed by the parents.

## Illness/Medication Policy \_\_\_\_\_

Children who are sick, have a fever, vomiting, or a contagious illness must stay home until they are symptom-free for at least 24 hours.

If a child develops severe symptoms such as persistent coughing, high fever, or signs of a viral illness, parents will be contacted and must pick up their child immediately.

Health regulations are determined by the California State Department of Social Services and the State Department of Public Health. For the protection of all children enrolled in our program, the following requirements must be met:

- Every child must have a pre-admission health evaluation completed by a licensed physician and submit a Physician's Report form.
- Every child must be immunized for tetanus, diphtheria, whooping cough, polio, measles, and varicella as required, or must have a signed exemption form on file.
- Parents must complete a Pre-Admission Health History and Record form.

If a child shows any of the following symptoms, parents are required to keep the child at home and follow the guidelines below.

| Symptom:                | Child Must Remain Home Until:                                     |
|-------------------------|---|
| Fever of 100.4 or above | the temperature is normal for 48 hours.                           |
| Cold/Flu                | no longer coughing and no yellow or green mucus discharge         |
| Diarrhea/Vomiting       | no longer vomiting and able to eat normally without stomach upset |
| Earache/Sore Throat     | the child has been seen and treated by a physician                |
| Red, Watery Eyes        | the eyes return to normal   |
| Rash                    | the rash disappears or is determined not to be contagious/viral   |

The daycare does not administer medication. However, long-term prescription medications may be administered only if they are brought in the original labeled container and a Medication Authorization Form is signed by the parent.

**I acknowledge that I have received, read, and understood the daycare policies in this handbook. I agree to follow all policies and procedures.**

**Parent/Guardian Name:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_