



## Santa Rosa Rise and Shine Child Care Center

**AUGUST 2020**

**License #493009935**  
**Quality Child Care Since 1990**

*Policy & Procedure*

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## Your Notes

*This space is provided for your notes, questions and reminders*

## **Introduction & Purpose**

At **SR Rise and Shine Child Care Center** it is our goal to provide a safe and nurturing environment.

**SR Rise and Shine Child Care Center** serves infants/toddlers ages 2 months to 24 months.

The purpose of our program is to provide the highest quality conditions that would be conducive to the early developmental needs of all babies in our care.

We understand that the decision to leave your baby in the care of another is not easy to make. For this reason, we strive to provide a safe and healthy program that conveys a sense of security in the haven of our licensed environment.

We will make every provision possible within our structural guidelines for the comfort of both you and your baby.

It is our sincere belief that with parental support of set standards and procedures a successful and meaningful experience will develop and will be carried throughout your child's life.

We appreciate your confidence and look forward to a relationship of meaningful growth and learning.

Sincerely,

**Santa Rosa Rise and Shine Child Care Center and Staff**

## About Our Program

**Santa Rosa Rise and Shine Child Care Center** is committed to quality childcare. We seek to provide all infants in our program a sense of safety in the haven of a calm environment and the tools which will foster confidence and the ability to reach their unique milestones of development.

As an important element in the development of your child's early education, we offer a wide range of activities which meet their needs, abilities, and interests.

We do not underestimate the roll of early exposure to a structured environment. We focus our attention on providing babies with routine, stability, and freedom to explore in our nurturing, home-like setting.

Our program offers a comfortable atmosphere for babies to enjoy, relax and respond with appropriate attitudes and actions.

## Admissions & Administration

We operate on a nondiscriminatory basis giving equal treatment and service without regard to race, religion, color or national origin.

An interview must be conducted prior to enrollment. We conduct group interviews only. This provides families the opportunity to hear questions from other parents they may not have thought of. We have found this format to be much more productive than one-on-one.

During interviews information regarding our program policy will be provided and other pertinent information exchanged followed by questions/answer. Please allow approximately 30 minutes for this process.

For your child's safety and to comply with State Regulations all enrollment forms must be completed and on file prior to your child's first day of attendance.

These forms include, but are not limited to (completed list is located on our website):

- |                                    |   |
|------------------------------------|---|
| *Admissions Agreement              | *Immunization Record (must be kept current) |
| *Emergency Form                    | *Medical Release                            |
| *Health History                    | *Parental Right's                           |
| *Physician's Report                | *Personnel Rights                           |
| *Non-refundable Administration Fee | *Toileting Policy                           |
| *Handbook Acknowledgement          | *Biting Policy                              |
|                                    | *Photo Release                              |

## Attendance

THERE ARE NO REFUNDS, MAKE-UP DAYS OR TRADE DAYS

### Business Hours:

8:30a.m. - 12:30p.m. Monday

8:30a.m. - 4:30p.m. Tuesday-Friday

6:30a.m. - 8:30a.m. Extended morning care Monday-Friday (*additional fee applies*)

**Arrival & Pickup:** Children may attend only on those days and times for which they are enrolled. Extra days and times may be arranged in advance if space permits. *Additional fees may apply.*

**Absences:** Parents are requested to inform this facility in advance or by 8:30a.m. of scheduled day of attendance, whenever possible, if a child will be absent.

Unreported absences of one calendar week will be considered a withdrawal and another child may be accepted in that space without notice or refund of fees.

**Withdrawal:** Parents removing or withdrawing their child(ren) from this facility must give a 30-day advanced notice.

## Holidays & Vacation

This facility will be closed for the following holidays\*\*:

1. Week of New Year's Eve/Day: exact dates TBA
2. Martin Luther King Jr.
3. Lincoln's Birthday/President's Day
4. Spring Break: exact dates TBA
5. Memorial Day
6. July 4<sup>th</sup> Holiday\*
7. Summer Vacation\* (one week): exact dates TBA
8. Labor Day
9. Columbus Day
10. Veteran's Day
11. Week of Thanksgiving
12. Week of Christmas Eve/Day: exact dates TBA

\*May include extra days depending on when these holidays fall during the week.  
*See facility calendar located on our website.*

\*\*We reserve the right to add 2-3 other days for professional development activities.  
Dates will be posted at least 30 days in advance.



## Tuition & Fees

Our tuition reflects a monthly rate regardless of holidays, vacations or absences.

Payment is due in full according to contract, regardless of days in attendance and/or services provided, including sick, holidays and vacations.

Tuition is due, in full, on the 1<sup>st</sup> of each month.

Preferred payment method is via Venmo (Cary Rich @SRkidsRise).

We also accept the following: Cash, Check, and Online payment via ProCare – Parent App. If another option is preferred, please let our Director know so arrangements can be made.

We are not responsible for tuition payments received late, and a late fee will be applied to individual account. If paying through an App there is usually a 3-5 lag. You will not be charged a late fee if your payment has been initiated by the due date.

Various monthly tuition options are available based upon enrollment. *(1 day/week with special consideration only. Please discuss with Director)* **Please refer to website for current rates.**

2 Days

3 Days

4 Days

4 ½ Days

Mondays 8:30 a.m. – 12:30 p.m.

Tuesday - Friday 8:30 a.m. – 4:30 p.m.

Monday – Friday Extended morning care options 6:30a.m.-8:30a.m.

## Administration Fees

There is an annual administration fee required per child billed (August-July). Pro-rated options are provided for enrollments after August or withdraw prior to July based on your child's birthday.

This fee is associated with enrollment fees, insurance, client file, and supplies necessary for new enrollee. This fee is also part of our staff retention program to ensure continuity and stability.

There will be no refunds of administration fees.

## Misc. Fees

1. Application fee is payable at time of contract acceptance (*one-time only*).
2. Late pick-up/Early drop-off: fee per minute before 8:30 a.m. or past 4:30p.m.
3. Late tuition: fee is billed per day tuition is late
4. Return check: fee per occurrence. *After two returned checks within 1 year, all future payments must be made in cash; receipt will be provided.*

All fees will be billed monthly. *Payment is due on the 1<sup>st</sup> or at time of receipt for misc. fees billed.*

A minimum of 30 days' notice will be given for any policy change or rate increase. However, a credit will be given for any other day this facility closes not mentioned in this handbook, such as in a staff illness other unplanned closure except as noted below. Credit will apply to succeeding contracted payment period.

## Unusual Circumstances

In the event our facility or surrounding environment is deemed unsafe, or if any unforeseen circumstances, outside of our control, such as severe weather conditions, war, natural disaster, or event, etc.... that shall render attendance unavailable, or admissions agreement null and void Santa Rosa Rise and Shine Child Care Center, LLC will not be held responsible for any damages or loss caused by such event or cancellation and is relieved of any liability; financial, personal property, personal injury or death.

## Health

This facility provides childcare services to well children only.

Your child's health is a matter of major importance to all of us. A daily health-screening will take place upon arrival and may include a temperature check.

We require that all children maintain current immunizations (required immunizations are posted on our website).

Parents are to notify this facility of any unusual emotional or physical illness or disability that their child may have or be experiencing.

This facility must be notified immediately for any contagious illness or disease that may be present or other children in this facility have been exposed to.

Likewise, we will notify parents of unusual demeanor or circumstances that may indicate health concerns.

Absolutely no sign of illness is permitted! Children are to remain home if fever, clear, green or yellow mucous, productive cough, or diarrhea that cannot be contained with regular diapering. These symptoms indicate a health-related problem.

Children treated with antibiotics for any contagious illness must wait 24 hours, not just one day, but 24 hours. This will be enforced for the health and well-being of staff and other children, unless you have a signed Doctor's release indicating otherwise.

## Nutrition

Nutrition is an important part of this program and a good diet is stressed.

Parents are responsible for meals and snacks for their babies. All bottles, food storage containers, pre-packaged food or prepared foods must be labeled with your child's name and the date it is brought.

Please note:

1. We cannot re-heat food.
2. However, we can warm bottles with our bottle warmer.

## Discipline

Discipline is a positive training tool which consists mostly of reinforcements or redirection.

The use of physical punishment is never permitted.

As your partner in the care of your baby, it is important that good communication exists between the home and providers.

If your baby is experiencing a change in the home environment that may result in changes in behavior in our facility, it is important that we are informed. Likewise, we will notify you of any behavior changes which may occur while your child is in our care.

## Miscellaneous

Parents provide all supplies necessary for the routine care of their child. Including, but not limited to food, bottles, formula, diapers, and wipes.

**Clothing:** Please dress your child according to weather conditions. Everyday 'rugged' clothes are best. Do not bring children in pajamas (unless this is their outfit for the day) or unchanged overnight diapers. Your child must be ready to begin their day when they arrive.

We will provide your child with their very own center tote bag that you can add an extra change of clothes labeled with your child's name. Labeling is required. All items should fit in provided bag.

**Napping:** 0-12 months on demand. For older babies, please refer to daily routine schedule.


**Toys:** We ask that you leave your child's belongings at home or in the car. We cannot be responsible for items brought, but we do encourage materials from home that enhance our program. Thank you!

**Etc...:** It is impossible to accommodate the values of everyone; however, we will try to create a supportive environment. Therefore,

- a) If you do not understand the "What?" or "Why?" of anything related to our program, please ask.
- b) Feel free to bring a special treat to share on your child's birthday considering age appropriate.

## Stay Connected

- Visit us on the Web at [SRkidsRise.com](http://SRkidsRise.com)
- Find us on FaceBook at [RiseAndShineChildCareCenter](https://www.facebook.com/RiseAndShineChildCareCenter)
- Look for us on Instagram [SRkidsRise](https://www.instagram.com/SRkidsRise)
- Now on Yelp!
- Call us (707) 293-9795
- Email us at [contactus@SRkidsRise.com](mailto:contactus@SRkidsRise.com)



Santa Rosa  
Rise and Shine  
Child Care Center

LIC# 493009935

ACKNOWLEDGEMENT OF HANDBOOK

We have read the handbook for Santa Rosa Rise and Shine Child Care Center located on their website at [www.SRkidsRise.com](http://www.SRkidsRise.com)

I/We agree to abide by the policies and procedures as set forth and outlined in the above-mentioned handbook.

Print name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

Print name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

This page to be returned and added to your child's file.