



PARENT HANDBOOK



WELCOME!

Welcome to The Happy Coop Day Care, a home-based sanctuary where we honor the early years as the foundation for all future growth. We believe that childhood is a precious time filled with wonder, curiosity, and endless opportunities to learn. Our goal is to create a nurturing, home-like environment where children feel safe, loved, respected, and encouraged to explore the world around them. We want every child who walks through our doors to feel a sense of belonging and to know they are valued for exactly who they are.

Our program is play-based with **Montessori- and Reggio Emilia-inspired principles**, allowing children to learn through hands-on experiences, meaningful exploration, and real-life activities. We encourage independence, creativity, problem-solving, and confidence while recognizing that every child develops at their own unique pace. Through purposeful play, practical life skills, nature exploration, open-ended learning, and child-led discovery, we help build a strong foundation for lifelong learning.

OUR PROGRAM

Childcare Hours:

6:30AM to 5:30PM

Monday to Friday

Curriculum Approach

Play-based learning with a Modern Montessori & Reggio Emilia-inspired approach, focusing on hands-on, meaningful experiences and early learning foundation

We support early learning through:

- STEAM: Science, Technology, Engineering, Arts & Math integrated through play
- Literacy: Alphabet recognition, phonics & story telling
- Mathematics: Numbers, counting, patterns & problem solving
- Science: Nature studies, hands-on discovery, observation, and simple experiments
- Life Skills: Independence, responsibility, self-help skills, and daily routines
- Social and Emotional Development: Kindness, emotional regulation, confidence, and cooperation
- Creative Arts: Open-ended art, music, movement, and self-expression

☀️ Enrichment & Experiences

- 🎵 Music instructor visits bi-weekly
- 🐔 Interaction with our in-house pet chickens
- ⚽ Sports area / clinic (coming soon)
- 🌿 Outdoor play, exploration & nature-based learning

Small group care with 2 teachers for low ratios



✨ Mission

To provide a nurturing home-based environment that honors the whole child through Montessori-inspired, hands-on experiential learning. We are dedicated to supporting key developmental milestones while fostering independence, curiosity, and strong character development that helps each child thrive.

🌈 Vision

To be a trusted early childhood sanctuary where children grow with confidence to explore, resilience to overcome challenges, and compassion to positively contribute to their community.

🎯 Goals

Holistic Development: To support each child's cognitive, social, emotional, and physical development through a thoughtfully prepared environment that encourages meaningful discovery and focused learning.

Experiential Learning: To provide daily hands-on opportunities where children learn through sensory exploration, play, nature, and practical life experiences that build real-world understanding.

Character Building: To nurture kindness, self-discipline, respect, and responsibility, helping children develop a strong moral foundation and positive social skills.

Enrollment Requirements & Forms

Upon enrollment, families are required to complete all necessary registration documents and follow the enrollment process in full. A **\$100 non-refundable reservation fee** is required to secure your child's spot. This fee will be credited toward your first payment.

Required State Forms

The following documents are required by California Community Care Licensing (CCL) and must be completed and kept on file before your child's first day:

- Copy of Child's Birth Certificate
- Immunization Record
- Parents' Rights (LIC 995A)
- Affidavit Regarding Liability Insurance (LIC 282)
- Consent for Emergency Medical Treatment (LIC 627)
- Individual Infant Sleeping Plan (LIC 9227) (if applicable)
- Emergency Contact Information (LIC 700)

Note: These state-required forms can be provided by Happy Coop Daycare or downloaded directly from the CDSS website.

Additional Daycare Forms

The following forms are provided by Happy Coop Daycare and must also be completed prior to the first day of care:

- Illness Policy Agreement
- Child Profile & Basic Information Form
- Photo Release Consent
- Sunscreen / Diaper Cream Authorization
- Authorized Pick-Up & Emergency Contacts
- Accident Report Acknowledgment
- Payment & Fee Agreement
- Contract Termination Agreement
- Pet policy

Note: All required documentation must be fully completed before your child's start date to ensure a smooth and safe transition into care.

AGE	FULL TIME (20 - 50 hours per week)	DROP IN CARE
6 months - 21 months	\$320	\$65 per day
2 - 5 years old	\$275	\$60 per day
5-8 years old (5-15 hours per week)	\$200	

Healthy breakfast, lunch, morning and afternoon snacks included

A. Registration / Reservation Fee

A \$100 non-refundable Registration Fee is required to reserve a placement slot. This fee will be applied toward the child's first tuition payment.

Upon signing the contract, parents are required to pay the first two weeks of tuition in advance, with the Registration Fee deducted from the total due.

B. Additional Fees

• Late Payments

Payments are due on the agreed-upon date. However, a 3-day grace period is provided. After this period, a \$30 late fee will be charged and \$15 per day onwards

• Extended Care (Overtime)

Full-time and drop-in care includes up to 10 hours of care per day. Any time beyond this limit will be charged at \$5 for every 5 minutes of additional care.

• Vacation / Provider Closure Policy

Families are responsible for tuition even during child absences to maintain their reserved spot. (No refunds will be issued for days when the child does not attend due to illness, vacation, or other absences)

The provider is entitled to 10 paid personal wellness days per year to support rest and maintain a high-quality care environment. Parents will be notified at least one month in advance of any scheduled closures..

C. Payment Methods

Happy Coop Day Care accepts bi-weekly and monthly payments, paid in advance.

Accepted payment methods include cash and checks. Returned checks due to insufficient funds (NSF) will incur a \$35 NSF fee, plus any additional bank charges associated with the returned check.

Positive Guidance & Behavior Support

At Happy Coop, we believe discipline is an opportunity for teaching rather than punishment. We use a positive guidance approach that focuses on clear communication, redirection, and natural consequences. This helps children understand the reasons behind expectations while maintaining their dignity and self-esteem.

Our goal is to help children build self-regulation, problem-solving skills, emotional security, and mutual respect in a supportive environment. We do not use punishment. Instead, we address behavioral challenges by observing the cause of the behavior and working closely with parents to find effective strategies to support the child. Common approaches include redirection and providing a calm-down space.

Guidance Form Policy

When a child's behavior affects the safety, well-being, or peaceful environment of the daycare, a Guidance Form will be completed and signed by both the parent/guardian and provider for documentation.

Behaviors that require a Guidance Form include:

- Biting that breaks skin
- Hitting with an object
- Scratching or punching
- Spitting
- Throwing objects
- Climbing on furniture
- Any behavior that may cause emotional or physical harm, including bullying

Three (3) Guidance Forms may result in contract termination.

In cases where behavior causes serious harm or poses a safety risk to the daycare environment, parents/guardians may be asked to pick up their child immediately. The provider may also recommend seeking additional support or a different care setting better suited to the child's needs.

Each newly enrolled child will have a two-week observation period to assess whether Happy Coop Day Care is the right fit.

CONTRACT TERMINATION

Failure to follow the rules and policies outlined in the Happy Coop Parent Handbook and signed contract may result in contract termination. In such cases, payment is required through the end of the week in which termination occurs.

Reasons for Contract Termination (including but not limited to) :

- Failure to comply with the handbook or signed contract
- Ongoing harmful behavior despite parent collaboration and intervention
- Parenting differences between provider and parent that create confusion for the child
- Providing false or misleading information
- Disrespectful behavior toward the provider, staff, other children, or families
- Five (5) consecutive days of absence without notifying the provider
- Non-payment of childcare fees more than five (5) days past the due date without communication
- Repeated late pick-ups without acceptable reason
- Health and Safety Risks: If a child poses risks that cannot be reasonably accommodated.

Parents will receive written notice and, when possible, a timeline for transition.

Immediate termination may occur for:

Violent Behavior: Actions endangering others by the child or parents.

Severe Policy Breach: Falsified information or major non-compliance.

Withdrawal Policy

If a child is withdrawn from care, parents/guardians must provide at least two weeks' written notice to avoid billing discrepancies.

A final account statement will detail any outstanding balances, refundable deposits, or adjustments. All balances must be settled within 5 days.

Child's Take-Me-Home Policy

Happycoop Day Care abides with the CDC sickness policy for the children at school or daycare. A child will be sent home if they have one of the following conditions:

- Fever of 100.4f
- Diarrhea
- Vomiting. Keep your child home until the child has gone 24 hours without throwing up
- Cough. If your child has a serious cough, particularly if it's accompanied by breathing troubles.
- Rashes: Skin rashes could be a sign of a contagious infection, such as impetigo. You should have a rash evaluated by a doctor before sending your child to school.
- Pinkeye (Conjunctivitis). Keep your child home until the doctor says the child is no longer contagious.
- Lice. Child should be treated, and return to class after appropriate treatment has begun.
- Contagious diseases such as, whooping cough/pertussis, stomach flu, hand, foot and Mouth Disease, chicken pox, fifth disease, roseola virus, measles, ringworm, and etc.

COVID and other Illnesses Policy will always be based on Center for Disease Control and prevention (CDC) mandates and per California Department of Social Services

Note: Medication will only be administered with a signed permission form and must be in the original labeled container.

ARRIVAL AND DEPARTURE

Hours of Operation: 6:30am to 5:30pm

- Children must be signed in and out daily by a parent or authorized guardian.
- Notify us in advance if someone other than the listed guardian will be picking up your child. A valid photo ID will be required

NUTRITION AND MEALS

Parent-Provided Meals

Parents who choose to provide meals must send a labeled lunchbox each day. Please pack nutritious meals that include fruits, vegetables, whole grains, and protein.

Daycare-Provided Meals and Snacks

Meals and snacks provided by the daycare follow nutritional guidelines and focus on fresh, healthy foods.

Food Allergies

Please inform us of any food allergies, sensitivities, or dietary restrictions to help ensure your child's safety.

NAP AND REST TIME

All children will be provided with a daily rest period appropriate for their age. Children are encouraged to rest quietly; however, they will not be forced to sleep. Infants will follow their individual sleeping schedules in accordance with safe sleep guidelines.

POTTY TRAINING

Happy Coop Day Care will work together with families to support children during the toilet-learning process. Parents are asked to provide extra clothing and communicate any potty-training routines being used at home. Accidents are a normal part of learning and will be handled with patience and encouragement.

CLOTHING AND PERSONAL BELONGINGS

Children should arrive each day in comfortable, weather-appropriate clothing suitable for active play and outdoor activities. Please provide:

- A complete change of clothes
- Diapers, wipes, and diaper cream (if applicable)
- Any comfort items needed for rest time

Please label all personal belongings with your child's name.

OUTDOOR PLAY

Outdoor play is an important part of our program and is included daily, weather permitting. Children should come prepared for outdoor activities with appropriate clothing and footwear. Outdoor play may be limited during extreme weather conditions or when air quality is unsafe.

PERSONAL ITEMS AND TOYS

To avoid loss or damage, toys and personal items should remain at home unless requested for a special activity or comfort purposes. Happy Coop Day Care is not responsible for lost, damaged, or misplaced items brought from home.

SUNSCREEN AND INSECT REPELLENT

Parents may provide sunscreen and/or insect repellent for their child. Written authorization is required before staff can apply these products. All products must be labeled with the child's name and provided in their original container.

DAILY SCHEDULE

Children participate in a balance of indoor and outdoor play, learning activities, meals, rest periods, and social interaction throughout the day. Daily routines are designed to promote learning, independence, creativity, and healthy development.

COMMUNICATION

We maintain open communication with parents through text/call and daily reports.

Parent-provider conferences are scheduled periodically to discuss your child's development.

