

Day Care Rules

Vacations, Days off, Holidays

I tried to make my policy fair to both you and me. It is outline below.

- 1) Vacation weeks with advance notice are ½ price.
- 2) All absences are payable at regular price (contract amount).
- 3) Provider's sick days are not charged for. (I haven't had one for a few years).
- 4) Provider's vacations are not charged for and I will give at least 2 weeks advance notice (I work with parents and plan the least interruption to my daycare as possible).
- 5) Holidays that we are closed are limited to the most common. They are paid if they fall on your regular schedule.

Paid 2009 closed holidays

- a. Jan 1 new years day
- b. Feb 16 presidents day
- c. May 25th memorial day
- d. July 4th Independence day
- e. Dec 24-25 Christmas
- f. Nov 26-27 Thanksgiving
- g. Sept 17 labor day

Food

I supply food that is raved about by children. It is healthy, safe and follows California Food Program. A common breakfast is eggs, toast, oranges, and milk, A common snack is crackers and juice. A common meal is Chicken nuggets, Toast, apples bananas, and milk.

- 1) No junk food
- 2) Food is provided according to the following schedule.
 - 8:00 Breakfast.
 - 10:00 First snack
 - 12:00 Lunch
 - 3:00 2nd snack
- 3) Please bring your child prior meal times to make sure they are fed.
- 4) We do make special days for birthdays and holiday parties so you may bring a cake, cupcakes, cookies etc.

Clothing and supplies

I supply cover ups for painting and all craft and learning supplies.

- 1) Children may bring non violent toys but we are not liable for breakage or loss.
- 2) Parents are expected to bring change of clothes which we will keep for accidents.
- 3) Parents should bring wipes and diapers for children that require them.
- 4) Children should wear clothing appropriate for weather conditions and non slip shoes with closed toes such as tennis shoes for safer play.

Illness and Medication

To keep a safe environment and follow state rules I require the following

- 1) Parent should notify the provider if child has been ill during the evening or previous day or was found to have a contagious illness.
- 2) If you are notified that your child is ill you should pick up your child immediately.
- 3) Please inform us of any illness your child has come in contact with.
- 4) If you cannot be reached, the doctor on your emergency form or 911 will be called and their advice heeded.
- 5) A signed authorization form is required for all medicine administered.
- 6) General incommunicable illness will be cared for except: fevers, vomiting, or uncontrollable diarrhea.
- 7) Scratches and scrapes are inevitable when children play and they will be treated by washing with soap and application of a band aid unless told by parent to do otherwise.
- 8) If your child has a rash or looks like they may be contagious we may require a doctor's note.

Enrollment:

To enroll in my daycare please do the following:

- 1) All forms on my website and a current copy of shot record are required before a child can be left in my daycare I do have a copy machine on site.
- 2) Appropriate placement of a child is very important to the child, parent and the provider. Every program is not suited to every child, therefore, all children enter on a two week trial period and contract can be cancelled during that time by either parent or provider for any reason.
- 3) After trial period a two week notice is required by either provider or parent to cancel contract.

Hours and Fees:

We are open 7-5:30 and charge extra for early or late pick up. Normal drop off is 7-9 am and pickup time is usually 3-5. Not to exceed 10 hours.

- 1) Most of learning is scheduled 9-12 so please arrive by 9:00 am to maximize learning.
- 2) To avoid waking others please try to pick up after nap (3:00 pm).
- 3) Payment is due weekly usually on Monday for the current week contract amount.
- 4) The weekly contract is 125.00 for 5 days (full time), 90.00 for 3 days, or 115 for 4 days.
- 5) Late fee after 5:30 there is a 5.00 late fee. I charge 8.00 per hour after that.
- 6) Extra days if you are not full time you can add a day for 30.00.
- 7) Non potty trained or special needs are an extra 5.00 per day this is added to contract and removed after we finish pottytraining.