



**Policies and Procedures  
Parent Handbook**

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### **About Us**

The J's Place is a state licensed small family child care home that provides care to children ages 2 to 5 years old. Our goal is to provide excellence in our program, a safe environment, and enjoyable activities every day. We believe our program will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child here at our home daycare.

### **Curriculum & Activities**

Our curriculum is play-based and developmentally appropriate. We are inspired by curriculums, such as Montessori and Reggio Emilia. We try to implement ideas from these curriculums where we see fit. We have a strong focus on social emotional development and allow children the time and space to play, be creative, and collaborate with others.

Throughout our program we allow for various sports activities, musical instruments, dance and movement, sensory play, group games, and much more. You can find out more about Play Based Learning on our website.

We want our children to learn, play, and grow in a safe, loving environment. We want our daycare to be one that children love attending and parents love visiting.

### **Rates and Registration**

**\*\*Registration fee of \$50.00 per family each year\*\***

**Part-time  
(2 days a week Tuesday/Thursday)  
7:30AM-4:30PM  
\$795**

**(3 days a week Monday/Wednesday/Friday)  
7:30AM-4:30PM  
\$995**

**Full-time  
(5 days a week Monday-Friday)  
7:30AM-4:30PM  
\$1,395**

### **Discounts**

We offer a 10% Discount for siblings.

### **Payment and Late Fees**

The J's Place accepts checks, cash, and money orders. You can also make a credit card payment through the app Brightwheel. Payment is due on the 5th of each month. If tuition is not paid by 6th at closing time, a \$10.00 late fee will be charged to your account on the 7th and will be charged \$10.00 per day until paid. Children with a past due balance will not be allowed to attend the following week unless the past due balance is paid in full. No account will be held for more than one week. We do not carry balances. If for any reason you decide to withdraw your child from our center, a two week notice is required.

**\*Parents are paying for their reserved spot in the program, not days of attendance.  
We do not offer half day rates or discounts for children picked up early. \***

If a check is returned to us for any reason, a \$35.00 fee will automatically be charged to your account.

Pick up time is 4:30 P.M. However, we do offer a buffer period until 4:40 P.M. After 4:40, A late charge of **\$1.00 per minute and per child**, will be charged to all parents who do not have their children picked up by closing. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. If you know you are going to be late for any reason please let us know ahead of time.

### **Admission Requirements**

The J's Place accepts children ages two to five years old. Our daycare operates from July 5th, 2022 until June 2nd, 2023. Monday thru Friday, 7:30AM to 4:30 PM.

To enroll in our daycare, you must provide the following required documents: enrollment papers, current immunization record, registration fee.

If during your child's stay with us, there is a change of employment, home address, or telephone number, it is the parent's or legal guardian's responsibility to notify the daycare management in writing of such changes. We must be able to contact a responsible parent/guardian at all times during the normal hours of operation of the daycare.

The J's Place admits students of any race, color, religion, nationality, and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at our program. It does not discriminate on the basis of race, color, religion, nationality, or ethnicity in administration of its educational policies or admission policies.

### **Holiday & Vacation Closings**

We are closed for the following holidays: Labor Day, Veterans' Day, Thanksgiving Holiday (Nov 24/ Nov 25), Winter Break Holiday (Dec 26-Jan 6), Dr. Martin Luther King, Jr. Day, Presidents' Day, Spring Break (Apr 3-7), Memorial Day Holiday. If we close for any other reason, you will be given at least two week prior notice. This year we will also be closed August 5th 2022 and August 8th 2022 for personal reasons.

Since we are working with exposure to many families and especially children, it is likely that we the staff may become ill on occasion. If the provider becomes ill and does not have adequate staff to cover, we reserve the right to close for up to (5) paid sick/personal days per calendar year. Tuition will still be required.

### **Prorated Tuition**

We do not offer prorated tuition for the closed dates listed in our yearly calendar. However, if a student's enrollment start date is after the 1st week of the month, we will prorate the 1st month's tuition for that first month only.

### **Daily Rate**

We offer a \$120 daily drop in rate for enrolled families only. This is separate from the monthly tuition and based on availability. A 24 hour notice is required and payment is due by 7:30am of the requested day. Payments can be made through Brightwheel or families can submit payments with cash, check or money order.

### **Inclement Weather**

We follow Saddleback Valley Unified School District for inclement weather closings. If Saddleback Valley Unified School District is closed, we will also be closed. We will send out a text and email to all families as soon as the decision has been made.

### **Persons Authorized To Pick-Up**

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. Each authorized person will be responsible for signing in and out the child. If you want a person who is not identified as an emergency/authorized person to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that it is not recognized. Please notify your pick-up person of our policy.

In order to protect your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as emergency and authorized pick-ups. After 2 hours, if we have not been able to reach you or a person listed on an emergency and authorized pick-up, we will call the local child protective services agency.

### **Policy for Drop Off and Pick-Up (Revised for COVID-19)**

Children may be dropped off between 7:30 am and 8:00 am. All families and visitors will only have access to the front door or entry area. Only children and staff who are required for daily operations and ratio will be allowed inside the home.

Parents will sign children in and out each day using the Brightwheel App or parents will sign children in and out each day on the form located by the front door.

Daily temperature checks and health screenings will be performed on all staff and children upon arrival and throughout the day.

Please do not enter the home if you or your child is waiting for test results or has any of the following symptoms:

Fever 100.4 or higher

Cough

Shortness of breath

Difficulty breathing

Respiratory symptoms

Chills

Repeated shaking with chills

Muscle Pain

Headache

Sore Throat

Anyone including all visitors, staff, and children that has a fever 100.4 degrees Fahrenheit or higher or exhibits respiratory symptoms, including cough or shortness of breath will not be allowed to enter and/or stay.

### **Hand Washing, Health & Safety**

Masks for all staff are optional. Masks for children are also optional. Parents with children ages 2 years and older may choose to bring masks for their child to wear. The masks will be kept in their cubby when not in use. The children who have masks will be asked to put on their masks during circle time, and indoor play, and any other time they are in close contact with one another. They will not be forced to wear a mask but rather encouraged. All children under the age of 2 years should **not** wear a mask.

Hand sanitizer will be available at the entrance, so that children and staff can clean their hands before they enter.

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- \* upon arrival in classroom in the morning
- \* before and after eating meals and snacks
- \* after blowing noses, coughing, or sneezing or when in contact with body fluids
- \* after toileting or changing diapers
- \* after returning from outside play

Parents should only bring necessary items from home such as extra clothes, a blanket for nap, and one comfort item if needed.

All parent tours will only be made when there is an opening to fill and by appointment only. All touring parents will be required to wash their hands and encouraged to wear a mask.

### **Cleaning and Disinfecting**

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected.

We have a cleaning/disinfecting schedule for all the toys/centers at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized. Blankets, couch covers, towels, and stuffed animals will all be washed on Fridays.

### **Guidance and Discipline**

Our goal is that children be well cared for. All children will be happy, clean, and fed nutritiously. Our program is especially geared towards fun while each child learns. We strive to make each day a fun, safe, nutritional, and an educationally balanced experience for every child. Our parents are encouraged to discuss any questions or concerns with the provider.

Our personnel **DO NOT**: Inflict corporal/physical punishment, nor physically or sexually abuse any child. Behavior/social emotional support: **First Time:** Redirection of behavior, ex: as pounding play dough or playing with another toy. **Second Time:** Speaking with the child about the behavior, trying to understand what need the child is displaying, and discussing emotions. **Third Time:** Child is encouraged to sit in the calm down corner and find an alternative activity to help with behavior: breathing, reading, drawing. Teacher will be available for support and comfort at all times. This area is not a form of punishment it is to help navigate and work through tough emotions. **If unwanted behavior continues:** We will notify the parent of the behavior and ask about behavior/changes at home.

If the behavior is dangerous to the other children or staff then the the child may be dismissed if the behavior continues. Dismissal is determined by the provider and at the provider's discretion.

The staff is not allowed to shake, jerk, pinch, or handle roughly any child. Our staff will not verbally abuse or humiliate a child that includes but in not limited to, the use of threats, profanity, or belittling remarks about a child or his/her family. Children are not isolated in a dark room, closet, or in any unsupervised area. Mechanical or physical restraint devices to discipline children are prohibited. If for any reason, an employee is caught doing any of the offenses listed, they will be automatically dismissed and reported to the authorities.

### **Child Abuse**

As mandated reporters, we are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the California Department of Social Services.

### **Meals**

Our program will provide morning snack, lunch, and afternoon snack. Water, milk, or milk alternative is served with all the meals and snacks. We also encourage water drinking throughout the day. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

Children should not bring food except in case of allergies or special diets prescribed by a physician. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. However, if a parent or child would like to bring their own lunch, they are welcome to do so. Please let us know in advance if this would be a preference.

Weekly menus are posted on the bulletin board and are available at the end of every week for the next Monday ahead. All food products are purchased weekly, bi-weekly, or monthly. The perishable products are bought fresh weekly. Our meal times are as followed:

AM Snack 8:15 AM  
Lunch: 12:00 PM  
Snack: 3:00 PM

Children that are dropped off after 8:30 AM should have already eaten breakfast. If attending for the day, all children must be here by 11:00 AM. (Exception: Doctor or dental appointment with an advance notice and Dr. excuse when arriving.)

### **Special Needs Children**

If your child has any type of special needs, please notify us. Our program provides for special needs children whenever possible. Please bring a written statement from the doctor that states the type of special needs the child requires.

### **Potty Training**

We do not require the child is potty trained to attend our school. We understand that accidents happen and all children will need at least one change of clothes kept at the daycare. Children will never be punished or humiliated for having an accident in our care. We will follow the parents lead when potty training. Parents will need to provide their own diapers, pull ups, and diaper cream if needed. We do supply unscented wipes.

### **Biting**

Biting is a normal stage of development that is common among infants and toddlers, and sometimes even amongst preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **Rest Time**

Rest time is scheduled from 12:45-2:45pm for ages 2-5 years. While at the daycare, we provide each child with a cot during nap time. Parents must provide a crib sheet and blanket and take it home weekly to be washed and returned. We will not force or prevent your child from sleeping. If your child is not sleeping within 40 minutes of rest time, they will be offered a quiet activity or taken outside to play.

### **Television**

TV is never offered in place of free play or learning activities. The only time any screen will be present is for a small learning clip. (ex: a child is interested in kangaroo pouches, we may show a short clip on YouTube of a joey in a kangaroo pouch.

### **Staff Qualifications**

All staff has the following requirements:

- LiveScan/Background Check
- Current infant and Adult CPR, First Aid, AED Certified
- EMSA Health & Safety Training
- Disinfecting & Sanitation, Communicable Disease Prevention
- Nutrition
- SIDS
- All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

### **Administering of Medication**

Medicine can be administered, but only with written authorization and instructions from the child's parent or legal guardian. An authorization form is provided upon request for any medicine that should be taken. Medicine should be in the original container with the child's name clearly marked on the container. Prescription medicine will be given only to the name listed on the label. If the medicine is for more than one child in the family, it should state both names separately on the bottle. Parents must hand the medicine to the provider or the designated manager in charge when bringing the child and must take the medicine home each night. Medicine is not allowed in the child's bag. We will be glad to administer over the counter medicine according to the directions on the label if a medicine form is completed and the bottle is clearly marked with your child's name. We will not administer fever reducer or any medicine containing fever reducer.

#### **Adverse Reaction to Medication:**

If any staff notices any type of adverse reaction to any medicine or your child has any type of allergic reaction to food or to insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions and you will receive a copy.

### **Immunization**

Immunization is required. All children who attend daycare must have a certificate of immunization form filled out by a pediatrician. Parents must submit a within 30 days of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization; you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

### **Exclusion of Sick Children**

Children with excessive coughing, nausea, vomiting, sore throat, diarrhea, or any other contagious symptoms will be sent home and restricted from returning until 24 hours after symptoms have subsided. Children can only return when feeling completely well; able to play, sleep, eat, and drink as normal.

Children with a fever 100.4 or higher will be allowed to return 24 hours after the fever has subsided without the use of fever reducing medication and no other symptoms. A doctors note may be required based on the discretion of administration.

No fever reducing medication (Tylenol, Ibuprofen, Motrin, etc.) shall be given 8 hours prior to care or while at the center. We will not administer fever reducer throughout the day to keep a child's fever down.

Parents, children, or staff shall not be allowed in the daycare that knowingly have or present symptoms of fever, diarrhea, sore throat, vomiting, or any other contagious symptom.

Children who develop signs/symptoms of COVID-19 or any other contagious illness while at daycare will be separated from others and supervised by a staff member. Parents will be called immediately to come pick up.

### **COVID-19 Cases**

Any parent, child, teacher, or staff member that tests positive COVID-19 using a viral test or has come in contact with someone who has tested positive for COVID-19 should notify the center immediately. Any family or staff member who knowingly has tested positive and hides or masks the information will be subject to termination.

#### **Isolation**

Isolation is used to separate people with COVID-19 from those without COVID-19. People who are in isolation must exclude themselves from all activities outside the home and separate themselves from others at home.

Any parent, child, teacher, or staff member who has tested positive should isolate. Isolation starts from either the first day that symptoms of COVID-19 started or if an individual never develops symptoms, the day they tested positive for COVID-19 (this is day 0).

Isolation for 10 days is the safest option, but an individual can return after 5 days of isolation if they meet the following conditions:

Individuals **with** symptoms may discontinue isolation when:

- At least 5 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved.

Individuals **without** symptoms may discontinue isolation when:

- At least 5 days have passed since the positive test and they remain asymptomatic.
- If they later develop symptoms, they should follow the guidance for symptomatic individuals above.

Any Individuals who leaves isolation earlier than 10 days should continue to wear a well-fitting mask around others for the remainder of the 10 days.

Individuals who are unable to wear a mask, including children less than 2 years of age, will need to isolate for the full 10 days.

#### **Exposure**

Exposure is having contact with someone infected with the virus that causes COVID-19 in a way that increases the likelihood of getting infected with the virus. A close contact is generally someone who was:

Within 6 feet of someone with COVID-19 (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes)

#### **Quarantine**

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others. This is to prevent a person who may become sick from exposing others.

Who should quarantine:

- Individuals who have been exposed and **are not vaccinated** or who are not up to date on their COVID-19 vaccines.

Who does not have to quarantine:

- Individuals who have been exposed **and are up to date on their COVID-19 vaccines,**
- Individuals **with confirmed COVID-19 within the last 90 days** (i.e., tested positive using a viral test).



A 10 day quarantine is the safest option, but an individual can return after 5 days of quarantine if they meet the following conditions:

- Individuals do not develop symptoms and after 5 full days have passed since the most recent exposure.

Any individuals who leaves quarantine earlier than 10 days should continue to wear a well-fitting mask around others for the remainder of the 10 days (days 6-10). Individuals who are unable to wear a mask, including children less than 2 years of age, will need to quarantine for the full 10 days.

During quarantine, all individuals should monitor their health and seek testing and isolate immediately if symptoms develop.

Even if an individual remains asymptomatic, it is recommended to seek testing at least 5 days after the most recent exposure.

In the event of a positive case of COVID-19, all staff and parents will be notified immediately. All affected rooms will be cleaned and disinfected. All children and/or staff exposed will not be allowed to return for a minimum of 5 days. All the above criteria must be met. Payment of half tuition will be required to hold all spots while the center is closed or your child is absent.

Remember to use extra precautions. Attending large gatherings and traveling increases the risks of contracting and/or spreading the disease. Please know that our center's number one priority is the safety of our children, staff, and parents. We have the right to ask anyone we choose to stay home for 14 days if we feel it is necessary.

Although, we will take all the necessary precautions to keep everyone healthy and safe, there is always a chance that any child, staff, or family member could contract COVID-19 or any other illness. This is a chance we are all taking by leaving our homes. Please know that although we greatly care for each and every child, staff member, and family, we cannot be held responsible in the event that you or your child become ill.

### **Written Parental Authorization**

We must obtain written authorization from the parent/legal guardian before their children participate in routine transportation, field trips, special activities away from the daycare, and water related activities occurring in water more than 2 feet deep. The children will never have access to the pool located in our backyard. The pool is secured with an in ground gate and 5 feet high. The gate contains 2 locked entrances, these will remain locked at all times children are present.

### **Emergency Plans**

Our program shall conduct drills for fire, earthquake or other emergency situations. The fire drills will be conducted monthly and emergency situation drills will be conducted every six months.

The following procedures will be followed in the circumstances listed below:

**Medical Emergency:** In the event of an emergency with your child, parents will be called, and if necessary the child will be transported by ambulance to the nearest hospital.

**Fire:** Get the children out of the house, meet at the designated safe place as far away from house as possible, and conduct a head count to ensure all children are safely out. Call the Fire Department, call the parents, and call Child Care Services within 24 hours.

**Wild Fire:** Staff has local updates set on their phone regarding wild fire evacuations. Parents will be notified immediately if a wild fire is near our proximity.

**Earthquake:** Remain calm. Move the children into a hallway or interior room away from windows. In case, have the children place their heads between their knees under a door or table.

**Loss of Electrical Power:** Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time. The home is equipped with solar panels and the batteries should provide extra time for power if needed.

**Loss of Water:** Have bottled water available for drinking purposes. Call the Water Department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

**Serious Injury to a Child:** Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Child Care Services within 24 hours.

**Loss of a Child:** Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area.

**Death of a Child:** Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to Child Care Services within 24 hours.

Our complete written plan for handling emergencies is available upon request.

#### **Parental Access**

Parents may access the entry area when dropping off and picking up their child. Parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with infants, toddlers, and nonverbal children.

#### **Notification of The Existence of Firearms In The Home**

Our home does not currently contain any firearms. Notification of the existence of a firearm in the family child care home will be communicated to parents. Firearms shall be stored so they are not accessible to children.

#### **Notification of Changes In Composition of Household**

Notification of any changes in the regular composition of the household will be given to parents. Parents will be given notification of anyone regularly on the premises, including, but not limited to, spouse, friend(s), relative(s), or significant other(s). All people over the age of 18 residing in the household or regularly on the premises will be required to undergo a criminal history records check.

#### **Notifications of Others Providing**

Parents will be given notification of the names of any other caregiver, their responsibilities, and the names of the persons who would be called upon in an emergency. Additional staff will receive orientation regarding these rules; the provider's policies regarding injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs.

#### **Household Pets**

We currently have a Golden Retriever, Bubba. During school hours he is in an area away from children at all times. He does live inside the home when the children are not present. Bubba never has access to the childcare space during the time he is inside. He is friendly, loving, and vaccinated in accordance with the requirements of the local county Boards of Health. Proof of vaccination will be kept on file in the home.

**Prohibited Substances**

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

I have read and agree to the following policies for The J's Place Policies and Procedures Parent Handbook.

Parent Print \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_