

Parent Handbook

Welcome to God's Little Angels Daycare & Preschool! The purpose of this handbook is to outline the policies and procedures under which I operate as a licensed daycare provider. I give the children in my care opportunities to learn in a family-like setting with mixed age groups, where they can feel safe and loved, and can begin to build a positive self image. Your child will receive quality personal and individualized care in a warm and loving home. Your child will have the opportunity to gain practice in language, fine motor, large motor & self help skills. Your questions and comments are important so we can achieve the very best experiences for your child; Children will not be denied enrollment on the basis of sex, race, religion or disability.

Mission Statement

God's Little Angels Daycare & Preschool is committed to promoting quality child care in a secure, nurturing and Christian environment. My focus is to provide a stimulating early care and education experience for each and every child. Through support, guidance and understanding, I will continuously grow to meet the needs of the families I serve. Affirming that all children are a gift of God, and a gift to the whole community of God, I covenant to act so that this vision may be made real for all children, Now and in times to come.

My mission is to enhance children's special qualities, while keeping them safe, happy, and walking in the spirit of God. When children smile as they learn and progress, I have accomplished my goal.

Hours of operation:

6:00a.m. - 6:00p.m. Monday - Friday. Non-traditional hours are given on occasion.

Enrollment Procedures:

The following forms required by the state of California and need to be completed prior to placement.

1. Registration form signed by parent or guardian, which includes the date of last physical examination.
2. Complete record of immunizations.
3. Signed consent for child to receive medical treatment, medicine, and go on trips off the premises.
4. Signed contract.

***Note:** All forms must be updated at least every year or sooner according to need. Also the registration/processing fees must be paid, prior to admission. A position will not be held if the above requirements are not met.

Trial period and Termination:

A period of two weeks trial is given for adjustment. After this time period the parents or the provider may decide to terminate care without prior notice.

*After the trial period, care can be terminated with 2 weeks written notice. Payment for two weeks will be accepted in lieu of notice. All final payments are to be paid at the time of notice. In cases of non-payment, legal actions may be taken and the parent(s) will pay all legal fees incurred.

*I will also give two weeks notice if the child is to be terminated from care. Any abuse or violation of the rules/policies of the contract/handbook may be just cause for termination.

*Immediate termination can occur for behavior problems, or dangerous parental situations. If immediate termination is given by any other or me for the above reason to be at my discretion, and deposit will be forfeited.

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(925) 308-4038 hm

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Vacation and Absences:

The provider will take ten days of paid vacation, and up to 3 paid days of professional training days per year. Notification of at least 4 weeks will be given prior to any closed days, with the exception of emergencies or illness. *Parents are responsible for finding back-up care during vacation, professional training, holiday and emergency closings; however, provider will give parent a listing of drop-in daycare facilities. In the event that I will be away for any short period of time or sickness my assistant will provide care. Your child will be allowed five consecutive days per year of vacation, (without pay to provider). Parent(s) will need to give provider at least two weeks notice. This will hold space for child's return.

**There are a limited number of spaces available therefore: weekly payments are not based on child's attendance. No refunds are given for late arrivals/early departures, exclusion due to illness.

Holidays:

Daycare will be closed on the following days with pay (unless noted):

New Year's Day, Day After New Years, Memorial Day, President's Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas, and Day After Christmas.

*Please note if the holiday falls on Saturday (daycare will close the Friday before), if the holiday falls on Sunday (daycare will close the Monday after).

Rates for 2018:

Rates are based on a 45-50 hour week, if more hours are needed the fee will be adjusted.

Your individual weekly fee is outlined in your signed contract. All rates may be reviewed and increased on Jan 1st of each year. Weekly payment due on Monday before care starts.

Definitions:

Full Time: Daycare contracted on a set scheduled time slot for 30-50 hours per week.

Part Time: Daycare contracted on a set scheduled time slot for less than 25 hours per week.

Drop-In: Self-explanatory. \$8.00 an hour. There is a \$75.00 Registration Fee.

Overtime: Overtime is considered any time outside the contracted time interval and any time before 5:30a.m. or after 6:00p.m. Anything over 10 hours a day is considered over-time. I'm under no obligation to provide an extension of time. Late arrival does not justify late departure.

Other fees:

*Overtime Fee:

\$10.00 per hour for prearranged overtime (with a 24-hour notice)

\$15.00 per 15 minutes or any increment of 15 minutes when time wasn't prearranged.

***Late Payment Fee:**

\$10.00 per day that payment is not received. If fee isn't paid by Monday morning of the next week, your child will not be cared for until the outstanding balance is paid.

Continued late payments will result in termination of our contract.

***Returned Check Fee:**

\$25.00 plus any additional costs I incur for a returned check. If two checks bounce in a year's time, cash will then be required.

***Registration Fee:**

A \$75.00 nonrefundable deposit per child is requested to hold your child's place, for processing forms and records. This \$75.00 assures you that your child's place will be saved!!! Please complete all forms and return with your deposit. By returning your application and signing all the designated forms, you are hereby agreeing to all the terms stated within this booklet. I reserve the right to make changes to this contract.

**For Drop-in, Hourly, Short term or Temp this fee is for processing forms and records. All fees will be forfeited if enrollment is canceled, or care is terminated within the first week.

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Payment schedules:

Payment or CO-payment is due weekly by 6:00p.m. on Monday or on the first day of care (in full). Exception to this is drop-in care; payment is due the day of service, Over time is paid in the week it was made.

Arrival and departure:

Please send your child clean, dressed for the day, and fed (if arriving after 8:00a.m.). Please make your goodbye brief (no more than a couple minutes), the longer you prolong departure the harder it gets. Never leave without telling your child goodbye. Please be in control of your child during pick up times, and don't allow them to play on, in or around the planters or rocks.

*No one other than the parents or designated person will be allowed to pick up your child without prior arrangement. I must be notified in advance and have a written note with the person's name and relationship to the child.

*If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Sign-In Log

It is required that parent sign the Sign-In sheet **everyday** when dropping off and picking up child to and from providers home.

Communication:

To provide the best possible care, please feel free to communicate any needs, wants, and or concerns regarding your child. It is only through parent-provider interaction that a goal of quality, nurturing care can be achieved. My monthly calendar of events will keep you up to date on general issues and what we are doing, but I will give you daily reports about your child.

A Typical Day:

Depending on the needs of the children, schedules are flexible and may vary.

6:00-7:00	Arrival,
7:00-8:00	Breakfast
8:00-9:00	Free Play
9:00-11:00	Pre-school program/Story, Circle time, Singing, writing, Crafts
11:00-11:50	Free Play, outside play (weather permitting)
12:00-12:30	Lunch
12:30-1:00	Educational TV
1:00-3:00	Rest time - everyone participates
3:30	Snack
3:30-4:30	Pre-school program (Painting, Music, ABC's Crafts) After School Homework
5:00-6:00	Free Play, Children Movies, Puzzles-Departure

Activities:

Age appropriate activities are scheduled with flexibility allowed responding to the needs of the individual child/baby. I provide a preschool curriculum from September through May for children age 2-5. The activities include daily circle time with, letter, shape, color, and number recognition, singing and story reading. We will have crafts and projects a few times a week, and have a lot of free play.

TV viewing:

We allow limited TV viewing consisting of Children movies, Educational TV. Also, I will let the children bring a child appropriate video from home to watch. Children are NEVER required to sit and watch TV, and TV is not offered in place of Learning Activities.

Nap/rest time:

All children under the age of 6 are REQUIRED by California law to have a rest period. No child is forced to sleep; however they must remain quiet. We request calling before child is to be dropped off or picked up during this time it has proven to be very disruptive to the other children. If you have to make an appointment for your child, please try to make it before 12:00p.m. or after 2:30p.m.

Behavior Management & Discipline:

Our philosophy is that you use discipline to teach a child, I achieve this through love, consistency and firmness, the children are explained the rules of the daycare frequently so that they know the guidelines. Once a child understands the rules and disobeys them, hurts others or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. Time out: The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.
4. Last resort: When a child's behavior is continually upsetting or dangerous to others, or myself a conference will be called with the parents. If the problems can't be resolved, arrangements will have to be made for the child to go elsewhere for care.

*Sometimes, if both a parent and a provider are both in the same area (ex. drop-off, pick up, parties, etc.) a child may forget the rules, or test the boundaries. Please help show your child that you respect me, the rules of my house, and my property by reminding them that the rules still apply when you are around. I will also remind them of the rules and, correct them if needed.

Child abuse:

I am required by law to report to the local Social Services Office of any suspected physical, emotional, sexual or suspected abuse or neglect.

Parent Visits and Conferences:

Parents have welcome access to the childcare facility. Welcome access shall be defined as a parent having access to the areas available to their child and non disruptive to normal daily activity. No visits during 12:00p.m. -2:00p.m., this is the children's rest time. If you want a one on one conference with me, between these hours, please schedule a parent-teacher conference in advance. I will give you a daily report of your child's day. If I need additional time I will schedule it at the time of pick up, if possible.

Meals:

I participate in the Federal Child and Adult Care Food Program. Breakfast served for children arriving prior to 8:30a.m. Lunch and afternoon snack will be served. The children are offered the food, not forced to eat. Children who choose not to eat will not be served additional food until the next mealtime. Please do not send candy or gum with the children. Parents need to provide infant formula, Breast milk, and baby food until age when table food is introduced.

Special Diets:

If a child has particular dietary need substantiated by a medical evaluation, I must be informed and given a doctor's note. Substitute meals or snacks may then be brought from home.

Potty training:

I will be more than happy to help with potty training provided that it is not done before the child is ready. Parents are asked to imitate the training at home (on vacation or weekend) Before starting it at daycare.

Once training is initiated parents are to supply 5 ply-training pants with plastic pants or pull-ups. I have a great handout available, which list the signs of readiness as well as tips on potty training.

Diaper Changes:

Diapers are checked and changed every 1 1/2 -2 hours or more frequently if required. Exception, each child will be diapered after waking up from their nap. Hand washing by child and myself is performed after each change.

Supplies needed:

Parents are responsible for supplying diapers and wipes, weather appropriate change of clothes (2 change of clothes for children who are being toilet trained), *swimsuit, towel, and sunscreen (summer time only), * Fever and cold medication * Any other necessary items (powder, ointment)
**NOTE: Please provide cloth diapers and wipes to last one week. I will notify you when your child's supply needs to be replenished.

Toys:

No toys should be brought from home. If your child needs a special toy or item for sleeping, it will be allowed. On occasion, we will have share day. At that time, your child can bring one toy. (I will notify parent in advance) I take no responsibility for lost, stolen, or broken toys brought from home on any day, except share day. Should the child deliberately destroy my toys other property through misuse or willfulness, the parent will be required to replace it.

Transportation and Field Trips:

We will be going on outing such as field trips or local places in the general area. Generally all trips are scheduled; however, there will be times that quick local trips are unplanned.

**It is not mandatory that your child attend these trips, we will have permission slips to sign. Of course, all children will be restrained in car seats.

Health Matters:

Please do not bring your child if he/she is sick; I can only care for children with mild cold like symptoms (clear runny nose, slight cough, and no fever). Per Health Department regulations children will not be allowed to attend the daycare if they exhibit symptoms such as:

*Rash *Fever (100 F. higher) * Excessive cold and/or cough *Vomiting *Diarrhea 8Lice or nits
*Discharge from eyes or ears *Unusual drowsiness *Persistent or excessive crying
*Communicable diseases (chicken pox, Rosella, conjuncirivitis, mumps, measles, influenza)

If they become ill during daycare hours - parents will be contacted immediately to remove their child within one hour of being notified. If parents are not available, the emergency contact person will then be notified. Once the child is removed from daycare due to illness, they may not return for a full 24-hour period, or be accompanied by a doctor's note. Note: This sickness policy applies to my family or myself as well, if I am unavailable due to illness, you will be notified by 6:00a.m. My assistant, Wren, will provide substitute care.

Medication:

We do not administer medication. If the child has asthma or other conditions that need medical attention, I will allow the child to take their medicine, as long as the Medication Consent Form has been signed and the medicine is in the original container. All medicine must be in the original container with the child's name clearly written on it, written instructions with the child's name, dose and times needs to accompany the medication.

Medical Emergencies:

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

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1. A phone call is made to 911.
2. Child's parents (or emergency contacts) are called.
3. Child and health records are taken to emergency service at Delta Medical hospital.
4. In all cases, an emergency report is completed and a copy given to parents as well as the Department of Public Welfare.

**It is extremely important, especially in instances of illness or emergency that the emergency contact information is up to date and all information is correct. Please report any changes immediately to keep your emergency contact information current.

**For minor injuries like bumps and bruises, I will provide home first aid. If the injury is more serious, (need stitches, broken arm, or dislocation, etc. The parent will be notified immediately. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Referrals:

Referrals from a client are one of the biggest compliments I can receive. As a special thank you, I offer families a free day of care for each referral that enrolls. Your free day will be deducted from your weekly fee after the referred child has attended for 4 weeks.

A Final Note:

I am always open to suggestions and feel communication is a very important part of this business. If there are any problems or concerns, I encourage you to talk to me about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled, as the other children still need my attention during business hours. Thank you for the opportunity to work with you and your child, and I look forward to the future.

**I retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect.