

# The Little Room Parent Handbook

Welcome to the Little Room.

<u>Single child full day</u>		<u>Weekly Tuition</u>	<u>Additional sibling</u>
<u>Days</u>	<u>Rate</u>	<u>Single child half day</u>	<u>Rate</u>
4 days	\$260	Rate	Rate
3 Days	\$195	\$180	\$160
2 Days	\$130	\$135	\$120
1 Day	\$65	\$90	\$80
		\$45	\$40

Sibling ½ day school attendee pickup - \$25 per day.

## Hours:

Monday – Thursday  
7:30am-5pm full day

Half days:  
8am-12noon or 1pm-5pm

## Payment Policy:

**Weekly tuition will be billed to you at the beginning of each week and due on that same Friday.**

Payments can be made via quick books (debit/credit), cash, check or Venmo

(@thelittleroommartinez) please add invoice number in comment box for all venmo payments.

If tuition payment is not made by Friday a late fee of \$25 will be automatically applied. Full payment must be made before care can resume the following week. If three late payments are made in a six month period termination is at the discretion of the director.

## Closures, illness, absent days:

Absent days scheduled 2 weeks in advance will not be charged for care.

Closures due to my illness, my family's illness or my personal vacation will not be charged. I will give at least (4) weeks notice of any vacations of 1 week or longer. At least (2) weeks for all other scheduled closed days. **Things happen and illnesses happen, I will always do my best to give you as much notice as I possibly can. Having a backup on hand is highly recommended.**

## Summer or extended vacation

Any leave exceeding two weeks requires a 2 week notice. A one week tuition payment must be made to hold your child's spot for a vacation or leave longer than 2 weeks.

## Roster changes/ Termination of care

A two week notice of any roster changes is required. A two week notice of termination of care is required, your weekly tuition will be charged whether or not your child attends for those two weeks.

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## Drop-off/Pick-up:

Drop off is any time between 7:30 and 9am, unless discussed prior. Your child will be considered a no show if not dropped off by 9am and no communication. Pick-up must be by 5pm, If you are going to be late a courtesy call must be made before 5pm or a \$10 late fee will be applied. Any pickup after 5:15 will be charged a \$10 late fee.

## Closed Holidays

New Years Day, New Year's Eve, Christmas Day, Christmas Eve, Thanksgiving Day, Memorial Day, Labor Day, 4<sup>th</sup> of July, Presidents day. Please keep these in mind as I will not give a two week notice for these dates.

## Meals:

### Breakfast 8-8:30

One or more items are offered daily.... Example: muffins, cereal, fruit, yogurt, bars, waffles, pancakes, granola.

### Lunch 12-12:45

I do not provide lunch. Please send your child with a lunch that can be easily heated and served. Healthy items and plenty of choices are requested. Lunches will not be kept in the refrigerator so please plan accordingly.

## Items not allowed:

Candy, soda, juice, nut products, sweets, chips and mangos (sorry I'm allergic)

### Snack 10:00am & 3pm

A healthy nutritious snack will be served to all kids. Water will be served with both am and pm snacks.

## Illness:

I must maintain a healthy environment for the benefit of all children in my care. If your child has had a fever of 100\* or higher, vomiting or diarrhea they CAN NOT return to care until they have been fever/symptom free for 24 hrs. Example: Your child gets a fever at 1:30pm on Tuesday, your child is not cleared to return to care until 24 hours after the last temp is taken. 2pm Wednesday is the earliest if fever ceases after meds at original onset.

For not so serious symptoms (Example: clear snot, cough,) it all depends on the child's behavior and ability to participate.

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## Lice:

If lice are found on your child, you will be notified but pickup can remain regular time. Your child can not return to care until the issue is resolved and there are no longer adult lice or eggs visible on the child.

## Injury:

If your child is injured in care you will be notified based on the type of injury. As a provider I am only able to wash a wound with soap and water and apply a bandaid. All staff is first aid and CPR certified. In the case of a serious injury or medical emergency 911 will be called and then the parent will be notified.

## Medication:

The staff of The Little Room will only administer specific types of prescription medications while a child is in our care—and only when it is necessary for the health and welfare of the child—under the following conditions: blood glucose testing, inhaled medication, and/or injected epinephrine.

**Prescription Medications** will be administered as needed when the child's physician has included written authorization; the medication is in its original container with a prescription label attached, which includes the child's name, date prescribed, expiration date, and the doctor-recommended dosage. The parent/authorized adult representative will review the doctor's instructions with staff and complete the Parent Consent for Administration of Medications (LIC9221) and Medication Chart, which will remain in the child's file.

**Over the Counter Medications (OTC) or nonprescription medications** recommended by a health care provider can be given with written permission from a parent or legal guardian (LIC9221), referencing a written or telephone instruction from the health care provider. Medication shall be administered in accordance with product label directions on the container. Parent instructions cannot conflict with the instructions on the product label.

**\*\*\*\* This includes all diaper cream.** Diaper cream is a medication and will need to come in an unopened container. Used only to treat the issue and not for long term prevention.

**Glucose Chart LIC 9222 Blood Glucose Testing Consent/Verification** chart will be kept in the child's file and with their testing equipment. Inhaled Medication specifically metered-dose inhaler or nebulizer to be used as directed by the child's physician.

**Injected Epinephrine** requires an allergy list that is to be kept in a child's file with a list of reactions to look for; if used, the staff will first call 9-1-1, then the parent. Storage of medication will be in a locked cabinet. Medications that require refrigeration will be kept in a lock box in the refrigerator. It is the parent's responsibility to replace medications before they expire and collect and dispose of the expired medication away from the facility, as well as on the child's last attendance day. Administration Staff will be trained by the parent, according to the physician's written instructions. Staff is also trained and certified in CPR/First Aid annually. Any staff member may administer the required medication.

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Medications will be brought to field trips or to an evacuation due to an emergency situation, in a lock box if deemed necessary.

**Precautions** Gloves will be worn while administering medication to insure no potential exposure to blood or body fluids. Hands will be washed immediately before and after removal and disposal of gloves, and disposal of used instruments will be in approved containers. Staff will call one parent and a note will be attached to the child's daily sign-in sheet if an incidental medical service was provided.

**Record Keeping** Staff will obtain and maintain written permission from the authorized adult representative to provide required incidental medical services; complete, written instructions from the child's physician; staff training provided by the parent/authorized adult representative to follow the written physician's instructions (may include written referral to a website). LIC 622 Centrally Stored Medication and Destruction Record will be kept posted in the staff office and LIC 9221 Parent Consent for Administration of Medications and Medication Chart will be completed after each incident and kept in the child's file.

### Sunscreen:

Sunscreen should be applied by a parent daily during the summer season. I will apply and provide sunscreen with a signed consent form.

### Rest/Naps:

Rest time is from 12:30-2pm every day. For all kids! This is non-negotiable, every child needs the time to relax and be calm. Children who do not nap will still need to have quiet time, and will be given the option to color, read or watch a movie.

### Potty training:

I always encourage kids to use the potty and will fully support the use of the potty when your child is ready and can tell me that they need to use the potty. They must use the regular toilet with a small seat, No potty chairs can be used.

### Emergency and disaster plan:

Drills with the children are done every month. In the case of an evacuation staff will pack up kids and relocate to the church parking lot located at 1865 Arnold dr, Martinez. Parents will be notified once all staff and children are safe.

**Please pack a quart zip lock with photos from home, a note to your child and a nonperishable snack that will be taken with us in an emergency. Having something from home will help your child feel better in a scary situation.**

### Car Safety:

Children under the age of 8 must be secured in a car seat or booster in the back seat. Children who are 8 years of age or have reached 4'9" in height must be secured by a safety belt in the back seat. Passengers who are 16 years of age or older are subject to California's mandatory seat belt

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law. Children under the age of 2 years of age shall ride in a rear facing care seat unless child is over 40 lbs or 40 inches or over. It is illegal to leave a child 6 years of age or younger in a vehical unattended. While picking up or dropping off parents should bring all siblings under the age of 6 in with them.

## **MODIFICATION CONDITIONS:**

The Little Room reserves the right to modify any of the conditions of this agreement upon thirty (30) days written notice to the Parent/Authorized adult representative which the licensee deems necessary, as long as they are not contrary to licensing regulations, state law, or public policy.

## **RIGHT OF LICENSING AGENCY:**

The parties to this agreement are aware of the Community Care Licensing Agency's right to interview the child and the preschool staff and to inspect and audit all records maintained by the preschool without receiving prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect.

## **Required Forms**

The following forms must be completed by the parent/ authorized adult representative prior to their child's admission to The Little Room.

- \*Signed admission agreement
- \*Consent for medical treatment - Lic 627
- \*AFFIDAVIT REGARDING LIABILITY INSURANCE
- \* Personal Rights- Lic 613a
- \*Identification and emergency information- Lic 700
- \*Parents' Rights – Lic 995
- \*Additional children in care – Lic 9150
- \*Immunization records

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