

# PARENT HANDBOOK

Kite Family  
DAYCARE



**LIC#283010366**

Our mission is to provide child care that meets the needs of each child and family in a safe, fun, educational environment. We take pride in our focus on the individual needs of each child while providing quality, loving, reliable, and safe child care.

DUAL LANGUAGE, PLAY BASE, HOME DAYCARE

**2025**

# DAYCARE POLICY HANDBOOK



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**PHILOSOPHY:** At Kite Family Daycare, we offer a secure place for your children to be filled with joy while they play and learn with other children. We believe that children learn through active exploration and play. We structure our program to be responsive to the needs of each child and therefore offer opportunities for group activities as well as privacy to play and/or work individually.

**EXPECTATIONS:**

- 1.OPEN COMMUNICATION- BE HONEST AND TRUSTWORTHY
- 2.MUTUAL AGREEMENT AND UNDERSTANDING OF ALL TERMS WITHIN THIS HANDBOOK
- 3.PICK UP YOUR CHILD(REN) ON TIME
- 4.BE RESPECTFUL

**CONTACT:** Brightwheel, Text (707) 975-3897, Email Jessica@kitedaycare.com

**HOURS:** Monday- Friday 7:30am to 5:00pm.

Some hours will be based on individual needs each family will be contracted different hours.

**FULL-TIME:** Five-days per week, Monday-Friday. Four days will still be considered full time and will be charged at a full-time rate. If you need care the fifth day you will need to follow the drop-in guidelines.

**PART-TIME-**

PT 1- Monday, Wednesday, and Friday

PT 2- Tuesdays and Thursdays

**DROP-IN CARE:** Upon filling out the enrollment forms, you are put on an on-call list. When another child does not come to daycare, we contact you to see if you'd like your child to come that day. This is a first come, first serve basis (you may also request days ahead of time) and payment is due upon approval.

**TRIAL PERIOD:** Upon completion of this agreement, the first 2 weeks that you attend Kite Family Daycare is a trial period during which either party may terminate this agreement at any time. At the end of the two week trial period, the agreement will be in full effect. Termination agreement is listed on page 14.

**CHANGES:** Parents are expected to inform me immediately of any changes in telephone numbers/emergency contact phone numbers, and/or health conditions.

**FEES:** Tuition is to be paid in advance, weekly and you will receive an invoice every Thursday. You can choose if you would like to pay weekly, bi-weekly, or monthly. Please remember that payment is due in advance; no matter which option you choose, and payment must be made no later than the Sunday before the week(s) you are paying for. If Monday falls on a holiday, scheduled vacation, scheduled personal day, or if your child is sick, invoice is still required to be paid by Sunday. If payment has not been received by Sunday, there will be a \$20 late fee per day and your child will not be accepted until payment has been made. We love our job and your children and do not want to turn them away but must stick to the policy so please try your best to refrain from this awkward situation from happening.

**RATES:** You can read the specifics of rates on page 8. You will also receive a 2-week notice if/when there are any rate increases.

**PAYMENT FORMS:** Payments can be made on the app provided or, cash, checks, or apple pay. Checks will be accepted but due on Friday mornings. Checks can be made out to Jessica Kite.

**ENROLLMENT FEES:** A nonrefundable security deposit of \$35.00 is due at the time of home interview. This fee is for required paperwork to be completed for your child and be able to be placed on the waitlist. If your child does not start care by the agreed upon date, your space will be forfeited.

**YEARLY FEE:** A yearly \$75.00 fee is due April 1st of every year.

**LATE FEE:** Our regular hours are 7:30am- 5:00pm. Notify me as soon as possible if you will be arriving late. You will be expected to pay \$1.00 per minute. These fees are expected to be paid immediately.

**BOUNCED CHECK:** Should I receive an NSF returned to me, you will be charged a fee of \$35.00, and will cover any costs my bank imposes upon me. A second NSF will result in a requirement that all future payments to be made in cash.

**TERMINATION FEE:** I require a two-week written notice if you are terminating child care. If none is given, two weeks' additional payment must be made whether or not your child is present. If I find I can no longer provide care for your child(ren), I will give you at least a two-week notice.

**HOLDING FEE:** In the case that you get offered a spot but need me to hold you a spot for a future date, I will have to charge you half of the regular weekly rate.

**AGES:** We accept Children ages 1-5 years old.

- Infants are described to be birth to 24 months.
- Toddlers/Preschoolers are described to be 2-5 years old.

**CURRICULUM:** We believe that children learn best through play. They will be exposed to a variety of positive, age-developmentally appropriate activities and materials that will stimulate their mind in wanting to explore more of what they are interested in. During play we want to foster their curiosity and growth. Learning at Kite Family Daycare is fun and we believe that children learn best without the pressure of expectations that other may have as we encourage and support them in discovering new concepts at the their own pace in development. Children 2 years and over will be working on age appropriate curriculum and we will send out lesson plans to keep you in the loop.

**COMMUNICATION PLAN:** We will be using a childcare software that enables you to centralize and send messages, newsletters, billing, admissions, and classroom management. You will be able to access real-time feed of activities throughout the day like photos. You will receive paperless invoices and make online payments and receive email receipts. This includes digital check-in with personal pass codes. You can add approved adults to pick up your child, and see when your child has been checked in or out.

**DROP OFF:** Please arrive on time. If you will be late for drop-off, let me know as soon as possible, so I may adjust my schedule if need be. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. At drop-off time, *make sure that you say goodbye* to your child(ren) and let them know you will be returning. Although this may produce tears, rest assured that I will comfort them and help them adjust. Saying goodbye helps your child gain trust in you and feel secure in that while you may leave them when you have to, you will always come back.

**PICK UP:** Children can only be picked up by parents or other adults who the enrolling parent has listed on the emergency card. To ensure the safety and well being of all children left in our care, when picking up a child, authorized representatives must produce picture identification. There will be **NO EXCEPTIONS-** if an adult who is not on the list attempts to pick up a child, we will NOT release the child. **Your child is your responsibility when you are around, please make sure all rules are followed.** We ask that you please wait outside.

**APPOINTMENTS:** If you need to pick up your child for an appointment and would like to drop them off after the appointment is done, you will need to communicate with me and get an approval as soon as you set the appointment. Payment will be due upon approval.

**HOLIDAYS:** There will be 11 Paid holidays through out the year.

- |                  |                  |                          |                   |
|------------------|------------------|--------------------------|-------------------|
| 1.New years day  | 4.4th of July    | 7.Thanksgiving           | 10. Christmas Day |
| 2.Presidents Day | 5.Labor Day      | 8.Day after Thanksgiving | 11.MLK            |
| 3.Memorial Day   | 6. Veteran's Day | 9. Christmas Eve         |                   |

*Note: If the holiday falls on a Saturday daycare will be closed the Friday before. If the holiday falls on a Sunday daycare will be closed the Monday after.*

**SICK DAYS:** As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this I take 3 paid sick days per year.

**PERSONAL DAYS:** We take 5 paid days off per year. We use these days for our continuing education classes, trainings, and personal days. Of course we will give you as much of an advance notice as possible.

**VACATION DAYS:** I take 10 paid days off for vacation a year. The dates of our vacations will be posted at least two weeks in advance.

**NOTE:** *Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days. To hold your spot at Kite Family Daycare, parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days that result in the daycare closing.*

**CHILD WHO IS ABSENT:** The weekly fee remains the same.

**CHILDS SICK DAY'S:** Your child(ren) can take up to three sick days per calendar year and not be charged.

## HOUSE RULES:

- 1.No shoes past the balcony. This means children and parents.
- 2.Make sure all gates behind you are closed at all times.
- 3.Do not enter into the back yard.
4. When you are around your child is your responsibility.

**SAFETY:** Your child's safety is paramount. All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem (i.e. medicine cabinet) are also locked. All electrical outlets have child-proof safety covers. There are smoke detectors and carbon monoxide detectors on each floor, and a fire extinguisher in the kitchen. The door at the top of the stairs is sturdy and child proof. Emergency numbers are posted next to the phone. There are first-aid kits, several flashlights, and a portable battery-operated radio. Earthquake/storm and fire drills are practiced monthly and logged. My assistant's and I have taken classes in Infant/Child CPR and First Aid and we are also Mandated reporters. We are gun owners. All unloaded guns are stored in the garage inside a safe the ammunition is also stored inside of a safe in separate locked boxes. My husband and myself are the only ones that know the code and we do not access the safe during daycare hours. They are away from the daycare portion of my house and the kids do not have access to the downstairs of my home. (Pictures are provided upon request).

**SUPERVISION:** I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening.

**INJURY:** If a child becomes ill or is injured, he/she will be cared for with the following guidelines that have been established for all to follow. A copy is provided upon request. If the injury is more serious than a minor cut or scratch and warrants for immediate medical attention, He/she will be transported to Queen of the Valley which is our local hospital and I will notify the parent or emergency contact on file if I am unable to get in contact with the parent. I will notify you at the earliest possible time and you will be responsible for all medical expenses incurred.

**INSURANCE:** Assure Child Care, 80 South 8th Street, Suite 700, Minneapolis, MN 55402, 612-486-4752, [www.assurechildcare.com](http://www.assurechildcare.com)

**CUSTODY SITUATIONS:** I will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. In the event that a custody dispute takes place on our property, the local Law Enforcement will be called and asked to handle the dispute. If a custody issue creates a risk or disruption to my home or staff, I have the right to terminate care.

**TV VIEWING:** Television viewing is limited time and is limited to age appropriate learning shows. I will pick appropriate children's shows or movies. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

**OUTDOOR PLAY:** Is a regular part of our daily routine. Children should be prepared to play outside every day. We do love to splash in rain puddles so please dress your child appropriately. Apply sunscreen prior to school hours and/or sign the form provided allowing us to apply. Do not request that your child stay indoors, children that are too sick to go outside should not be at daycare. If weather does not permit outside we will play indoors. For safety please have your child wear appropriate comfortable closed toe play shoes.

**NAP TIME:** Children have a daily nap time between 1:00-3:00pm. Each child will be provided with a safe comfortable sleeping space. Infants will sleep in pack and play that I will provide. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics for SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor. Preschoolers will be provided a cot. We ask you to provide a small blanket and pillow. I will send these home weekly to be washed and return. If you need to pick up your child during this time you need to let me know no later than the morning off to get an approval.

**MEALS AND SNACKS:** All food served during the day will include servings from each basic food group. Breakfast is served at 8:30am. If you will be arriving later than 8:30am, please be sure to have your child(ren) eat breakfast prior to arriving. There will be a lunch at 12:00am, and another snack at 3:00pm. No additional fee is required. If any food or bottles are brought from home, they must be clearly labeled with the child's name. It is important to let me know if your child has any known food allergies.

**POTTY TRAINING:** We are more than happy to encourage potty training as long as the child is ready (typically between 2-3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents is imperative for a successful transition from diapers to toilet.

**DIAPER POLICY:** It is the parents responsibility to provide diapers, wipes and diaper cream for your child. Each child has his or her own labeled diaper bin. Diapers are checked frequently, and changed at least every three hours or more frequently if needed. Diapers containing #2 are changed immediately. The diaper changing table is cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

**CLOTHING:** Do not send your child to daycare in "dress clothes". Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances, accidents happen. Make sure your child has a complete change of clothing here at all times, including underwear and socks. I will send these home every winter and summer to be return with proper weather outfits. Do not bring your child in sandals or flip-flops. Only shoes that cover the entire foot should be worn. During the summer months, I will on occasion make use of a water toys. You will be notified in advance if you wish for your child to participate. During the winter months, make sure to leave a jacket in their cubbies.

**ITEM'S FROM HOME:** During the initial adjusting period, we encourage your child to bring a piece of home with them- a special blanket, and teddy can be very comforting. Please do not bring your child's toys to daycare. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy as personal toys typically causes problems between them and the other children. Never send your child to daycare with toy weapons.

**FIELD TRIPS:** On occasion, we may go on a field trip. All children will be restrained in car/booster seats and will not be transported without your written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle. If you choose to not allow to have your child participate, you are responsible for alternative care for the day. Your weekly rate will not change.

**TV VIEWING:** Television viewing is limited time and is limited to age appropriate learning shows. I will pick appropriate children's shows or movies. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

**OUTDOOR PLAY:** Is a regular part of our daily routine. Children should be prepared to play outside every day. We do love to splash in rain puddles so please dress your child appropriately. Apply sunscreen prior to school hours and/or sign the form provided allowing us to apply. Do not request that your child stay indoors, children that are too sick to go outside should not be at daycare. If weather does not permit outside we will play indoors. For safety please have your child wear appropriate comfortable closed toe play shoes.

**NAP TIME:** Children have a daily nap time between 1:00-3:00pm. Each child will be provided with a safe comfortable sleeping space. Infants will sleep in pack and play that I will provide. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics for SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor. Preschoolers will be provided a cot. We ask you to provide a small blanket and pillow. I will send these home weekly to be washed and return. If you need to pick up your child during this time you need to let me know no later than the morning off to get an approval.

**MEALS AND SNACKS:** All food served during the day will include servings from each basic food group. Breakfast is served at 8:30am. If you will be arriving later than 8:30am, please be sure to have your child(ren) eat breakfast prior to arriving. There will be a lunch at 12:00am, and another snack at 3:00pm. No additional fee is required. If any food or bottles are brought from home, they must be clearly labeled with the child's name. It is important to let me know if your child has any known food allergies.

**PARENT VISITS:** We would love to welcome you to pop in but unfortunately you may cause children to react in an excited manner that does not normally occur when I am alone with them, and transition will become harder. If your child's becomes upset with your departure, you will be expected to take them with you when you leave. No visitors will be accepted during our nap time between the hours of 1:00 pm and 3:00 pm.

	FULL TIME WEEKLY RATE	DROP IN DAILY RATE	4 DAYS A WEEK	3 DAYS A WEEK	2 DAYS A WEEK
Infants 6-23 Months	\$380.00	\$76.00	\$304.00	\$228.00	\$152.00
Pre-schoolers 2-6 Years	\$345.00	\$69.00	\$276.00	\$207.00	\$138.00

**ENROLLMENT RECORDS:** We keep written records for each child enrolled. A child's file will include all of their emergency and contact information, as well as immunization records and any health alerts. We also have records of observations, parent-teacher conferences and meetings. Enrolling parents may have access to these records.

**PARENT RESPONSIBILITIES**

- Diapers, preferred creams or ointments
- Extra set of clothes
- Pacifier (if needed)
- Bottle (if needed)

**DAYCARE FORMS:** All forms must be completed and turned in prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

**TERMINATION:** In the event of termination of care by either party, there will be a required two-week written notice. With the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. During the two-week notice time frame, you will be expected to pay each week in full regardless of whether your child attends daycare or not. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

I have read and agree to abide with the Day Care Policies.

\_\_\_\_\_  
Parent Signature/ date

\_\_\_\_\_  
Parent Signature/ date

\_\_\_\_\_  
Provider Signature / date



# ENROLLMENT CONTRACT

I.

The following Contract is between: Jessica Kite DBA Kite Family Daycare  
AND

Parents Name: \_\_\_\_\_

is made and entered into as of the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_  
For the care of the following child(ren): List full name(s) and current age(s)

Child's Full Name: \_\_\_\_\_ D.O.B \_\_\_\_\_ M / F

*Terms of agreement are as follows;*

Beginning on (Start Date) \_\_\_\_\_

Contracted Day's \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

## II. Standar Rate's

Enrollment Fee \$100.00 is due at the return of this contract. If your child does not start on the start date, your space will be forfeited.

Yearly fee of \$75.00 is due April 1st 2025.

**FEE'S (Due's regardless of attendance);**

\$\_\_\_\_\_ per week, payable in advance, no later than the 1st day of care in any given week.

**Daily Drop In**

\$\_\_\_\_\_ per day, payable in advance, no later than the day of care.

**Method of Payment:**

Cash \_\_\_\_\_ Personal Check \_\_\_\_\_ Brightwheel \_\_\_\_\_ Subsidy \_\_\_\_\_

*If prefer payment is with check, it is due by Friday before the start of the contracted week.*

## III. FEE'S

- **LATE FEE:** An early/late fee of \$1.00 per minute. These fees are expected to be paid immediately.
- **LATE PAYMENT FEE:** There is a \$20.00 per child and per calendar day of late payment.
- **BOUNCED CHECK:** Should I receive an NSF returned to me, you will be charged a fee of \$35.00.
- **TERMINATION FEE:** I require a two-week written notice if you are terminating child care. If none is given, two weeks' additional payment must be made, whether or not your child is present. If I find I can no longer provide care for your children, I will give you at least a two-week notice.
- **HOLDING FEE:** Is a half of the original contracted weekly rate fee.

## IV. Provider's Holiday's, Vacation, Sick & Personal Day's

- **HOLIDAY'S:**
- The following are considered days off and paid holidays for the provider providing they fall on a regular day of care:

*New Year's Day | Presidents Day | Memorial Day | Fourth of July | Labor Day | Veteran's Day | Thanksgiving, the Friday following Thanksgiving | Christmas Eve Day | Christmas Day*

*When a holiday falls on a Saturday we will be closed that Friday When a holiday falls on a Sunday we will be closed that Monday*

- **VACATION**
- I will take 2 paid weeks off per calendar year with a minimum of 2 week notice to parents.
- **SICK DAY'S**
- I can take 3 paid sick days per calendar year.
- **PERSONAL DAY'S**
- I may also take up to 5 paid personal days. I will give you as much notice as I can so you can make other childcare arrangements. These days may vary.

## V. Children's Absent, Vacation

- **CHILD WHO IS ABSENT:** The weekly fee remains the same.



## VI. Trial period, Termination

- In the event of termination of care, by either party, there is a required two-week notice.
- During the two-week notice time frame, you will be expected to pay each week in full regardless of whether your child attends daycare or not. There is a two week trial period, during which either party may terminate this agreement at any time. At the end of the two week trial period, the contract will be in full effect. This contract will be up for renewal in 12 months. The undersigned agree to the terms of this contract
- **TERMINATION:** In the event of termination of care, by either party, there is a required two-week notice.

## VI. SUBSIDIZED CHILD CARE

I understand the yearly fee is \$ 75.00 and I am responsible for this payment.

- I understand that Children Family Resources is not responsible to pay \$ 250.86 weekly.
- \$ \_\_\_\_\_ is my weekly responsibility. \$250.86 is Children Family Recourses subsidy weekly's responsibility.
- I Understand CRC only pays 10 yearly holidays/ Vacation/Personal Days. It is my responsibility to pay the for any weeks that CRC does not pay
- I am responsible to pay every holiday.

## VI. SUBSIDIZED CHILD CARE- HOLIDAYS

- HOLIDAYS: There will be 11 Paid holidays through out the year.
- Jan 1- New Years day
- Jan 20- MLK
- Feb. 17- Presidents Day
- May 26-Memorial Day
- July 4th-Independance Day
- Sep. 1st- .Labor Day
- Nov. 12th - Veteran's Day
- Nov 27 & 28th-Thanksgiving & the day after
- Dec 25& 26th- Christmas Day and the day after

*By Signing this contract, all parties agree to all of the above terms and policies, included financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract*

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**Parent Printed Name**

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**Parent Signature**

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**Date**

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**Provider Signature / date**

# 2025

## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1-NEW YEARS  
1/20- MLK

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/17- PRESIDENTS DAY

## MARCH

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/3- 2 YEAR OF OPENING ANNIVERSARY

## MAY

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14-18TH- VACATION  
5/26- MEMORIAL DAY

## JUNE

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## JULY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4/4-INDEPENDENCE DAY

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9/1-LABOR DAY

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11/10 & 11- VETERANS DAY  
11/27 & 28-THANKSGIVING  
24 TO 26-VACATION DAYS

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12/24-12/26- CHRISTMAS  
12/31- CLOSE @12PM  
22 TO 23-VACATION DAYS