

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.

FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION

Family Child Care (FCC) is provided by the home of a licensed provider for up to eight children with one adult or up to 14 children with one adult and one assistant. FCC homes provide a home like setting. Making sure that the licensed FCC homes are providing safe care is the job of the licensing agency, the parents and the provider.

HEALTH and SAFETY CHECKLIST

You should check for basic health and safety practices in the home. Your FCC Provider, by state law and regulation, must do the following:

- Get a license from the local licensing agency.
- Provide care to no more than eight children (with no more than two children under age 2) or 14 children with an assistant (with no more than 3 children under age 2).
- Make sure the home has heat in cold weather and is cool in hot weather.
- Keep detergents and cleaning products out of children's reach.
- Make sure swimming pools are fenced or have a pool cover.
- Baby gates must block stairs in facilities when children less than five years old are in care.
- Store guns, other weapons, and poisons in locked areas.
- Have an emergency plan in case of fire or earthquake.
- Keep an emergency information card on every child in care.
- Keep a fire extinguisher and working smoke alarm in the FCC home.
- Provide a smoke free environment.
- Not use baby walkers, bouncers or similar items.

WHAT SHOULD THE FAMILY CHILD CARE HOME PROVIDE?

You should get answers to these questions before placing your child in the home:

- Is the home clean and safe?
- Are there enough toys and games?
- How will my child be disciplined? (**Spanking, hitting, slapping, shaking and so forth are not permitted in licensed homes.**)
- What meals will my child be given?
- How will the food I bring be stored and prepared?
- Is there enough room (*indoor and outdoor*) for my child to play?
- What activities are planned for my child?
- How will my child be cared for when he or she gets sick?
- How many other children will be in care?
- What ages are the other children?
- What are the sleeping/napping/rest arrangements?
- How will I find out if my child is hurt or injured while in care?

DISCUSS THE FOLLOWING WITH THE PROVIDER:

- **Setting times** for arrival and pickup.
- **Bringing items** from home (*food, toys, change of diapers, change of clothes, toothbrush, infant furniture, and so forth*).
- **Providing instructions** for giving medicines or special food.
- **Providing telephone numbers** for home, work, spouse's work, doctor and neighbor.
- **Providing a list of names** and telephone numbers of people who may pick up your child.

GOOD CHILD CARE INCLUDES THESE THINGS:

- **A provider** who provides warm and loving care and guidance for your child, and who works with you and your family to make sure your child grows and learns in the best way possible.
- **A home** that keeps your child safe, secure, and healthy.
- **Activities** that help your child grow mentally, physically, socially and emotionally.
- **Your involvement** in your child's care.

WHAT ARE PARENTS' RESPONSIBILITIES?

The California Department of Social Services licenses homes to provide child care, and wants you to understand the licensing laws and the ways in which you can check the quality of care your child receives.

WHAT SHOULD PARENTS DO?

- **Ask** to see the FCC home license. Homes caring for children from more than one family must be licensed.
- **Check** the condition of the FCC home frequently. Parents have the legal right to "drop in" at any time care is being provided.
- **Know** your rights as a parent by reading and keeping the Notification of Parents' Rights form.
- **Make sure** the Parents' Rights Poster is displayed in the home.
- **Watch** how your child acts in the home.
- **Listen** to what your child tells you about the care received in the home.
- **Talk** with the provider about any problems. Inform the provider of anything in the home which could hurt your child.
- **Call or write** the licensing agency if the provider fails to fix a hazard or if you believe your child has been harmed while in the provider's care. (See "How to file a complaint")
- **Ask** to see the licensing reports on file in the home.
- **Call or visit** the licensing office and ask to look at your provider's licensing file
- **Ask** if there are any adults in the home that have a criminal background.

PARENTS OF BABIES SHOULD ENSURE THAT:

- The baby receives **good nutrition** and is fed at the proper times.
- **A stimulating environment** is provided.
- The provider gives **emotional support**, and holds the child regularly.
- The provider cares for **no more than four babies**.
- Babies are **placed on their backs** when put down to sleep or nap.

HOW TO FILE A COMPLAINT ABOUT A FAMILY CHILD CARE HOME

COMPLAINT PROCESS

1. If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office. You can find the address and telephone number in the following ways:

- the provider's license
- your copy of the Parents' Rights Notification form
- the telephone book under:

**STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING**

OR

**COUNTY OF SAN DIEGO
WELFARE OR SOCIAL SERVICES DEPARTMENT
CHILD CARE LICENSING**

- The California Department of Social Services Community Care Licensing Division's website at www.cclid.ca.gov
2. Call or write your local licensing office and explain your complaint. Your name will remain anonymous unless you give us permission to use it. You will be notified of the results when the investigation is done.
 3. If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.
 4. Contact the local licensing office about any issues or questions you may have.
 5. To learn more about the Child Care Licensing program and services, please visit our website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

WHEN YOU REPORT SUSPECTED VIOLATIONS YOU NOT ONLY PROTECT YOUR CHILD BUT ALSO PERFORM A SERVICE TO YOUR COMMUNITY.

WHAT THE LICENSING AGENCY DOES

- Visits each FCC home before issuing a license to operate.
- Does criminal background checks and child abuse index checks on all adults in the home.
- Requires tuberculosis (TB) tests of providers.
- Investigates complaints.
- Makes unannounced visits to the FCC home.
- Denies applications and revokes licenses when necessary.

**FAMILY CHILD CARE HOME
NOTIFICATION OF PARENTS' RIGHTS****PARENTS' RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the family child care home without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the family child care home, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the family child care home without discrimination or retaliation against you or your child.
5. Be notified and receive, from the licensee, a written notice that lists the name of any person not allowed in the family child care home while children are present. **(NOTE: This notice is only required when the Department has, in writing, excluded someone from the family child care home on or after January 1, 2001).**
6. Request in writing that a parent not be allowed to visit your child or take your child from the family child care home, provided you have shown a certified copy of a court order.
7. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

8. Be informed by the licensee, upon request, of the name and type of association to the family child care home for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
9. Receive, from the licensee, the Caregiver Background Check Process form.
10. Be informed, by the licensee, that the facility has or does not have liability insurance (or a bond) that covers injury to clients due to the negligence of the licensee or employees of the facility.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE FAMILY CHILD CARE HOME TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995A (8/08)

(Detach Here - Give Upper Portion to Parents))

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____ have received a copy of the "FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS", the CAREGIVER BACKGROUND CHECK PROCESS and the FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION form from the licensee _____

Name of Family Child Care Home _____

Signature (Parent/Authorized Representative) _____ Date _____

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to the parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995A (8/08)

**PARENT NOTIFICATION
ADDITIONAL CHILDREN IN CARE**

As required by Health and Safety Code Sections 1597.44(c) and 1597.465(c), you are hereby notified that: *(Check one)*

- [] I am licensed as a Small Family Child Care Home and may provide care for more than six and up to eight children when one child is enrolled in and attending kindergarten (including transitional kindergarten) or elementary school, and another child is at least six years old, and no more than two infants are in care.
- [] I am licensed as a Large Family Child Care Home, and with an assistant provider, may provide care for more than 12 and up to 14 children when one child is enrolled in and attending kindergarten (including transitional kindergarten) or elementary school, and another child is at least six years old, and no more than three infants are in care.

(PRINT FACILITY ADDRESS)

(CUT ALONG DOTTED LINE)

**RECEIPT OF PARENT NOTIFICATION (Facility Copy)
Additional Children in Care**

I, _____, acknowledge receipt of the notification that this Small Family Child Care Home may be providing care for more than six and up to eight children, or that this Large Family Child Care Home may be providing care for more than 12 and up to 14 children in accordance with Health and Safety Code Sections 1597.44 and 1597.465.

Read Only

(PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE)

(DATE)

(CHILD'S NAME)

**Maintain the completed and signed bottom half of this form in the child's record
and provide the completed top half of this form to the child's parent or authorized representative.**

Amount: Form **W-10**

(Rev. October 2020)

Department of the Treasury
Internal Revenue Service**Dependent Care Provider's Identification and Certification**▶ **Do NOT file Form W-10 with your tax return. Instead, keep it for your records.**▶ **Go to www.irs.gov/FormW10 for the latest information.**

Part I	Dependent Care Provider's Identification (see instructions)	
Please Print or Type	Name of dependent care provider RUBIO CARRAZCO KARINA	Provider's taxpayer identification number 46-2626440
	Address (number, street, and apt. no.) 1150 CAMINO PRADO	If the above number is a social security number, check here ▶ <input type="checkbox"/>
	City, state, and ZIP code CHULA VISTA, CA 91913	

Certification and Signature of Dependent Care Provider. Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

Please Sign Here	Dependent care provider's signature	Date
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Part II	Name and Address of Person Requesting Part I Information (see instructions)
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Name, street address, apt. no., city, state, and ZIP code of person requesting information

General Instructions

Section references are to the Internal Revenue Code.

Purpose of form. You must get the information shown in Part I from each person or organization that provides care for you or child or other dependent if:

1. You plan to claim a credit for child and dependent care expenses on Form 1040 or 1040-SR, or
2. You receive benefits under your employer's dependent care plan.

If either 1 or 2 above applies, you must show the correct name, address, and taxpayer identification number (TIN) of each care provider on Form 2441, Child and Dependent Care Expenses.

You may use Form W-10 or any of the other sources listed under *Due diligence* below to get this information from each provider.

Penalty for failure to furnish TIN. TINs are needed to carry out the Internal Revenue laws of the United States. Section 6109(a) requires a provider of dependent care services to give to you a valid TIN, even if the provider isn't required to file a return. The IRS uses the TIN to identify the provider and to verify the accuracy of the provider's return as well as yours.

A care provider who doesn't give you a correct TIN is subject to the penalty for each failure unless the failure is due to reasonable cause and not willful neglect. This penalty doesn't apply to an organization described in section 501(c)(3). See *Tax-exempt dependent care provider*, later.

If incorrect information is reported. You won't be allowed the tax credit or the exclusion for employer-provided dependent care benefits if:

- You report an incorrect name, address, or TIN of the provider on your Form 2441; and
- You can't establish, to the IRS upon its request, that you used due diligence in trying to get the required information.

Due diligence. You can show due diligence by getting and keeping in your records any one of the following.

- A Form W-10 properly completed by the provider.
- A copy of the provider's social security card.
- A recently printed letterhead or printed invoice that shows the provider's name, address, and TIN.
- If the provider is your employer's dependent care plan, a copy of the statement provided by your employer under the plan.

- If the provider is your household employee and he or she gave you a properly completed Form W-4, Employee's Withholding Certificate, to have income tax withheld, a copy of that Form W-4.

If your care provider doesn't comply with our request for one of these items, you must still report certain information on your Form 2441. For details, see the Instructions for Form 2441.

Specific Instructions**Part I**

The individual or organization providing the care completes this part.

Enter the provider's name, address, and TIN. For individuals and sole proprietors, the TIN is a social security number (SSN). But if the provider is a nonresident alien who doesn't have and isn't eligible to get an SSN, the TIN is an IRS individual taxpayer identification number (ITIN). For other entities, it is the employer identification number (EIN). If the provider is exempt from federal income tax as an organization described in section 501(c)(3), see *Tax-exempt dependent care provider* below.

How to get a TIN. Providers who don't have a TIN should apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. To apply for an ITIN, get Form W-7, Application for IRS Individual Taxpayer Identification Number, from the IRS. To apply for an EIN, get Form SS-4, Application for Employer Identification Number, from the IRS.

Note: An ITIN is for tax use only, and may expire under certain conditions. It doesn't entitle the individual to social security benefits or change his or her employment or immigration status under U.S. law. For details, see the Instructions for Form W-7.

Tax-exempt dependent care provider. A provider who is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) isn't required to supply its TIN. Instead, the provider must complete the name and address lines and write "tax-exempt" in the space for the TIN. Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals.

Part II

Complete this part only if you are leaving the form with the dependent care provider to return to you later.

POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

SYMPTOMS OF LEAD EXPOSURE

Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints, such as stomachache, crankiness, headaches, or loss of appetite.



OPTIONS FOR LEAD TESTING



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans will also pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's website at www.cdph.ca.gov/programs/clppb, or call them at (510) 620-5600.

(The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.)

1/2019



EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



**LEAD IN
TAP WATER**

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them;
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes.)*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.*

- **Filter your water-** Consider using a water filter certified to remove lead.

WARNING!

Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



(*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

For information on testing your water for lead, visit The Environmental Protection Agency at www.epa.gov/lead/protect-your-family-exposures-lead or call (800) 426-4791.

You can also visit The California Department of Public Health's website at <https://www.cdph.ca.gov>.

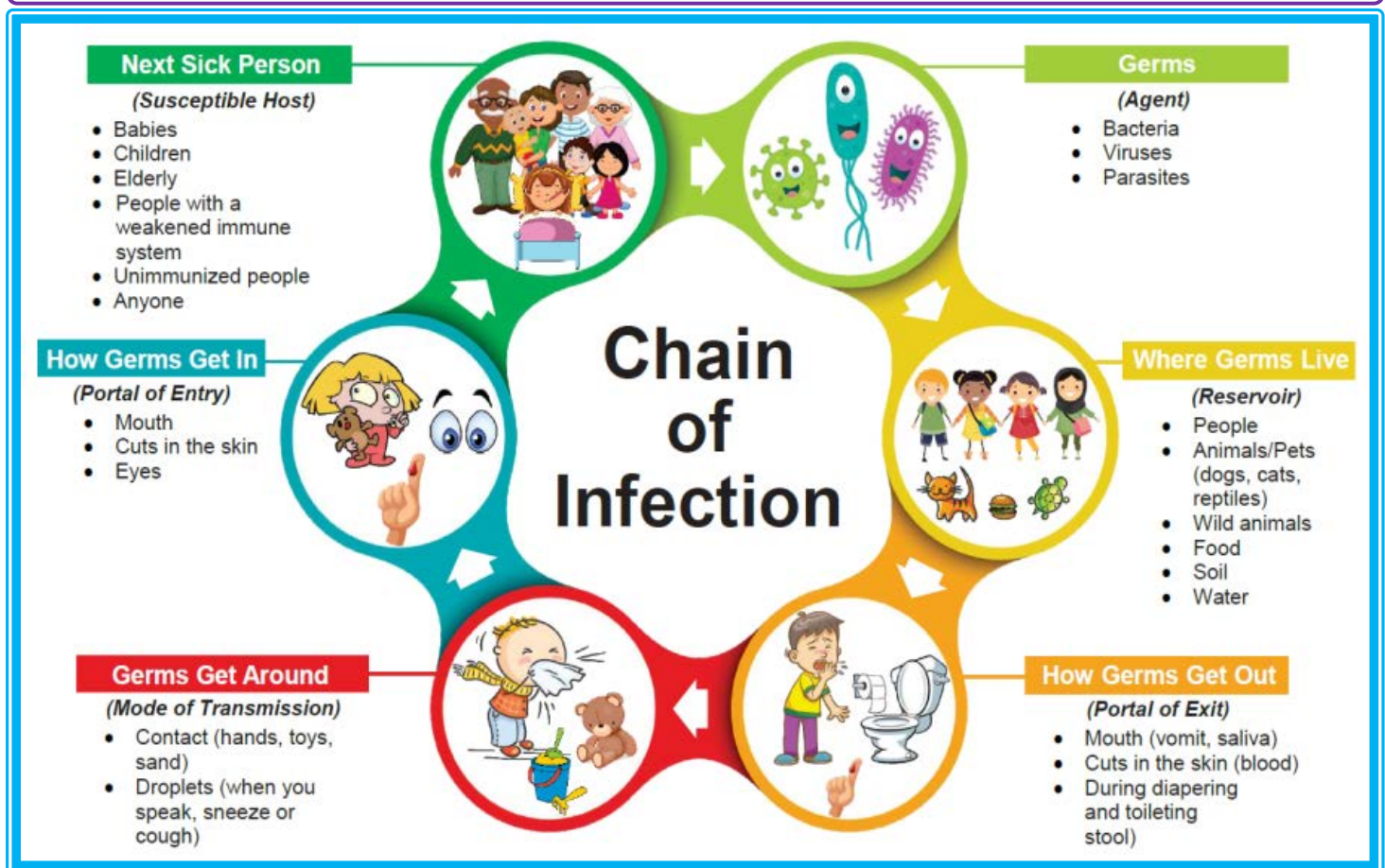


Keep me home if...



WHEN YOUR CHILD IS SICK:

1. HAVE PLANS FOR BACK UP CHILD CARE.
2. TELL YOUR CAREGIVER ABOUT YOUR CHILD'S SIGNS OF ILLNESS, EVEN IF YOUR CHILD STAYS HOME.



To find the Nearest WIC office Call
1-888-WIC-WORKS
1-888-942-9675 or
www.wicworks.ca.gov



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD





Parent Handbook

Creative Little Minds

Provider Experience and Qualifications

- ❖ Bachelor Degree in Elementary Education.
- ❖ CDA credential for Family Daycare.
- ❖ NAFCC Accredited
- ❖ Licensed with State of California.
- ❖ Fingerprints, Live Scan.
- ❖ TB test yearly.
- ❖ Certified Infant/Child CPR and first aid.
- ❖ 15-year experience working in Elementary School.
- ❖ CDH Navy program 2012 - 2021.
- ❖ Bilingual, English - Spanish.
- ❖ Monthly training, Child Development related.
- ❖ State Food program Chicano Federation.
- ❖ California Early Childhood Director permit.



Child Care Philosophy

Family child care in a “home like” setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children with “siblings” of all ages, to play, socialize, and learn from. My goal in providing quality child care for your child is to provide...

A safe environment. A nurturing environment.

A learning environment... learning is not necessarily the ABC's and 123's but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.

A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child

may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices.

I invite you to share with me in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel I am neglecting and I will do my best to improve in that area.

Enrollment Requirements

I keep records on file for each child enrolled at my child care home. The following Paperwork and payments are required to be turned in, prior to the first day to start care, all the forms are published at my webpage, printed documents can be pick up once you make the enrollment fee payment.

- States Forms.
- Signed Parent-Provider Agreement.
- Completed Family and Child Profile.
- YMCA release form.
- Enrollment Fee.
- 1-week deposit.

No prepaid Child care fees will be credited upon cancellation during trial period.

Days/Hours of Operation

- ❖ Creative Little Minds is a licensed childcare and can be offer services; Monday through Friday from 5:00 a.m. to 5:00 pm, with the exception of closings as referred to in this handbook.

Actual days and hours of services are determined by the parent/guardian's individual needs and will be stablished at the time to sign the Parent-Provider Agreement.

Each family will have their schedule set at the Parent-Provider Agreement.

Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine – Please call me if you know that you will be more than 15 minutes late.

Our contracted pick-up time is equally important; there are several things to do before the children leave, snack time, calm down time, clean up (personal as well as child care room), shoes on, etc.

To maintain the ratios allowed by the State, Parent agrees to strictly adhere to scheduled drop off and pick up times stablished at time to sign the Parent/Provider Agreement.

Duration of Agreement and Payment Established

Parents choose the schedule that meets his needs and agrees to pay a weekly amount, parent understand payment is required to keep the space on Child Care and is NOT based on attendance.

This agreement is Valid for a specific time frame choose at the time to enroll. Once expired, a new Agreement needs to be signed and the schedule and price needs to be updated.

Full Time, Part Time & Drop in Care

- ❖ Full time: ACCESS to a space from Monday to Friday from 1 up to 49 hours. You pay to keep the space available the time you need, not the hours you are using.
- ❖ Part time: ACCESS to a space for the schedule day and time ONLY, and can be up to 20 hours, any extra time is not guaranteed.
- ❖ Drop-in Care: Needs to be requested 48 hours in advance and the space is not guaranteed. Service is provided on a first-come, first-serve basis.

*Because I'm limited in the number and ages of children, I may have in care on a daily basis, I reserve the right to terminate a part- time/drop in child care arrangement if your current day/hours no longer work for the benefit of my business.

School Age

- ❖ School age kids service is provided, and offered breakfast and snack, child will be pick up from school, and get help with homework.
- ❖ Service is "Year-Round" that's means: before and after school and service and full-time during school break. Space is secured for any date of the year when child care is on operation, the weekly price is set during all year.
- ❖ Child cannot be in the child care when School is in progress, if for any reason child needs to be pick up during school hours parent will be responsible to pick up.

- ❖ Same Sickness policies that apply for school, applies for child care.
- ❖ Homework help can be provided but not forced, is the parent responsibility to keep track of homework.

Fee Payment Guidelines & General Fees

- ❖ **PRICES INCREASE:** 30-day notice will be provided.
 - ❖ Prices will be posted at <https://creativelittlemind.com>.
 - ❖ One-time registration per Child is required upon enrollment. If the child does not arrive for care as agreed, the deposit is forfeited. The Enrollment fee and deposit is non-refundable.
 - ❖ Deposit of 1-week will be charged at the time of sign the agreement (before your child can be admitted in to care) and credited to the first week of service.
 - ❖ Child care fees are paid in advance on a weekly basis – Friday before the week begins.
 - ❖ Payment obligation is based on amount agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences.
 - ❖ A late payment fee (per child) applies for any payment not received on the Friday before 8:00 pm. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.
 - ❖ Payment can be done in cash, check, Zelle, Procare App, Apple Pay, bank transfer or debit card (Square, 3.68% charge Convenience Fee), personal check, however if a check is returned for any reason and I incur any bank charges from the return of your check, those charges will be added to the following weeks daycare fee additionally because I am unable to use these funds my late fee for payment also applies. After 2 check returns, all further payments **MUST** be made in cash. Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.
 - ❖ In case of sickness and parent receive a call to pick up child, Penalty charge for NOT pick up child within 1 hour.
 - ❖ Emergency/COVID-19 Update: Full weekly payment will be required to save the space, in case of closure for State Emergency, National Mandate, natural disaster, CDC and /or local government orders, or any other that affect the service and safety of the children.
- I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water and medical epidemics. Child care fees are paid for any of these occurrences.***

Mandated Reporter

As a licensed Family Child Care Provider, I am a mandated reporter, having a legal obligation to report suspected cases of child abuse and or neglect care to the Department of Social Services.



YMCA Programs

Creative Little Minds participate in YMCA programs, YMCA rate/evaluate our program using FECCERS and CLASS, to continuously improve and keep the highest standards for child care. Children are evaluated continuously with the tools ASQ: SE-2 and ASQ-3. We received monthly Visits and coaching from YMCA program.

Typical Activities

Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time.

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, Duplo's/Legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards

Dramatic play: Dress up, role playing, puppetry, etc.

Outdoor play: (weather Permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)

Special Days: Include Birthdays/holiday parties, getting ready for holidays.

Preschool Activities: Directed art, flash card, directed activities to recognize and learn (alphabet, numbers, colors, shapes).

Homework help: School age can get help to start the homework, is responsibility of parents to ensure the homework is correct and complete.

Typical Daily Routines

❖ Arrival and greeting, part of get good manners is teach each child to welcome others and share experiences, we encourage to keep this activity at home.

❖ Nap time, infants usually sleep in the morning as well as the afternoon, only full-time toddlers will get nap.

❖ Circle time is made twice a day, an include calendar, songs, bilingual work, finger plays, story time etc.

❖ Arts and crafts are made at least once a week, depending in child interest.

- ❖ Bathroom and/or diaper change and hand washing times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.
- ❖ Play time: Outdoor play (weather permitting), indoor time and Free play will be used during all day.
- ❖ Clean up: This is an important part of your child growing process; clean-up is referred only to help to maintain the space organized and safe.
- ❖ Electronics and TV/VCR Time, the Department of health on California recommend DO NOT use any type of electronics for infants (new born to 24 months old)- Children's programs, for toddler electronics can be used 30 minutes a day (only in few occasions we will use electronics before pick up time), school age kids will be allowed to use the screen time to make homework/reading.
- ❖ Pick up Time, once do you arrive/park in front of daycare door you need to come only to pick up your child, we do not allow to park and stay at car making calls/errands, this produces stress to your child waiting for you. "If you are not ready to pick up, please park away from daycare", where you child cannot see you. Your child is released to my care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time.
- ❖ Open door Policy: We like to have unannounced visit, the easy way to ensure your child is happy you can pick up your child early or at exact time that we stablished at contract, this allows you to see many activities and your child sharing with others. We want to hear your questions and/or concerns, any conversation needs to be done in your schedule.

Daily Schedule

0600-0800	Quiet activities, nap time (if needed), free play indoors with manipulative activities, puzzle, building blocks, dolls, etc.
0800-0830	Circle time: Reading, writing, singing and Learning activity. (English-Spanish)
0845-0920	Hand wash, setting the table, Family Style Breakfast.
0920-1145	Outdoor free play (weather permitting) or indoor group activities.
1145-1220	Hand wash, setting the table, Lunch.
1220-1445	Rest, Nap time. Quiet Activities.
1445-1520	Hand wash, setting the table, P.M. Snack.
1520-1600	Free play indoors with manipulative activities, puzzle, building blocks, dolls, etc.

Child Absences, Late Drop Off & Pick Up

Please call me if you will be late dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I'm sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stress

full to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel, if you have a cellular phone, please call me and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. A fee for “out of schedule” will be charge.

There will be no refunds or adjustments made to your child care fee for the time you missed for any reason, including, but not limited to illness, family vacations, etc. Your payment is to guarantee your space in my child care.

We have One Pick up Time and One Drop time rule per day per family.

Drop In: It is very important for the child to know our schedule and when we can move along from one activity to another and to keep the State ratio, full time enrollment drop in needs to be done before 10:00 am, **NOT children drop allowed out of schedule.**

Pick up time: Parent and Child need to be out of the premises at that time accorded to pick up. Once you pick up your child, he/she can NOT return to daycare until the next day.

Any child remaining AFTER the schedule Closure of my business and/or parents, legal guardians, emergency contacts cannot be reached after 1 hour of schedule pick up time, I will contact, the local police department and social services.

Discipline & Gross Misconduct

I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices. ***No physical discipline is ever used in my care.***

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed, any disrespect towards me, my family and day-home are grounds ***for immediate termination.***

Holidays & Provider Vacations

❖ For your convenience, I will distribute my scheduled Child care closings for vacations and holidays one month in advance and every attempt will be made to minimize any changes in this schedule.

Paid holiday closings: All California Holiday's and Federal Holiday's. Calendar will be provided each year, and reminders will be made by text 2 weeks prior.

Provider Vacation closing: 10 paid vacation days per year will be taken (Week of Thanksgiving and Last Week of December) payment will be due the Friday or prior business day before the vacation .

week; all other vacation days are not paid, if any occur.

Please respect that when my child care home is closed for vacation, I am taking this time to rest and to be with my family or just to catch up on home duties. I take my job very seriously and consider this to be a legitimate long-term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water and medical epidemics. Child care fees are paid for any of these occurrences.

Release of Children

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your “Child Information Card” to pick up your child. Also, please tell me when someone else that you have authorized on your “Child Information Card” will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person’s name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before I will release your child from my care.

I have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the noncustodial parent.

If the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or police department to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

Parking

Please parking at front of the house is public, but we have many families arriving at the same time, for consideration to others, we ask to don’t stay more than need it. Once you arrive/park in front of daycare door you need to come only to pick up your child, parking and stay at car making calls/errands, this produce stress to your child waiting for you. **“If you are not ready to pick up please park away from daycare”**, where we cannot see you.

Potty Training

“Potty training starts at home”. Potty training shouldn’t be rushed; it is important that your child is psychologically and physically ready for training. Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 4 continuous weeks of bladder/bowel control; of course, if your child regresses after this 4-week period we will assess the next step.

Soiled clothes will be returned to home in a bag.

Transportation

It will be very rare, but there may be instances when your child may need to ride in an automobile. I will notify you the place and time when we are outside. You always can contact me by call or text to my cellphone.



Nutrition

Children are fed nutritionally on a daily basis – breakfast, lunch and a snack as required by the USDA program. Outside food is allowed for your child not for sharing, **ONLY** on special occasions such birthday parties, and holidays, food can be share. Formula is provided by the parent/guardian, all other foods and beverages are provided by me.

Please let me know if you want to celebrate your child’s birthday!!! To notify the others families.

Toys & Items from Home

Due the National Health Emergency (COVID-19), and to keep a clean place, any toy/ object bring from home will be storage at cubby “all day” and returned at the end of the day.

Children are **NOT** allowed to bring or play any type of guns to this child care, this include Nerfs and water guns.

Once parent notify the termination of care, any belongings left will be keep it for 10 business days after that period, any item left will be donated to Veterans Thrift Store.

Supplies & property damages

I will supply: Art materials, meals, wipes, sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child.

Parent/guardian will provide diapers any ointment (i.e. Desitin etc.), formula and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be storage at child cubby.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

We understand ***accidents*** happens and some items can be damage or broken with the daily use, in the case that the child is repeatedly and intentionally broken/damage my property, parent will be held responsible for repair, replace or pay for the damages, and/or can be cause of immediate termination.

Contagious sickness / Pandemic / Natural Disaster/ Closures

To keep a safe & healthy environment, restroom is for child use ONLY, parents will be not allowed stay inside of the house.

UPDATE COVID-19: We are adding the following procedures and policies to our parent agreement due the COVID-19.

If parent deliberating brings the child sick or suspecting sickness will be cause for immediate termination.

- ❖ If the child, any family member or another person in contact with the child, shows signs or suspect been infected with COVID-19, will be required to follow CDC recommendation, that includes the continue observation of symptoms and stay 14 days in quarantine at home.
- ❖ Child will be not admitted to care if presents any one of the following symptoms: Fever, vomiting, hoarseness, coughing, runny nose, diarrhea.
- ❖ Child needs to stay at home if family suspect anyone in the household has been in possible risk or as been tested positive to COVID-19.
- ❖ Child temperature will be check 3 times during the day; before entering at my home, at midday and before leaving the childcare.
- ❖ Immediate pick up will be required in case of fever.

Child's Health

“MEDICAL APPOINTMENTS NEEDS TO BE DONE AT THE END OF DAY”

UPDATE COVID-19: If the child, any family member or another person in contact with the child, shows signs or suspect been infected with COVID-19, will be required to follow CDC recommendation, that includes the continue observation of symptoms and stay 14 days in quarantine at home. If parent deliberating brings the child sick or suspecting sickness will be cause for immediate termination.

The State of California requires that an age-appropriate health appraisal be on file for each child enrolled within 30 days following admission, however your child cannot be initially admitted to day care without written documentation from your child's physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics.

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

In accordance with the California State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care. I am sympathetic to the difficulties of taking time off, so discretion will be used. **"Teething is not reason to stay sick at childcare"**

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

The illness prevents your child from participating comfortably in the day care environment,

The illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, Or

The child has any of the following conditions:

1. Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility.
2. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
3. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
4. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
5. Mouth sores with drooling, unless a health care provider or health official determines the

condition is noninfectious;

6. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
7. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
8. viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
9. Tuberculosis, until a health care provider or health official states that the child can attend child care;
10. Impetigo, until 24 hours after treatment has been initiated;
11. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
12. Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
13. Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
14. Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
15. Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive monoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
16. Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
17. Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
18. Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
19. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare. If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

Injuries: I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date).

Child's Medication

A "Medication log" must accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days/

Prescription medicine must:

1. be dated within the past 30 days 2. have child's name printed clearly on the label 3. have dosage amount and times

Prescription medicine must also be accompanied by a "medication log" which must include:

1. date
2. Child's name
3. Doctor's name and phone number
4. Pharmacist name and phone number
5. Name of medication
6. Dosage amounts and times to be administered
7. Route of medication, i.e. oral, eye, etc.
8. Why medication is needed
9. Date medication is to end
10. Special directions, i.e. take before eating, etc.
11. Parent's signature

Termination & Trial Period

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child's enrollment in child care regardless as to whether your child is present (with the exception of the trial period). If two weeks' notice is not given, you are still financially obligated for the two weeks of child care fees and late payments; two weeks full payment still applies when notice is given in conjunction with provider's vacation.

There is a trial period of 2 weeks from the date child care begins. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice during this trial - any money already paid are non-refundable.

I reserve the right to terminate a part-time child care arrangement if your current day/hours no longer work for the benefit of my business.

"Provider may terminate at will" Termination of care can be immediate by the following reasons: Late Payment, parent provider disagreements, the child is frequently causing harm or damages, repeated early drop off or late pick up.

If two-week notice is not given, you are still financially obligated for the two weeks of child care fees and any other pending payments. Provider will notify your command (Military) and/or can file a small claim if parent refuse to pay, and all expenses that this can generate will be charged to the parent.

Call me! Your concerns and feedback are important to me

Rubio De Quiles, Karina Family Childcare

DISASTER PLAN

1150 Camino Prado, Chula Vista, Ca 91913

Tel. (619)778-7322 & (619)730-2128

NEAREST CROSS STREETS: Avenida Escaya & Paseo Cultura

ALTERNATE SITE: Escaya Park, 1075 Camino Prado, Chula Vista, Ca 91913

Fahari L. Jeffers Elementary, 1145 Camino Prado, Chula Vista, Ca 91913

EVACUATION PLAN

FIRE EMERGENCY:

- ❖ I will immediately evacuate children, drop and crawl if possible/needed to avoid smoke and close doors behind me.
- ❖ I will also take the following items with me if is possible.
 - Disaster supplies, which are stored in a backpack inside at daycare room in the first shelf.
 - On backpack: Supply of food/water, clothes, toys, books, children emergency phone number (registration form copy) and diapering items.
 - In case of disaster of any kind, I have prepared the child care for evacuation the children and I have emergency preparedness supplies.
 - Medication if apply. Cellphone.
- ❖ I will take attendance record.
- ❖ I will call 911 from out of Home.
- ❖ I will take the children to the alternate site walking: Escaya Park, 1075 Camino Prado, Chula Vista, Ca 91913.
- ❖ Take attendance again.
- ❖ I will notify parents of evacuation and alternate site location. **If parents cannot be contacted after 1 hour, child emergency phone number will be called.**
- ❖ I will notify and report the incident to State Licensior at the earliest convenience.
- ❖ I will complete a written incident report at the earliest opportunity; incident report is kept in the Disaster Backpack.

EARTHQUAKE:

- I will "COVER and HOLD" infants and remain that way until the earth stops moving.
- I will ensure that children are away from windows and bookcases.
- I will keep talking to children until it is safe to move.
- I will check myself and children for any injuries.
- I will evacuate the children from the home when it is safe to do so.
- ❖ I I will also take the following items with me if is possible.
 - Disaster supplies, which are stored in a backpack inside at daycare room in the first shelf.
 - On backpack: Supply of food/water, clothes, toys, books, children emergency phone number (registration form copy) and diapering items.

- In case of disaster of any kind, I have prepared the child care for evacuation the children and I have emergency preparedness supplies.
- Medication if apply. Cellphone.
- ❖ I will take attendance record.
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- ❖ Take attendance again.
- ❖ I will notify parents of evacuation and alternate site location. **If parents cannot be contacted after 1 hour, child emergency phone number will be called.**
- ❖ I will notify and report the incident to State Licensur at the earliest convenience.
- ❖ I will complete a written incident report at the earliest opportunity; incident report is kept in the Disaster Backpack.

LOCK DOWN

- ❖ I will immediately bring in any child that outside of the home, inside.
- ❖ I will immediately lock and cover all exterior doors and windows.
- ❖ I will immediately call 911 and stay on the phone until help arrives. Awaiting further instructions from emergency response personnel.
- ❖ I will keep all children away from windows and doors, children will be kept in the hallway or laundry room, which provides zero visibility from intruders. All children will remain with provider until an “ALL CLEAR” signal has been given by a law enforcement officer.

Means to remain inside the family home child care; upon arrival of the local police, in conjunction with the provider, will assume controlling responsibility and may evacuate the child care per police standard operating procedures.

- ❖ I will also take the following items with me if is possible.
 - Disaster supplies, which are stored in a backpack inside at daycare room in the first shelf.
 - On backpack: Supply of food/water, clothes, toys, books, children emergency phone number (registration form copy) and diapering items.
 - In case of disaster of any kind, I have prepared the child care for evacuation the children and I have emergency preparedness supplies.
 - Medication if apply. Cellphone.
- ❖ I will take attendance record.
- ❖ I will call 911 from out of Home.
- ❖ I will take the children to the alternate site walking: Escaya Park, 1075 Camino Prado, Chula Vista, Ca 91913.
- ❖ Take attendance again.
- ❖ I will notify parents of evacuation and alternate site location. **If parents cannot be contacted after 1 hour, child emergency phone number will be called.**
- ❖ I will notify and report the incident to State Licensur at the earliest convenience.

I will complete a written incident report at the earliest opportunity; incident report is kept in the Disaster Backpack.

In case of emergency such as seizure, choking, fall, etc.:

- ❖ I will call 911.
- ❖ I will notify parent let her/him know what happen.
- ❖ I will notify and report the incident to State Licenser at the earliest convenience.
- ❖ I will write an incident report.

PREPARED SURVIVAL

This daycare has a storage supply of food, water and necessary supplies for your child in the event he/she must be housed here for an extended amount of time during a disaster situation.

I have a First Aid kit and I am a CPR & First Aid trained provider.

I have a book/ manual that describes the First Aid procedures on hand.

**** Copy has been provided by email to each parent.**

Provider Karina Rubio De Quiles