

Rocio Campos
Campos Family Child Care
Happy Hearts Daycare
740 Bartolo Ave.
Montebello, CA 90640
Business: (323) 680-7163
www.happyheartsdayscare.org
Lic. # 198020501

Contract Rules

2024

This family child care home is licensed under the California Department of Social Services to provide day care for up to 14 children. For this purpose, “child care” means non-medical care for children who are in need of supervision, age-appropriate activities, personal services, and education. We accept children ages 0 through 10 years old.

We are a participant of The California Child Care Initiative Program (CCIP), a member of the Resource and Referrals program under the Mexican American Opportunity Foundation, and a member of Child Care Alliance Los Angeles. We are registered in the Early Care and Education Workforce Registry (ID #100-038-584) and we have participated in the Program for Infants and Toddlers of WesEd. We are also CPR and Health Safety Certified.

We are a mandated reporter of suspected child abuse under the terms of the California Penal Code, 11166. We, as the Child Care Provider and employees, have been trained in recognition of abuse, including Physical, Emotional, Sexual, and Child Neglect. We are required by law to report known or suspected instances of child abuse, mental suffering, or endangerment to a child’s emotional well-being to a child protective agency.

HOURS AND FEES

- Happy Hearts Daycare is open Monday to Friday, 6:00 a.m. to 6:00 p.m.
 - **However, our day-to-day runs by the schedules that each family signed for their child(ren) on their contract.**
- **Full-Time Enrollees** are those who require more than 25 hours of childcare a week.
- **Part-Time Enrollees** are those who require less than 25 hours of childcare a week

- Late pick-up fees and extended-time fees apply to all enrollees who aren't picked up by their scheduled times. **\$10 is charged for every fifteen minutes your child is picked up late, and an additional \$1 will be charged for every minute after 6 p.m.**
- Anyone who wishes to change their days or times must provide a two day notice and receive permission from Happy Hearts Daycare beforehand.
- Payment is due, **IN FULL**, on the first day your child starts that week.

	INFANTS (0-2)	TODDLER (2-5)	SCHOOL AGE (6+)
FULL TIME WEEKLY (25+ hours)	\$275.79	\$245.28	\$182.67
PART TIME WEEKLY (LESS THAN 25 HOURS)	\$188.51	\$178.27	\$142.51
FULL TIME DAILY	\$61.31	\$55.69	\$43.95
PART TIME HOURLY (LESS THAN 25 HOURS)	\$13.14	\$12.28	\$10.30

- Registration fee: \$25.00
- Rates are non-negotiable and the same for all families, whether private or subsidized.
- We accept cash, Venmo, and Zelle.

Your child will be enrolled in Happy Hearts Daycare on the days of

_____ **for these hours:**

Payment is due, IN FULL, on the first day your child starts that week

(initials required)

HOLIDAYS AND VACATIONS

- Happy Hearts is closed on the following holidays:
 - April Easter
 - May Memorial Day
 - July Independence Day
 - September Labor Day
 - November Thanksgiving Weekend (Thursday & Friday)
 - December Christmas Eve & Christmas Day
 - December New Year's Eve
 - January New Year's Day

- **Happy Hearts Daycare will be closed one day a month.** These days off will be to attend to daycare and/or personal matters, such as deep cleaning the daycare or attending to personal appointments. These days will be **announced at least 30 days in advance.**
- **If a holiday falls on a Saturday, it will be observed the Friday before. If a holiday falls on a Sunday, it will be observed the following Monday.**
- The full fee will be charged for all absences. **Fees work similarly to tuition -- it is based on enrollment, not attendance.** No refund, credit, or makeup day is provided for children who are absent due to illness, vacation or any other matters. If your child is absent please notify us as soon as possible. **You will be billed for these days as well.**
- **Because payment works similarly to tuition, you are required to pay in full at the beginning of your pay-week in order to keep your spot. For example, payment does not roll over to the next week if your child did not attend the previous week.**
- The full fee will be charged for all home- and health-related emergency daycare closes as well. **You will be billed for these days as well.**

ILLNESS, SICK DAYS, AND MEDICATION

- Families must notify Happy Hearts Daycare if your child has been sick.
- **If we notify you that your child is sick, they must be picked up as soon as possible.** Notification will be given if your child has a high fever, requires special medical attention, or puts other children at risk.
- **You will be billed for your child's sick days.**
- Happy Hearts Daycare will only administer medication after a Medical Release Form has been signed and approval has been given by the parent/guardian(s).
- **LICE**
 - If your child is found to have lice, **you will be notified and they must be picked up as soon as possible.** All parents will be made aware, and we ask that everyone makes sure they come back to the daycare lice-free.
 - We recommend generally brushing children's hair back and up when coming to the daycare

COVID-19 POLICIES AND GUIDELINES

Due to the existing COVID-19 pandemic, these are the policies and procedures that Happy Hearts Daycare will be following so as to keep our children, families, and staff safe:

- Children who present symptoms of a fever over 99.1 degrees, cough, hoarseness, runny nose, or vomiting will not be permitted into the daycare. (No exceptions.)
- If your child has been out of the state or country, your child needs to quarantine for two weeks (fourteen days) and show a negative test in order to return to the daycare.

- Parents/guardians need to immediately report if your child or anyone in their household was exposed to COVID-19. For their safety and the safety of our other children, your child needs to quarantine two weeks (fourteen days) and show a negative test in order to return to the daycare.
- During this time, please do not bring any unnecessary items from home into the daycare. All items coming from outside will need to be disinfected.
- Children need to bring a clean mask daily. In cases of emergencies we can provide a disposable mask for the day.
- Children two years and under are not required to wear a mask. We strongly encourage that children three years and older practice wearing their masks throughout the day, for as long as they feel comfortable.

MEALS

- Happy Hearts Daycare will provide breakfast, snack, lunch, and snack. Families with infants and children who have special food requests or require formula, infant cereal, or any specialized foods must supply it themselves, and we will prepare it for your child.

SUPPLIES / WHAT TO BRING

- Each child at Happy Hearts Daycare will be given a cubby for their supplies. **Please be sure to label all of your child's items with their name.**
- Required items include:
 - One (1) change of clothes and one (1) bottle or cup
 - We will not be changing children's outfits. Change of clothes is for accidents or emergencies ONLY (excluding newborns and infants)
- If your child is not toilet trained, please include:

- Diapers / Wet Wipes / Diaper Ointment (optional)
- Optional items include:
 - Blankets, pacifiers, or one special toy
- Please do NOT bring:
 - Books or toys (we have plenty for your child at Happy Hearts Daycare)
 - Any expensive or valuable items
- We assume no responsibility for lost items and will not be held responsible for any damage or loss.
- Families will be notified in advance when additional supplies are required.

DISCIPLINE

- Happy Hearts Daycare will not use any corporal punishment or any means of abusive discipline.
- If you have any special concerns about discipline, or your child's behavior, we are available to discuss them at any time - and we encourage it! Raising our kiddos takes a village!

DROP OFF, PICK UP, AND TRAFFIC RULES

When dropping off or picking up your child,

- **Please respect your contracted hours.** The hours you put down are the hours we're expecting you, so please respect our staff and day-schedule by arriving at your scheduled time, or letting us know in advance if your child needs to be dropped off earlier or later.
- Please be patient with us when picking up your child(ren) – we have a camera, so we're alerted when you're at the front door.
 - **PLEASE DON'T RING THE DOORBELL!**

- Please only knock if it's been longer than three minutes and you haven't heard from us inside.
- **And please don't forget to sign your child in and out;** this includes making sure that whoever is picking up your child is aware and on top of this!
- Please be respectful of our neighbors, other families parking to pick up their child, and street-cleaning days.
 - **PLEASE do not block our or our neighbors' driveways!**
 - **Street-cleaning days:** Tuesdays (on our side of Bartolo Ave.) and Mondays (across the street) 7:30 a.m. to 12 p.m.

VISITS, TRANSPORTATION, AND CHILD RELEASE

- While we welcome all visits, we ask that families **please be considerate of our schedule and the children's space.** The facilities (bathroom included) are for **children and staff only**, and entering the space means entering our kids' play, eating, or nap time.
- Happy Hearts Daycare **only** provides transportation to and from these schools:
 - Fremont Elementary
 - Humphrey's Elementary
 - La Merced Elementary
 - Repetto Elementary
 - Cases in which emergency assistance is needed will be evaluated on a case-by-case basis.
- Happy Hearts Daycare will **not** release your child to **anyone** who is not on the Identification and Emergency Information Form.

- You must notify us in writing if you wish to release your child to another adult, or if there are any individuals who are not permitted to pick up your child.

APPLICATION

- All forms must be completed and returned to Happy Hearts Daycare before a child enrolls with us.
- All forms -- health, pick-up, etc. -- must be kept up to date and are subject to yearly renewal.
- All families enrolling their child in Happy Hearts Daycare are given a two week trial time. It is during these two weeks that either the parent/guardian(s) or I may terminate enrollment for whatever reasons at any given time.
- Children are officially enrolled with us after this two-week period. If you wish to terminate your child's enrollment, or if we wish to terminate a child's enrollment, a two week notice is required.
- Any modifications or changes to this contract or to the parent/guardian's information (including address, phone number, hours, and those authorized to pick up your child) will be made in writing and MUST be signed by both Happy Hearts Daycare and the parent/guardian(s) of the enrolled child.
- It is the parents'/guardians' responsibility to report any changes in address, phone number, working hours, and information about authorized pick-up.

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Health Policy

MORNING SCREENINGS

A brief health exam will be held each day to make sure each child is well enough. If your child doesn't appear well, we will ask you to take your child home.

- If you have already left the child in our care when we see they are not well enough, we will call you and ask that you pick your child up immediately. If you cannot be reached, we will contact those listed on your Emergency Contact list.
- We assure you that we will make your child as comfortable as possible, in an isolated area, while they wait.

VACCINATIONS

The child must have all immunization records up to date. Happy Hearts Daycare not only requires a copy of the original vaccination card for our own records, but we also require that **all and any immunization updates be submitted to us as soon as they are completed.**

MEDICATIONS

If your child is taking any prescription or over-the-counter medication, the following is required:

- Medication must be contained within the original prescribed bottle with an unaltered label, along with the child's name, date, and dosage

- The parent must fill out and leave with us a copy of an authorization form that allows Happy Hearts Daycare permission to administer medication to your child
- Only an authorized Happy Hearts Daycare employee can administer it
- Please give the form and all medication only to an authorized employee, first thing in the morning
- Never leave ANY type of medication, salve, ointment, etc. in your child's cubby!

ALLERGIES

- Please notify us of any known allergies AND sensitivities your child has to food, medication, etc.
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- If your doctor diagnoses your child as having an allergy, please provide us with a note from the physician immediately

ILLNESSES AND EXCLUSION

If your child develops a contagious illness, please notify us immediately. We will have to contact the families of other children who may have been exposed. Children with the following symptoms will NOT be permitted to enter:

- Fevers / ear temperature of 99.1 or greater, accompanied by changes in behavior and other fever symptoms
- Signs of severe illness including lethargy, irritability, persistent crying, difficulty breathing, and uncontrollable coughing

- Uncontrollable diarrhea or vomiting (two or more times within the past 24 hours, unless vomiting is due to a non-communicable condition and the child is not in danger of dehydration)
- Mouth sores with drooling, unless the child’s physician states that the sores are not infectious
- Rash with fever symptoms and behavioral changes, unless the child’s physician has determined the illness is not communicable
- Purulent conjunctivitis, also known as pink-eye. Symptoms include eye discharge, matted eyelids after sleep, and possible eye pain or redness. A child with pink-eye will not be permitted until after 24 hours of treatment.

Any child who has been absent due to such communicable diseases **will not be re-admitted into our care** until we are assured that they no longer have such diseases, and parents **MUST provide a doctor’s note.**

I have read, understand, and agree with the terms and conditions of this contract with Happy Hearts Daycare.

	/	
Parent Name	Parent Signature	Date

Rocio Campos	Date

Campos Family Childcare

Happy Hearts Daycare

EMERGENCY SERVICES AUTHORIZATION



I give authorization to Happy Hearts Daycare to call the ambulance in case my child is in need of any emergency care and understand that I will assume full responsibility of any charges made by such service. I will also **provide a copy of my child's medical insurance card.**

Initial: _____

TRANSPORTATION PERMISSION SLIP



I give Happy Hearts Daycare permission to provide transportation **before/after school** to my child together with other children under their care OR **during school** in the case of field trips/related activities.

Initial: _____

PHOTOGRAPHY PERMISSION SLIP



I give Happy Hearts Daycare permission to take photographs of my child during activities and/or trips in the event that I am not present, as well as use these photographs solely in representation of and in promotion of Happy Hearts Daycare

Initial: _____

THE EFFECTS OF LEAD BROCHURE FORM

I, _____, parent/guardian of _____
have received the Effects of Lead brochure from Rocio Campos (licensee's
name), Director of Campos Child Care DBA Happy Hearts Daycare License
#198020501.

_____ / _____	_____
Parent Name	Parent Signature
	Date

_____	_____
Rocio Campos	Date
Campos Family Childcare	
Happy Hearts Daycare	