A close up of a sign

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**Parent Handbook**

**Child Care Philosophy:** Family childcare in a “home like” setting is a great alternative for working parents. It provides a small, secure environment for children during the most important time of their development. Family childcare offers a “home away from home”, providing children with “siblings” of all ages to play, socialize and learn from. Our goal in providing quality childcare for your child is to ensure they feel a sense of security as well as provide caring compassion for each child while they will be treated with individual attention, respect and love.

**Provider Experience:**

* Licensed in the State of California
* Certified Infant/Child CPR and First Aid
* Child Care Experience of 5 Years
* Bachelors Degree in Early Childhood Education

**Typical Activities:**

* Group Play: Singing, dancing, play acting, games, reading, listening to stories and music, circle time, etc.
* Free Play: Child’s Choice – blocks, kitchen toys, dramatic play, art materials, and may watch very limited television.
* Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization and reading to children.
* Outdoor Play: (weather permitting) water play, riding toys, ball playing, etc. (please remember to always dress your child appropriately for the weather)
* Special Days: Include birthdays/holiday parties, getting ready for holidays and holiday.

**Typical Daily Routines:** (all adjustments will be made for age appropriateness)

* Arrival and greeting (includes hand washing)
* Breakfast and cleanup
* Bathroom and/or diaper change and hand washing
* Brush teeth (age appropriate)
* Circle time (including calendar, songs, story time, etc.)
* Arts and crafts or other learning activity
* Bathroom and/or diaper change and hand washing
* Outdoor play (weather permitting) or other large muscle activity
* Hand washing
* Lunch and clean up
* Nap time
* Bathroom and/or diaper change and hand washing
* Snack and clean up
* Free play
* Calm down time (clean up, collect items to go home, possible educational TV time 20-30 mins before end of day)

**Note:** Bathroom and/or diaper change times vary to meet the child’s needs. This is a general schedule and is dictated mostly by the children’s needs and feelings each day.

**Days/Hours of Operation:**

Childcare is available Monday through Friday with the exception of closings as referred to in this handbook.

Actual days and hours are determined by the parent/guardian’s individual needs.

Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine – please call me if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal as well as day care room), shoes on etc. Of course, another reason is to know my “quit” time so I can complete other evening commitments.

**Late Pick-Up Fees**

As I’m sure you agree, personal time is precious; accordingly, it becomes difficult and stressful to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pickup time. **I DO** understand that there may be an occasion of traffic delays or other situations that may cause a delay in your travel to come and pickup your child. Please call me when you know that you will be late picking up your child. An additional $5.00 will be charged for every 10 minutes after you are considered “late” picking up your child. We have a five-minute grace period window at our center and the point where charges can begin does not start until 5 minutes after your predetermined pickup time. Your predetermined pickup time will be decided upon beginning care for your child unless otherwise discussed and agreed upon for special circumstances.

**Facility Closings**

If illness or other emergencies should arise during childcare hours every attempt will be made to have a substitute provider care for your child so that we can remain open for childcare. If substitute care is not available, you will receive a phone call to pick up your child. Whenever possible medical and personal appointments will be made after childcare hours however, if we must use childcare hours to secure appointments every attempt will be made to have a substitute provider care. If a substitute is not available, we will have to close our childcare home.

For your convenience, we will distribute our scheduled childcare closings for vacations and holidays with in the first quarter of each year and every attempt will be made to minimize any changes in this schedule.

*Paid holiday closings*: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day.

When the holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails; i.e. Christmas is on Sunday and the acknowledged Federal holiday is Monday December 26th.

*Vacation closing:* 10 paid vacation days per year; all other vacation days are not paid, if any occur.

Please respect that when my childcare home is closed for vacation, I am taking this time to rest and to be with my family or just to catch up on home duties. I take my job very seriously and consider this to be a legitimate long-term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

*I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics and pandemics. Childcare fees are paid during any of these occurrences.*

*COVID-19: In the event that the center needs for to close for quarantine and/or because a staff or child has tested positive or is suspected to have COVID-19, childcare fees will be paid during this time.*

**Child/Parent Vacation:**

Just as childcare providers need vacations, so do parents and children. Parents can request vacations days, at least four (4) weeks in advance for their child. These days must be used in five (5) day block periods and each child gets ten (10) vacation days per calendar year. In order to maintain your child’s spot during these vacation days, you will be asked to pay fifty (50) percent of your weekly rate for that week’s vacation.

**Note:** Special circumstances will be discussed and decided on a case by case basis.

**Fee Payment Guidelines:**

Childcare fees are paid in advance on a weekly basis – the Friday before the week begins. Payment obligation is based on the hours agreed to use childcare, not on actual attendance. There is no change in fee due to your child’s absences.

Late payments – A $25 late payment fee (per child) applies for any payment not received by Monday of the following week. An additional $10.00 fee per day will be charged for each additional day that payment is not paid. Your child will not be permitted to return to childcare until both the payment and the late fees are paid in full.

Payments will be made on the app.

**Early drop off**

Any care needed prior to my normal opening time will need be scheduled at least by the Friday prior to the week care is needed. As a result, there will be a charge of $3.00 per 15 minutes (or part of) for care prior to normal opening time. Payment for this additional time is due by the Friday prior to the week care is scheduled. This fee is non-refundable. This includes if you decide not to bring the child early. **Note:** Exceptions will be discussed and decided on a case by case basis.

**Discipline:**

At our family childcare we believe in positive reinforcement. Our expectations of behavior are shown and verbally announced in the beginning of care. Children are given choices and “if” and “then” statements are used. Never will children be given verbal threats, nor will there be any physical punishments of any kind. Parents are encouraged to discuss their preferred method of discipline with us and how situations are handled at home so that we may work together as a team to keep continuity in each child’s life.

**Gross Misconduct:**

We will communicate to you immediately if your child is frequently and/or deliberately causing harm to others and/or is being destructive. This behavior is unsafe and will not be allowed. Immediate termination will ensure if the behavior persists.

**Immunizations:**

The State of California requires that an age appropriate health appraisal be on file for each child enrolled within 30 days following admission, however your child cannot be initially admitted to day care without written documentation from your child’s physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child’s physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

Age: 2 months – DTP, TOPV, HbCV(1) 4 months - DTP, TOPV, HbCV(1)

6 months - DTP, TOPV, HbCV(1) 12 months – MMR 15 months – DTP, HbCV(1)

4 to 6 years - DTP, TOPV, MMR

Parent/guardian must also complete registrations forms and update as necessary.

**Illness:**

Your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

*With COVID-19, we take illness symptoms very seriously. Your child(ren) will be screened daily upon entering the home, before you are permitted to leave them, for a fever. If the temperature is above 100.4°F, they will not be permitted to stay in our care that day without a doctor’s note clarifying another reasoning behind the elevated temperature.*

Should your child have signs or symptoms requiring exclusion from the family childcare home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in childcare. I am sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following…

1. The illness prevents your child from participating comfortably in the day care environment,
2. The illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, Or
3. The child has any of the following conditions:

* Temperature: Forehead temperature 100.4°F degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility.
* Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
* Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
* Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
* Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
* Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
* Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;

viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;

* Tuberculosis, until a health care provider or health official states that the child can attend childcare;
* Impetigo, until 24 hours after treatment has been initiated;
* Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
* Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
* Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
* Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
* Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
* Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
* Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
* Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
* Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must be also be reported to the division of public health

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| --- | --- |
|  | |
| RESPIRATORY | **GASTRO-INTESTINAL** |
| Diphtheria  German Measles  Hemophilus Influenza Disease  Measles (rubeola)  Bacterial (spinal) Meningitis  Mumps  Pertussis (whooping cough)  Rubella  Tuberculosis | Giardiasis  Hepatitis A  Salmonellosis  Shigellosis |

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child’s return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child’s health appraisal.

**Injuries:** I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it how you preferred to be communicated (as discussed; immediately or when you pick up your child). If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contacts listed on your registration forms (Please remember to keep this information up to date).

**Child’s Medication:**

1. A “Medication Log” **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days.
2. Prescription medicine **must**:
3. be dated with in the past 30 days
4. have child’s name printed clearly on the label
5. have dosage amount and times
6. Prescription medicine must also be accompanied by a “medication log” which **must include**:
7. Date
8. Child’s name
9. Doctor’s name and phone number
10. Pharmacist name and phone number
11. Name of medication
12. Dosage amounts and times to be administered
13. Route of medication, i.e. oral, eye, etc.
14. Why medication is needed
15. Date medication is to end
16. Special directions, i.e. take before eating, etc.
17. Parent’s signature

**Nutrition and Meals**

Children who receive meals and snacks at the house are fed nutritionally on a daily basis. Cakes, cookies and other “not so nutritious food” may be served during special events like birthday parties and holidays. It is the responsibility of the parents to provide food for children/infants who are on formula or breastmilk, baby food/purees, or who have special dietary needs. All other food and beverages will be provided at the center.

**Diapers and Potty Training:**

All parents will need to provide diapers, Pull-Ups, wipes and any ointment for the children who need it. Diapers and pull ups will need to have initials (first and last; i.e. John Smith, J.S.) written on the diaper and their names written on their wipes container. You will be notified before your child is about to run out of supplies so that you may replenish what is needed.

Potty training shouldn’t be rushed; it is important that your child is psychologically and physically ready for training. Pull-Ups must be provided by the parent during this transition period. No regular style training pants or underwear will be used until your child maintains two continuous weeks of bladder/bowel control. Of course, if your child regresses after this two-week period, we will assess the next step.

**Supplies:**

Parents will provide diapers, wipes, ointment and baby bottles. To eliminate the daily bundle of items to carry you may leave the items you wish to leave at our daycare. I will notify you when you are running low. All items will be marked with the child’s name or initials.

Parents will be required to keep a minimum of one change of clothes (replacing as need) at the daycare center or bring one to the daycare daily. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

I will supply sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, they may bring them to sleep with

**Transportation:**

It will be very rare, but there may be instances when your child may need to ride in an automobile or van. I will ask for written permission unless it is an emergency.

**Release of Children:**

When you leave your child in our care and leave the premises the children become our responsibility. Once you arrive on premises to pick up your child, you have resumed responsibility of your child.

It is important that we protect your child by ensuring that your child does not leave our home with a person you have not authorized on your registration forms to pick up your child. Also please tell us when someone else that you have authorized on your registration forms will be picking up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need the person’s name and a description of what he or she looks like. The person picking up your child will have to show us a picture ID before we will release your child from our care.

We have to assume that both parents have the right to pick up your child, unless you give us a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, we cannot refuse a parent. If we have a court order and a noncustodial parent tries to pick up the child, we will immediately call the custodial parent. If the non-custodial parent leaves with the child, we will immediately call the police and report the situation. We will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the registration forms to request their assistance. If the situation occurs a second time, it will be grounds for terminating our care of your child.

All children should be transported to and from childcare in a car seat or child restraint if under 6 years old or 60 pounds. For further clarification refer to the California Law regarding children and seat belts and abide by that law for your child safety. We will not release your child if the person picking up your child does not have a car seat and your child falls into the car seat requirement age bracket.

**Trial Period:**

There is a trial period of two (2) weeks from the date childcare begins. If the childcare arrangements is not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice – any moneys already paid are nonrefundable.

**Termination:**

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child’s enrollment in childcare regardless as to whether your child is present (with the exception of the trial period). If two weeks notice is not given, you are still financially obligated for the two weeks of childcare fees and late payments; two weeks full payment still applies when notice is given in conjunction with provider’s vacation.

**A Few Final Thoughts:**

As a parent in our childcare home, please…

o Take an interest in your child’s activities and development at day care, and share your child’s habits, fears, and concerns with me;

o Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;

o Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;

o Call me! Your concerns and feedback are important to me.

I have read and understand all information provided in the Franklin Family Childcare Parent Handbook:

Printed Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_