

PARENT HANDBOOK

Kite Family
DAYCARE



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

LIC#283010366

WWW.KITEFAMILYDAYCARE.COM

DAYCARE POLICY HANDBOOK



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Welcome to Kite Family Daycare!

At Kite Family Daycare, we strive to create a safe and nurturing environment for your child—a true home away from home. Our focus is on fostering their physical, intellectual, emotional, and social growth.

My name is Jessica Kite, and I've been happily married for over 12 years. Our family includes seven wonderful children: three girls, four boys, and our dog, Chance. When my son Noah was diagnosed with autism at the age of two, it sparked my interest in child development. Through his journey, I have gained access to various resources and therapies, which have enriched my understanding immensely. Having been a mother for most of my life and working as a behavioral interventionist, I have developed a deep passion for this field. My experience has fueled my desire to pursue a career in childcare, and I am committed to providing the best for every child. We opened our doors to caring for children in 2023. Crystal, my assistant, has been with me since the start of this journey. We hold certifications in infant/child/adult CPR and first aid, have undergone fingerprinting, and have a cleared background check. I am licensed by the state. Our program is designed to accommodate a maximum of 14 children aged one year and older, and I have met all the requirements set by the state of California.

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:

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

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

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

After care is available for an extra charge the hours are from 5:00pm to 5:30pm Monday- Friday

FULL-TIME: Five-days per week, Monday-Friday.

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.

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. 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 . You will also receive a 2-week notice if/when there are any rate increases.

PAYMENT FORMS: Payments can be made on Brightwheel or, cash, checks, or apple pay. Checks will be accepted but due on Friday mornings. Checks can be made out to Kite Family Daycare.

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 \$150.00 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 in cash.**

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.

HOLIDAYS: There will be 12 Paid holidays through out the year.

- | | |
|---------------------|--|
| 1. New years day | 7. Labor Day |
| 2. MLK | 8. Veteran's Day |
| 3. Presidents Day | 9. Thanksgiving |
| 4. Memorial Day | 10. Day after Thanksgiving |
| 5. Juneteenth | 11. Christmas |
| 6. Independence Day | 12. Christmas eve or day after Christmas |

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 can take 3 paid sick days per year.

VACATION DAYS: I take 11 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.

HOUSE RULES:

- No shoes. This means children and parents.
- Make sure all gates behind you are closed at all times.
- When you are around your child, he/she 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

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.

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. This is why we teamed up with Experience Curriculum. 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.

SCREEN TIME: We read a different book a day. I go to the library as much as I can but there is books that the library does not have and we do read out loud books on the ipad or laptop.

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 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. 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 9:00am, please be sure to have your child(ren) eat breakfast prior to arriving. There will be a lunch at 12:00pm, 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: 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.

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.

BEHAVIOR: When behavior problems arise while children are in our care, we will deal with it through: Redirection: Toddlers will simply be told "no", and redirected to another activity or area. Talking: Once a child reaches the age of two they can be talked to. They will be told in easy-to- understand terms why the behavior should not continue. Typically, this is highly effective. Calm-Down Area: We will direct them to a quiet part of the room to allow them to calm down. We will always be respectful when handling the situation. Harsh, punitive tones are unnecessary, inappropriate and unacceptable. The behavior will be documented. At NO time will we use physical punishment during a disciplinary situation. It is our goal to help all children be successful in our program. However, on rare occasions and after a variety of different strategies have been implemented, if we find that our program is not the right fit for a child's individual needs, I will reserve the right to terminate if behavior is not conducive to the safety and well being of other children enrolled in the program or your own child's personal safety. I reserve the right to terminate services for inappropriate behavior of parents and guardians. I can terminate this agreement without prior notice for the above mentioned due to misconduct or a breach of this agreement by the parents or child.

HOLIDAYS: We celebrate major holidays. We demonstrate sensitivity to all of the enrolled families and maintain a respectful approach to all cultures. We are helping children learn to respect and appreciate the differences and likenesses in all people.

CLASSROOM CELEBRATIONS: A child's birthday is a day of celebration and we will be happy to help make this a special event. I provided a small cupcake after snack. If you would like us not to give your child one please let me know a head of time.

DAILY HEALTH CHECK: A daily health inspection of each child is made upon arrival. My assistant or I will check temperatures and check for any observable signs of illness. We do not accept children that are ill. When a child has been ill, he/she should not return until he/she has been without symptoms for at least 24 hours and will follow CDC guidelines for when your child can return back.

ILLNESS AFTER ARRIVAL: If a child gets sick or ill during the day, he/she will be separated from the other children until the parent or authorized person picks up the child.

I will notify you immediately should your child develop any of the following symptoms:

- The temperature of 100 degrees Fahrenheit or over.
- Vomiting or diarrhea.
- Any rash other than mild diaper or heat-related rash and/or scabies.
- Head lice.
- Mouth sores with drooling, HMF.
- Thick yellow/green nasal discharge.
- Consistent complaints of ear, stomach, headaches, or other pain.
- Severe coughing-congested with phlegm, gets red in the face, gags, throws up, or high-pitched whooping or croup sounds – must be mild before returning to daycare.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

LICE POLICY: I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

IMMUNIZATIONS: Immunizations are required. You are required to update their records and provide me with the most current copy.

MEDICATIONS: If you give your child medication before coming you MUST inform me. will not administer prescription or Non-prescription medications.

SUNSCREEN: Is considered an over the counter, or non-prescription medication. I will need parent to provide sunscreen and signed consent from parents before using sunscreen on a child.

WEATHER-RELATED and UNANTICIPATED CLOSINGS: Parents will be contacted and informed of this situation. Children should be picked up in a reasonable amount of time.

EVACUATION PLAN: We have emergency procedures in place and practice regular fire drills with staff and children. There is a fire extinguisher located in the kitchen. We are equipped with a smoke and carbon monoxide detectors. Staff or I will lead the children to Liberty High School parking lot located at 2121 Imola Ave. You will be contacted at the first opportunity and given information and instructions on where to pick up your child. Staff or I will be acting in the best interest of the children. Childrens safety is always our first priority.

POWER OUTAGE- In the event of scheduled or non-scheduled power outage, I will notify our electric company. After details have been given to me I will deemed if it is unfit to remain open. I will then notify you as soon as possible.

EMERGENCY: I may make alternative schedule decisions, including full-day closure, delayed opening, or early closure, as needed. No tuition refunds will be given for inclement weather closures or delays or unanticipated situations such as, but not limited to: power outages, no water, widespread illness, and/or extreme weather conditions.

MANDATED REPORTING: As a licensed child care provider, I am a mandated reporter. We are required by law to report any suspected incidents of possible child abuse or neglect. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by the state. This is simply listed to make you aware.

STATE LICENSING REQUIREMENT: I am licensed and comply with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials.

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.

Parent Signature / date

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