



Santa Rosa Rise and Shine Child Care Center

OCTOBER 2019

License #493009510
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 the infants in our program 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 the needs, abilities, and interests of the individual.

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.

Our setting offers a comfortable atmosphere for all 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 interviews in a group setting. This provides families the opportunity to hear questions from other parents they may not thought of. We have found this format is much more productive than one-on-one.

During interviews information regarding our program policy will be provided and other pertinent information exchanged. 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:

- | | |
|------------------------------------|---|
| *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 4th 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 schedule reflects an annual rate, divided into 12 equal payments.

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

If tuition due date falls on a weekend, payment is due the Friday before. If payment falls on a Holiday or during vacation, payment is due the last day facility is opened prior to.

Payments accepted: Cash, Check, Venmo and Online payment via Kinderlime – Parent App. If another option is preferred just 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.

Tuition is due in full on the 1st of each month.

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, and 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 1st 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 above. 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 such as severe weather conditions, war, natural disaster, 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.

Your child's health is a matter of major importance to all of us. We require that all children maintain current immunizations.

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

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.

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 or store food in refrigerator. You must bring food and bottles in individual bag with icepacks if necessary, or small cooler.
2. 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
- 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) 322-6038
- Email us at contactus@SRkidsRise.com



Santa Rosa
Rise and Shine
Child Care Center

LIC# 493009510

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

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.