

Little Blessings Child Care and Preschool

466 Bell Avenue
Livermore, CA 94550
(925) 245-9145
Lic#015700094

POLICY VALID THROUGH DECEMBER 31, 2023

Philosophy

At Little Blessings Child Care, I offer a secure, fun place for your children to play, learn, and grow with other children. I value, respect, and welcome children regardless of race, gender, religion, or disability. I believe that children learn best through hands on exploration and play. My program is sometimes messy but always fun! I offer a large range of activities and experiences for children of all ages, including monthly themes, music, calendar, story time, art, science, math, and group times.

Specific Rules and Policies

Enrollment

- Before your child enters my care, the following forms must be returned to me:
 - signed contract
 - health forms and immunization records
 - parents'/personal rights
 - medical treatment authorization
 - parent notification
 - emergency information
- I require a **one-week deposit** which will be applied to the last week of care, when appropriate notice is given, per the Contract.
- The first two-weeks of care is a trial period during which care may be terminated by either the parent or provider without advance notice.
- After the trial period, two weeks' notice must be given in writing, by the parent or provider, if either party wishes to terminate care.
- The following are grounds for immediate termination:
 - Failure to pay tuition
 - Failure to provide requested forms and information (immunizations, etc.)
 - Failure to follow policies described herein
 - Inappropriate behavior/language by parent OR child

Hours

- Operating hours are from 7:00 am to 5:00 pm.
 - Please pick up your child by 5:00 pm. I have a family that needs my full attention in the evenings.
- If your child will be late or is not coming (sick, keeping them home, etc), please phone or text an hour before your usual drop off so I know what to expect.

Tuition and Fees

- I send out invoices for each pay period to help us all keep track of the balances due throughout the year.
- I take Venmo (@LittleBlessings) and Square which includes a 3% processing fee (debit/credit cards, Apple Pay, Android Pay).
- If you have not paid tuition for the current period of care by the end of the day, I reserve the right to not accept your child the following day.

Vacation and Holidays

- I *may* take two or more weeks of vacation annually, for which you will not be charged. Usually one week around the Holidays and one week in the Summer.
- I will try to give you at least one month notice before my vacation days.
- I require half-tuition to be paid for your family vacation days that do not coincide with my vacation days, before you leave for vacation, **if two week's notice is given**.
 - For vacation taken without two week's notice, the **full tuition is due before you leave**, to keep your spot.
- I observe the following **paid** holidays:
 - New Year's Day, President's Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve

Snacks and Meals

- During the school year, I serve breakfast until 7:30am, morning/afternoon snack, and lunch for all children up to the age of 4.
- During the Summer, I serve breakfast, morning/afternoon snack, and lunch for all children up to the age of 4.
- If your child has special dietary needs, please let me know so we can accommodate them.
 - However, if these needs are numerous or difficult to meet I will ask you to provide the required food.
- I am not a peanut free house.
- For children less than one year of age, or still eating baby foods, formula and baby food must be provided by the parent or guardian.
- Babies are fed according to their individual meal plan provided by their parents/guardian.
- If you are bringing treats for a special occasion such as a birthday, please check with me first and be sure to bring enough for everyone and I can let you know of any dietary/allergy restrictions.

Clothing and Supplies

- Please label all clothing and provide at least one full change of clothing (including socks) in case of accidents.
- Parents are responsible for providing diapers and wipes for younger children still in diapers.
 - I will remind you when these items need to be replaced.
 - It is okay to leave a diaper bag here, as needed, with the supplies for the week.
- If you do not provide diapers I reserve the right to charge \$1 per diaper used out of my supply.
- Toys and other items brought from home are acceptable as long as they are appropriate for all ages, labeled, and your child does not mind sharing and/or realizes the risk that the item may get broken or damaged.
 - If it becomes a problem, the item will be put away for the remainder of the day.
 - I am not liable for broken or lost items.

Health and Safety

- Prepare a backup plan for care when your child is sick (fever over 100.4, vomiting, diarrhea, etc.).
 - Children with a fever over 100.4 cannot return until they have gone unmedicated for 24 hours with no signs of a fever
 - Children with diarrhea cannot return until they have gone 24 hours with no symptoms or diarrhea.
 - For other health and safety policies see the attached COVID-19 policies
- If you are notified that your child is ill, please pick him/her up as soon as possible.
 - Please designate an alternate person to pick up your child in case you are unable to do so.
- A signed authorization and or doctor's prescription is required for administering all medications, including diaper rash cream.
- I cannot accept medication that is not in its original labeled container, prescription, or over the counter packaging.
- I can only give the dosage on the package and I can only administer medication that you have supplied.
- If a child is seriously injured during care and requires medical treatment, I will notify the parent as soon as possible.
- In life-threatening situations, I will first call 9-11 and then notify the parent as soon as possible.
- If the parent cannot be reached, I will provide the signed Medical Authorization Form to medical personnel.
- Infants up to twelve months of age are placed on their backs for sleep to avoid Sudden Infant Death Syndrome (SIDS).
- Babies are napped on demand or according to their individual plan filled out by their parent/guardian.
- If you keep your child home due to illness **full tuition is still due for that day to hold their spot, per the Contract.**
- If I or my children get sick and/or I have to close for the day, you will not be charged tuition for that day.
 - I will notify you as soon as possible so that you can find alternate care.

Discipline

- I try to create a respectful, safe environment for children.
- If discipline is required, I will use redirection and/or a time-out to correct the behavior.
- If difficult behavior continues, I will work with parents to develop a plan to meet the child's needs.
- Biting is a common and expected behavior among young children.
 - I will do my best to prevent biting and will work with families to help a biter get through this difficult stage.

Confidentiality

- Personal information about children in my care and their families is strictly confidential.
 - However, I do use a couple applications to share your child's day with you:
 - The ProCare App allows me to share photos, schedules, and other daily activity information with only individual families or with the whole group. Only parents are allowed to join this App and see this information.
 - The Little Blessings Childcare and Preschool closed group on Facebook is private and is a place where parents and family members can see photos that I post from the day's activities.
 - The Little Blessings Childcare and Preschool Facebook page is my public business page and I may post pictures of the kids activities. If you're not comfortable with having your child's photo posted on the public page, let me know.
- Please do not ask me to reveal information about children other than your own.
- A health history and other family information will help me provide the best care for your child.
 - However, you do not need to reveal any information you do not wish to, except as required by state law.
- As a mandated reporter, I am obligated to report any cases of suspected child abuse.

I have received, read and agree to abide by the above child care policies, as indicated by the signature on the Contract, and understand that they will be reviewed and updated, as needed, at the beginning of each year.