BRIGHTLY DAYCARE

MURRIETA, CA

SHAPING BRIGHT FUTURES

OUR PROGRAM

Our play-based program is designed for children ages 12 months to 8 years and includes age-appropriate activities that promote school readiness while making learning fun.

DAILY LEARNING EXPERIENCES

Circle time

Building community, sharing & listening

Arts & crafts

Encouraging creativity and self-expression

Sensory play

Exploring textures, colors & materials

Music and movement

Developing rhythm, coordination & joy

Story time

Building imagination and language skills

STEM exploration

Discovering, building & problem-solving

Fine and gross motor activities

Strengthening muscles and coordination

Outdoor play

Encouraging physical activity and nature

Dramatic/ pretend play

Using imagination and social skills

Early literacy and math activities

Building early reading and math concepts

WHAT CHILDREN LEARN

Social and emotional skills
Learning to care, share and build relationships

Independence and self-help skills
Building confidence in daily routines and responsibilities

Communication and language development
Expressing thoughts and understanding others

Problem-solving and critical thinking
Exploring, questioning and finding solutions

Creativity and imagination
Encouraging original ideas and play

Early reading and math concepts
Building strong foundations for school success

Healthy habits and routines
Promoting good choices for a healthy body and mind

FIRST WEEK (5-DAY) TRIAL PERIOD

All new enrollments begin with a first week (5-day) trial period to ensure that Brightly Daycare is a good fit for both the child and our program.

- During this time, we will observe your child's adjustment, behavior, participation, and ability to follow our routines.
- At the end of the trial period, we will determine whether enrollment will continue based on the child's adjustment and our ability to meet their needs.
- This helps us provide the safest, happiest environment for all children in our care.

5 DAYS TO SHINE!

MON	TUE	WED	THU	FRI
✓	✓	✓	✓	✓

Our goal is to help every child feel happy, comfortable, and confident so they can learn and grow!

At Brightly Daycare, we are committed to creating a caring, fun, and enriching environment where children can learn through play, build confidence, and develop a lifelong love of learning.

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Enrollment contract

Nurturing In-Home Child Care

ENROLLMENT CONTRACT

Welcome to Brightly Daycare! We are delighted that you've chosen us to care for and nurture your child. This contract outlines the agreement between the daycare provider and the parent/guardian, ensuring clarity and understanding of our policies, procedures, and expectations

PARENT/GUARDIAN INFO

Parent/Guardian Name: _____

Child's Name: _____

Phone Number: _____ Email: _____

Address: _____

CHILD CARE SERVICES & HOURS

START DATE: _____

Attending Days

Mon	Tue	Wed	Thur	Fri	Sat	Sun

Program Type: ☐ Full-Day ☐ Part-time ☐ Drop-ins

TOTAL DAYS PER WEEK:

POLICIES ACKNOWLEDGMENT

I have read and agree to the policies, procedures, and expectations outlined by Brightly daycare. I understand the terms of this agreement and will adhere to the guidelines provided.

Parent/Guardian Signature: _____ Date: _____

DAYCARE POLICIES

To ensure a safe, nurturing, and productive environment for all children, we have established the following policies. These guidelines outline expectations and procedures for both parents and staff at Brightly daycare.

ARRIVAL AND DEPARTURE

- Hours of Operation: 7:00 am to 5:30pm.
- Children must be signed in and out daily by a parent or authorized guardian.
- Notify us in advance if someone other than the listed guardian will be picking up your child. A valid photo ID will be required.

ATTENDANCE

- Please inform us of your child's absence
- Regular attendance is important for your child's development and routine.

EARLY DROP-OFF & LATE PICK-UP POLICY

Children may only be dropped off and picked up during their scheduled hours unless prior arrangements have been made.
• Early drop-off and late pick-up are subject to availability and provider approval.
• A fee of $15 after 5:30 pm then $1 per 1 minutes will be charged for unauthorized early drop-offs or late pick-ups.• Repeated violations may result in a schedule review or termination of care.
Thank you for respecting our program hours and helping us maintain a smooth schedule for all families.

BEHAVIOR AND DISCIPLINE

- Our approach to discipline is positive and supportive, focusing on redirection and teaching problem-solving skills.
- Physical punishment, shaming, or yelling are strictly prohibited.
- Parents will be informed if recurring behavioral challenges arise, and a collaborative plan will be developed to address them

HEALTH AND FITNESS POLICY

- Children showing symptoms of illness (e.g., fever, vomiting, diarrhea) must remain at home until symptom-free for 24 hours.
- Notify us immediately if your child contracts a contagious illness.

- Medications will only be administered with a signed permission form and must be in the original labeled container.

HANDWASHING:

Children and staff must wash their hands thoroughly with soap and water before and after meals, after using the bathroom, after outdoor play, and after any activities involving shared materials.

IMMUNIZATIONS:

Children must have up-to-date immunizations as required by state law to attend daycare. Proof of vaccination is required for enrollment.

FIRST AID:

Staff will be trained in CPR and first aid. A fully stocked first aid kit will be available at all times. Any injuries or accidents will be documented and parents will be notified immediately.

NUTRITION AND MEALS

PARENT-PROVIDED MEALS

Parents must provide a labeled lunchbox if you decide to supply meals for your kids. Provide meal that includes a variety of fruits, vpegetables, whole grains, and proteins.

MEALS AND SNACKS BY THE DAYCARE:

Meals and snacks provided by the daycare will follow nutritional guidelines, focusing on fresh, whole foods to support children's growth and development.

NAP/QUIET TIME

- A daily nap or quiet time will be scheduled from 12:30-2:30pm.
- Children are encouraged to rest but will not be forced to sleep. Quiet activities will be provided for non-sleeping children.

PERSONAL BELONGINGS

- Please provide a labeled bag with extra clothing, diapers, wipes, and other essentials.
- Toys from home are discouraged unless specified for special events or comfort purposes.
- The daycare is not responsible for lost or damaged items.

COMMUNICATION

- We maintain open communication with parents through text/call and daily reports.

PARENTAL INVOLVEMENT

- Parents are encouraged to participate in special events.
- Suggestions and feedback are always welcome to improve our daycare environment.

PAYMENT POLICY

PAYMENT SCHEDULE

- Payments must be made weekly in advance. Monday before drop-off.
- Payment covers the agreed-upon schedule detailed in the Enrollment Contract.
- Accepted payment methods includes: Cash,Venmo, zelle or credit card(additional fees applied)

DELINQUENT PAYMENT AND COLLECTION POLICY

Payments not received by the due date are subject to a late fee as outlined in the childcare agreement. (Late fee $15 the day after due date and $10 per day onwards)
If the outstanding balance, including any applicable late fees, is not paid within 5 calendar days of the due date, the account may be referred for collection through Small Claims Court or other legal means.

In the event legal action is required to recover unpaid childcare fees, the client agrees to be responsible for:

- The full outstanding balance owed
- All accumulated late fees
- Court filing fees
- Service of process fees
- Any other court-awarded costs associated with collecting the debt

Failure to pay on time may also result in immediate termination of childcare services and forfeiture of the child's enrollment space.

REFUNDS AND ABSENCES

- Refunds: No refunds will be issued for days when the child does not attend due to illness, vacation, or other absences.
- Holidays and Closures: Tuition remains due during holidays or emergency closures unless explicitly stated otherwise.

RECORD OF PAYMENTS

- Receipts will be provided upon request for all payments made.
- Year-end statements for tax purposes will be available by January 29

PART-TIME & DROP-IN CARE POLICY

Part-Time Enrollment Policy (2–4 Days Per Week)

Children enrolled on a part-time schedule are assigned specific days based on the agreed enrollment schedule. These reserved days are held exclusively for your child, and those spots are not offered to other families.
Part-time schedules are considered fixed schedules and may not be changed from week to week based on convenience or availability.
Tuition is due for all scheduled days, whether or not the child attends.
No credits, refunds, or make-up days will be provided for missed scheduled days.
Any permanent schedule change requests must be discussed in advance and are subject to availability.

Drop-In Care Policy

Drop-in care is offered based on availability and must be scheduled in advance.
Once drop-in days are confirmed, payment is expected for the reserved dates.
Cancellations must be made at least 24 hours in advance to avoid charges.
If less than 24 hours' notice is given, payment will still be required for the agreed reserved day(s).
Repeated last-minute cancellations may affect future drop-in availability.
Thank you for understanding and respecting these policies. These guidelines help maintain consistent scheduling and availability for all enrolled families.

TERMINATION POLICY

PARENT-INITIATED TERMINATION

Termination Policy
A two-week written notice is required for termination of childcare services by either party. Families who choose to withdraw their child from care must provide at least two weeks' notice.
Payment for the final two weeks is required regardless of attendance during that period. If proper notice is not given, families will still be responsible for payment equivalent to two weeks of tuition.
Childcare spots are reserved specifically for each enrolled child; therefore, advance notice helps allow time to fill the space.

DAYCARE-INITIATED TERMINATION

The daycare may terminate services for:

- Non-Payment: Repeated failure to pay fees.
- Behavioral Issues: Ongoing behavior that endangers others after interventions.
- Policy Violations: Non-compliance with daycare policies or health guidelines.
- Health and Safety Risks: If a child poses risks that cannot be reasonably accommodated.

Parents will receive written notice and, when possible, a timeline for transition.

IMMEDIATE TERMINATION

Immediate termination may occur for:

- Violent Behavior: Actions endangering others by the child or parents.
- Severe Policy Breach: Falsified information or major non-compliance.

FINAL ACCOUNT SETTLEMENT

A final account statement will detail any outstanding balances, refundable deposits, or adjustments. All balances must be settled within 5 days.

ALL ABOUT ME

My name is:

I am old

This is me:

My family is the best because:

I love to:

My favorite food is:

When I grow up, I want to be:

3 THINGS THAT MAKE ME SMILE:

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7:00 – 8:00 AM **Arrival & Free Play**;exercise or kids yoga

8:00 – 8:30 AM **Breakfast**

8:30 – 9:00 AM **Circle Time Songs** (Calendar,weather,story)

9:00 – 9:20 AM **Diaper change/restroom**

9:20 – 10:15 AM **Learning** (coloring, arts&crafts,numbers & letters)

10:15 – 11:00 AM **Outdoor/Gross Motor** (Playground, bubbles)

11:00 – 11:30 AM **Structured Play**

11:30 AM – 12:15 PM **Lunch**

12:15 PM – 12:35 PM **Diaper change/restroom**

12:35 – 12:45 PM **Wind Down**

12:45 – 2:45 PM **Nap/Quiet Time** quiet activities

2:45 – 3:15 PM **Afternoon Snack**

3:15 – 4:00 PM **Outdoor Play**

4:00 – 4:20 PM **Diaper change/restroom**

4:20 PM – 5:10 PM **Afternoon Learning**

5:10 – 5:30 PM **Pick-Up**

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DATE:

MENU

	BREAKFAST	LUNCH	SNACK
MON	CEREAL BANANA MILK	NUGGETS FRIES APPLE JUICE/WATER	CHEESE CRACKERS MILK
TUE	OATMEAL FRUITS MILK	PIZZA APPLE JUICE/WATER	CELERY PEANUT BUTTER RAISINS
WED	BANANA PANCAKES MILK	SANDWICH FRUIT JUICE/WATER	CARROT STICKS CRACKERS MILK
THU	CEREAL ORANGES MILK	CHICKEN & RICE VEGGIES JUICE/WATER	COOKIES BANANA MILK
FRI	TOAST PEACHES MILK	RAVIOLI CORN JUICE/WATER	CRACKERS CHEESE MILK

CLOSURE DATES

Our Family Child Care Home will be closed on the following holidays:

New Year's Day.	January 1-CLOSED
Martin Luther King Jr. Day	January 19-CLOSED
Presidents' Day	February 16-CLOSED
Memorial Day	May 25-CLOSED
The day before Independence day	July 3-CLOSED
Labor Day	1st Monday in September-CLOSED
Thanksgiving Day	4th Thursday in November-CLOSED
Christmas Eve	December 24-CLOSED
Christmas Day	December 25-CLOSED
New Year's Eve	December 31-CLOSED

To ensure the best quality care for your children, the provider is allowed to take up to 10 wellness / mental health days per year. These days are set aside for rest, personal wellness, or professional development, allowing the provider to recharge and maintain a safe, nurturing, and high-quality environment for your children.

Important Notes:

Advance Notice: Parents will be notified at least 2 weeks in advance of any scheduled wellness day.

Tuition: Regular tuition may apply, as these days are part of the annual schedule. Any exceptions will be communicated in advance.

Planning: Wellness days are scheduled throughout the year to minimize disruption to families.

Thank you for your understanding and support in maintaining a healthy and positive environment for all children.

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PHOTO RELEASE FORM

PERMISSION TO USE PHOTOGRAPHS

Child's name:

I GIVE PERMISSION FOR MY CHILD'S PHOTOS/VIDEOS TO BE TAKEN DURING DAYCARE ACTIVITIES.
PLEASE CHECK ONE:
□ YES, I ALLOW PHOTOS/VIDEOS TO BE USED (INCLUDING SHARING WITH PARENTS AND ON SOCIAL MEDIA)
□ NO, I DO NOT ALLOW MY CHILD'S PHOTOS/VIDEOS TO BE USED PUBLICLY
I UNDERSTAND PHOTOS WILL BE USED RESPECTFULLY AND NO PERSONAL INFORMATION WILL BE SHARED.
PARENT/GUARDIAN NAME: _____
SIGNATURE: _____
DATE: _____