Policy Highlights August 2025

There may be changes to these policies if we receive notification from OCDEL, DOH or CDC. We are doing our Best to maintain a healthy environment to remain Open for our families.

**Hours**- We will **Open at 6:15 AM** and **Close at 5:30 PM**

Drop off times will only be at 6:15 AM- 6:30 AM

7:00 AM- 7:30 PM

8:00 AM- 8:30 PM

9:00 AM- 9:15 AM

**YOU WILL STILL NEED TO SUBMIT A SCHEDULE!**

**No other drop off times will be available**.

**Doors LOCK 15 to 30 minutes after dropping off**

**This will be enforced due to staff schedules and the start of Preschool class time.**

**PLEASE BE ON TIME FOR YOUR SCHEDULED DROP OFF TIMES.**

**Entering the building**

No parents will be permitted into the building unless there is an emergency or special circumstances. There are staff who will come to each of the daycare doors to take your child.

The children wash their hands upon arrival to their classroom.

**No one will be permitted into the facility after 9:15am**.

**Doctors Appointments**-

If your child has a doctor’s appointment in the morning, they will be permitted to enter the building until 10:30 am with a written excuse from the Dr. stating you may return to the facility. **After 10:30am, there is NO ADMISSION**.

**Daycare Items**

We will wash all bedding weekly.

Diapers should be in full unopened packages.

No Car seats will be permitted into the building.

**Health Check**

**Illness**- If your child has a rash, runny nose with colored discharge, a deep cough, vomiting, diarrhea and/or a fever, please keep them home for the day, if they develop an illness at daycare, we will provide a mask.

**Temperatures**- If needed we will take your child’s temperature. We will call you if the temp. is above 100.4 Pictures will No Longer be sent. If your child is sent home with a temperature over 100.4, they will need to be out of care for **48** hours and return fever free **WITHOUT** medication.

If a child is sent home vomiting or with 2 diarrheas, NO FEVER they must stay out for **48** hours.

**Please do not request pictures to be sent of the Thermometer or bodily fluids via brightwheel.**

**If one child in a family is home ill or we send a child home ill, siblings will NOT be permitted to attend.**

**The policy is all children are out of care for 48 hours and can return symptom and fever free without medication.**

**Return to care notes MAY be required to return**

**MINIMUM DAYS**

There is a 3-day minimum for all children in the facility.

You will always pay for all days scheduled.

**BILLING and PAYMENTS**

**We only accept payments through the Brightwheel app. ALL fees are due regardless of attendance. Billing Credit will not be given for any missed days for any reason.**

**Payment Late Fee is $25 if payment is not received by due date at 5:30pm**

**Over 10 hours of care is $10 for additional hour of care**

**LATE PICKUP FEE- ANY PICK UP AFTER 5:30 pm will result in a $25 per child fee.**

**Brightwheel credit card and ACH fees—Please refer to Brightwheel site.**

**Cancel Policy-** If you need to cancel your child for the day, you may send a brightwheel message, email or call. **If you keep 1 child home, all siblings must stay home.** If 1 child stays home for a well appointment, the siblings may come, please provide an excuse from the Dr. for the appointment.

**THERE IS NO CREDIT GIVEN FOR TIME MISSED CHILDCARE DAYS**

**CLEANING PROCEDURES-**

Bathrooms are checked several times daily and cleaned daily

Classrooms are cleaned while children are outside or in the gym and at the end of the day

Tables and chairs are wiped down after AM and PM snack, lunch, and table activities

Bedding is washed weekly

Playground equipment is sanitized daily

**Covid 19 Policy**- **If your child tests positive for Covid, they are required to be out of childcare for 5 days**

**These Policies are subject to change if needed. We will let you know of any changes.**

**--** **If you or someone in your family has tested positive or is awaiting test results for Covid, your child is not permitted in the facility. If your child is not permitted in school due to exposure, your child is not permitted in the daycare facility.**

**NOTIFICATION OF COVID OUTBREAK POLICY- When we are made aware of a child/staff are Covid positive, will then notify all staff and parents through email and Brightwheel.**

**FOOD- We will no longer be providing lunch on Fridays.**

**Please pack DAILY! We have refrigerators to store cold food and drinks.**

**Water will be served with all snacks**

We are committed to providing the best care and a safe, supportive environment for all children. These updates are designed to improve communication, ensure compliance with state and stars guidelines, and enhance the overall experience for our families and staff.

   These policies will go into effect on **September 1st, 2025**.

**There will be No Negotiations**! Please do not call to make other arrangements for our policies.