

**Policies and Procedures**



**Policies and Procedures Admission Requirements**

**Parents must provide the following:**

**\* Complete state-required enrollment forms.**

**\* A record of age-required immunizations.**

**\* Signed policies and procedures, daycare schedule and payment contract.**

**Hours of Operation**

Child Care is open 7 days a week. The earliest arrival you can arrange is 5:00 AM (during the week). If you arrive earlier than the time you arranged daycare will not be open. You may arrive up to 30 minutes later than your arranged time. If you are going to be any later than 30 minutes, let me know right away, I plan my mornings based on your arrival time.

Daycare is closed at 6:00 PM (during the week). If you are late more than 10 minutes you will be charged a $2 per minute late fee. Late fees can be paid in cash upon arrival or can be added to your next payment.

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**Paid Holidays**

**Payment Policies**

I will be closed on ALL MAJOR HOLIDAYS.

Fees cover meals, snacks, toys, supplies, entertainment and clean up. Payments are due on the 1st of each month. If your child starts in the middle of the month, payment will be due on first day of care. All payments are non-refundable.

I accept Cashier’s Check, Cash, Venmo or Zelle and State of California or County Funded programs. No personal checks accepted. Your rate is based on the number of days you have arranged to leave your child. If you have arranged for full-time child care, you will be charged the full-time rate, even if your child is not here on the days we have arranged. You may change your status, in advance, from full-time to part-time, giving at least 14 days’ notice.

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**Meals and Snacks**

You should pack baby food until your child can eat solids (between 10 and 12 months). When they can eat solids, there is no longer a need to pack any food from home. Healthy meals and snacks will be provided (fruit, protein and whole grains). Breakfast is between 7:00- 8:15 AM, lunch is at 11:15-12:30 pm, and there are two to three healthy snacks provided throughout the day. You should not bring food or snacks. This can cause problems when children are unable to share and can also be a choking hazard. I have plenty of sippy cups, but you may bring a leak-proof cup if you prefer.

**PLEASE LET ME KNOW OF FOOD ALLERGIES.**

**Provider Vacation Days and Jury Duty**

I may have 10 vacation days per year. I will give at least 30 days’ notice, but I usually give notice months in advance. I normally take a week off in the summer and a week off during the holidays.

I also have 1 paid day if I am required to attend jury duty. Please have a plan in place so you will not have to worry at the last minute. It is your responsibility to check with family members, local providers, or daycare centers to make a backup daycare plan.

**Policies and Procedures Early Closings & Substitute Care**



If I need to make an appointment or attend a school event and my substitute is not available, I may need to close as early as 2:00pm (up to 4 times each year and only if necessary). I will give you at least 5 days’ notice of early closure. If a substitute is available, he/she will have the required certifications and child care experience.

**Illness**

You must keep your child home if they have these symptoms: runny nose, cough, 100° fever or higher (24 hours until fever free), vomiting, diarrhea, pink eye, or if they just don’t seem like themselves. If your child will be staying home, please notify me in the morning or the previous evening, as soon as possible.

Your full weekly rate will be due even if your child is not in my care. If your child is already at daycare and has any symptoms noted above, you must pick up your child within an hour. Your child will need to stay home the following day. If I become mildly ill, daycare will remain open. If I am very ill, you will be informed the moment that I know that it will interfere with my ability to care for your child. I have one paid sick day per year.

**Bereavement Time**

I may take 3 days paid leave for bereavement time if I lose a family member in death. For a close friend, I may take one day.

**Policies and Procedures Diaper Changing and Potty Training**



Children in my care will have their diapers/pull-ups changed as needed or every 2 hours whichever one is sooner. Inform me if a rash or any other problem occurs and bring diaper rash cream. Please bring extra clothes for your child while she/he is potty training. All children who are potty training should wear clothes that make the process easier, such as pants, or shorts that can be easily removed. No overalls should be worn until fully potty trained. You must not send your child in underwear until they have not had accidents at home for at least 72 hours.

**Clothing**

Please send your child in the appropriate play clothes.

**Toys**

I provide plenty of toys for all the children to play with. Because of problems with sharing, losing toys, etc., your child may not bring any toys from home for any reason, unless it’s for security reasons in their first week.

**Guidance**

Children are gently redirected when I observe a conflict. A child may be given a short time to calm down, based on your child’s age. If a problem persists, I will notify you, so we can try to remedy the situation.

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**Pets**

NO PETS ARE ALLOWED

**Transporting Children**

I require permission to transport your child to local parks and movie theaters, swimming pools, bowling alley, etc. This permission from you is required for enrollment. You will need to provide me with an age appropriate car seat/booster.

**Termination of Care**

Two weeks’ notice is required if your child will be permanently removed from my care. You are required to pay the full rate for any payment due within those last two weeks, even if your child is not at daycare. Depending on the timing of your child’s last day, this may mean paying for an extra week. If you do not pay for the weeks owed, there will be a fee of $10 per day added to the amount owed until it is paid. I do not expect to have to terminate the care of any child.

However, if I need to terminate our agreement for any reason, you will be given 2 weeks’ notice. The only cases that I can immediately terminate childcare are: if you do not pay for child care services, if you ignore these policies, if I feel uncomfortable caring for your child for any reason, or if your child is a risk, or causes harm to me or the other children.

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**Parent-Provider Relationship**

I have learned that parent-provider relationships work best when trust and appreciation are shown on the part of both the parent and the provider. Having a positive attitude contributes to an easier transition for everyone. Displaying trust and appreciation will benefit your child as they imitate your example. As a parent myself, I understand that it is very difficult to be away from your child. I always assure you that I have your child’s best interests in mind while in my care. Contact me with any concerns.

**First Aid / Injuries / Mandated Reporter**

If your child is injured during daycare hours, you will be notified, and I will use first aid. I am required to take CPR & First Aid every two years. I am a mandated reporter, if I suspect any child abuse or neglect, I am required by law to report it.

**Additional Information**

\* If your child will be absent, let me know as soon as possible at (707) 720-6189.

\* You are free to call or text at any time while your child is here.

\* Contact me about any changes in your child’s life that might affect the well-being of your child so that I can give your child extra attention.

\* No smoking / drugs or guns will be allowed in my home or yard at any time.

\* Let me know if your addresses or telephone numbers change

Agreement to Policies and Procedures stated in Chani’s Family Child Care Contract



**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Parent/Guardian of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand Chani’s Family Child Care Policies and Procedures for the care of my child / children. I understand this is a legally binding contract and I am in full agreement.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child/Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_