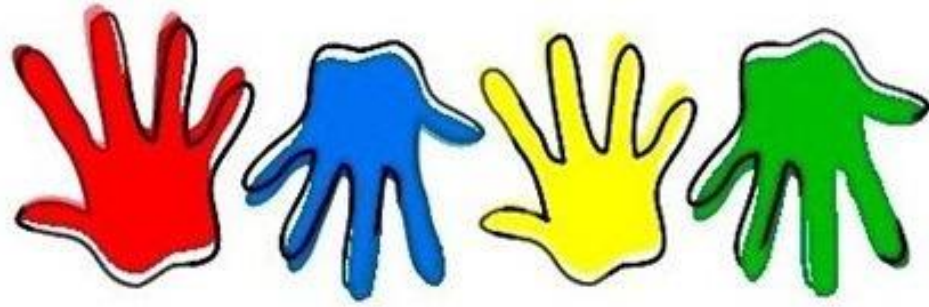


A VILLAGE CHILD CARE



it takes a village to raise a child

Child Care Policies / Services Agreement

Parent Handbook

Kambraia Watts, Owner/Director

1341 Ximeno Ave

Long Beach, Ca. 90804

Phone: 562.343-2900

Cell/Text: 209.242.1514

Kambraiwatts@yahoo.com

Lic. # 198016611

Hours: 24 Hours /7 days a week

TABLE OF CONTENT

ABOUT A VILLAGE FAMILY CHILD CARE

Owner/Provider Experience 3

Mission/Philosophy 3

FOUNDATIONAL INFORMATION 4

Rights of Licensing Agency 4

Mandated Reporters 4

Registration/Open Door Policy 4

PAYMENTS 4

Credit-Debit Card Payments/Payment Programs 4

HOURS AND ATTENDANCE 5

Operating Hours/No Call-No Show 5

Sign In-Sign Out Procedure/Dropping Children Off 5

Guideline for Releasing a Child 5

Custody Issues/Guideline for Release of Information 6

Health and Safety 7

Immunizations 9

Other Policies 9

Transportation in Daily Activities 12

Trial Period/Child Induced Dismissal Policy 12

Parent Induced Termination of Childcare 12

Damage to Property/Discipline/Gross Misconduct 13

Minor Parents 13

Typical Daily Activities 13

Typical Daily Routines/Conflict Resolution 13

Medical Emergency/Disaster Plan 13

Construction/Severability 14

Arbitration Clause 14

Binding Effect/ Amendment, Modification, and Waiver/ Governing Law 15

ENROLLMENT CONTRACT 16

CHILD CARE RATE SHEET 17

A FEW FINAL THOUGHTS 18

About A Village Child Care

Owner/Provider Experience

- BA in Interpersonal Communication
- MA in Marriage, Family Child Therapy
- Worked as a child therapist for children that were detained by DCFS.
- Experience as a Behavior Interventionist with children with special needs.
- Licensed with State of California
- Involved in the community
- Certified Infant/Child CPR and First Aid
- Excellent references upon request

Mission

A Village Child Care is committed to providing families with a high-quality, safe and nurturing, home-like setting where children are inspired and motivated to excel holistically and develop at his or her own pace. Our focus is to educate children to be life-long learners and to service families in our community with superior and reliable child care. We are devoted to providing peace of mind for parents by caring for their child according to excellence; with love, kindness, patience understanding, and positive redirection.

Philosophy

Family child care in a “home-like” setting is the best alternative for working parents. It provides a setting that feels safe and comfortable for children during the most crucial stages of their development. A Village Child Care offers a home away from home, presenting children with endless opportunities for overall growth. Our goal in providing excellent child care for your child is to host an optimal environment that is ideal for flourishing. This includes but is not limited to;

- A loving environment...Promoting unconditional and mutual respect, appreciation and caring for one another.
- A safe, secure and nurturing environment... Every child will feel special. Each child will understand their value, and that they are an intricate part of the child care as they are taught to contribute individually.
- A learning environment... affording children the opportunity to learn in an atmosphere that welcomes exploration, questions, reasoning and imagination. Our belief is that education not only constitutes academics, but also the learning of life skills. The knowledge of honesty, self-reliance and self-discipline; as well as the values of being dependable, sensitive to others, kind, friendly, fair, and selfless.
- A proper approach to discipline... Since children occasionally need redirecting, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate and why, and given alternatives that are acceptable. In this way, the behavior is being modified, without making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations in the future.

FOUNDATIONAL INFORMATION

Rights of Licensing Agency: We are licensed by the State of California, Department of Social Services, and Community Care Licensing Division therefore that gives them the right to perform the duties authorized in Section 101200(b) and (c) of the General Licensing requirements. This section allows an authorized agent of the DSS to come into the child care unannounced for the purposes of annual inspection or investigation of complaints against the facility. The agent has the right to interview staff and children without prior notification. Annual Licensing Reports and Complaint Investigation Reports are a matter of public record and copies are available to parents upon request. Any authorized officer, employee, or agent of the department of Community Care Licensing may enter and inspect the child care and services at any time, with or without advance notice.

Mandated Reporters: All child care employees including volunteers are required under California Penal Code 11165.7 to report any suspected cases of child abuse or neglect. All suspicions of child abuse will be documented in writing and shared with the necessary professional immediately.

Registration: Before your child can start our program children must be updated on all shots, all registration forms must be completely filled out and first weeks' tuition paid including the \$25 registration fee. Please make sure that all information is correct and stays updated. If your phone number or address changes please notify the child care immediately.

Open Door Policy: A Village Child Care has an "open door" policy. Parents and/or guardians may visit their children in our facilities any time they wish. We do ask those who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director, please make an appointment so that arrangements can be made.

PAYMENTS

Payment for service is to be paid Friday prior to care for the upcoming week, no later than Sunday prior to care of the same week. A \$10.00 a day/per child late fee will be charged if payment is not received according to policy. Mid-week enrollment will be pro-rated. Payments may be made by cash, check and money order. Provider keeps records of all payments for childcare and will provide parent with a weekly receipt as well as an end of the year statement; W-10 forms will be given out by January 31st. Since no deposit is required if fees are not paid on time, the child(ren) will not be allowed to attend the facility until payment is received in full.

The Parent(s) agrees to pay a \$35.00 fee for all checks returned unpaid. If a check is returned unpaid on two occasions, all future payments by the parent(s) shall be made in cash. If any payment obligation under this contract is not paid when due, the parent(s) agrees to pay all costs of collection, including reasonable attorney fees, whether or not a lawsuit is commenced as part of the collection process.

Credit/Debit Card Payments: Credit and debit card payments can be made on Wednesday mornings via the Cash App which will post by Friday morning.

Payment Programs: All payment programs are accepted. However, until payment assistance has begun and/or once payment assistance has been terminated you are responsible for all payments prior to and thereafter. Payment programs do not cover late pick-up charges, field trips or transportation fees or any additional services requested by the contracted parent or legal guardian.

HOURS AND ATTENDANCE

Operating Hours: A Village Child Care is available for pre scheduled day and night care. We are open 24 hours a day 7 days a week. Closure hours and enrollment are dependent on staff availability, demand and capacity. Hours are subject to change and fees are based on the contracted hours. The provider is usually able to accommodate you if there are slight variations; any extra days or hours will be at an additional charge. However, please be considerate and provide as much prior notice as possible. We require a minimum of 24 hours notice of schedule changes or request. The request must be approved prior to change in schedule is provided. **Also, if variations become a fairly regular event, the contract rate may need to be adjusted or terminated.** Please notify the provider at least 2 hours before pick up if your child will not be attending childcare on a contracted day and time. Late arrival does not justify late departure. A late fee of \$5.00 per child will be assessed for every 15 minutes that a parent is late picking up their child(ren). The childcare clock is used to track the time. Your child is released to my care after you leave the premises, and he/she is released to your care as soon as you walk in the door to pick them up. Children who are picked up early for doctor's appointments may not be brought back to the child care after the appointment. A max of 10 hours of child care is provided for daycare and night care... A max of 11 hours of child care is provided for overnight care.

*** Additional fees will be added if childcare proceeds the 10th hour of child care cap for daycare and night care. Additional fees will be added if childcare proceeds the 11th hour of child care cap for overnight care.**

No Call/No Show: If children do not attend for five consecutive days, they will be dropped from the program roster. You must then reenroll child into the program, fill out all necessary enrollment forms, and pay all applicable fees.

There is a certified provider on site at all times. Therefore, if staff illness or other emergencies should arise during child care hours the childcare will remain open for care.

For your convenience, I will attempt to distribute the scheduled childcare closing dates (used for incidentals and holidays) within a month of the anticipated date. Every attempt will be made to minimize closing dates and any changes in the schedule.

Sign-in/Sign-out Procedure: According to licensing code 101229.1 children are required to be signed-in and out daily by an adult. Parents are to sign in with a full legal, legible signature, and record the time of day child is being dropped off and/or picked up. If child is not signed-in you will be called to return to sign them in.

Dropping Children Off: Please do not drop your child(ren) off. Parents who continually drop children off will be terminated from the program. Walk children to the door and stay until the caregiver has seen and greeted the child.

Guidelines for Releasing a Child: The child care will only release children to whom the parent has authorized on enrollment forms. Photo identification will be required at the time of pick up. If someone needs to be added or deleted, please inform the child care as soon as possible. It is the responsibility of the parent to keep the authorized list of people current and accurate. The parent is also required to contact the site when an authorized person will be picking up a child. If there is an emergency, permission must be given by the parent /guardian to release a child to someone

other than a parent. In this case, be prepared to provide the person's name and a description of what he or she looks like.

Custody Issues: Unless legal documentation is submitted to the contrary, the child care assumes that both parents listed have equal rights to drop off and pick up a child. If you are experiencing custody issues, we strongly urge you to keep the Director fully advised of circumstances which might affect the child care and your child.

If there are changes made and one parent is granted sole custody of a child, and the other parent is no longer authorized to pick up your child, you must inform the Director of this fact and provide the site supervisor with a copy of the court order confirming custody. The child care must be given a copy of the court order to be placed in your child's file in order for the child care to enforce it.

Child safety is very important. Therefore, if persons who arrive to pick up your child that appear intoxicated or otherwise incapable of bringing a child home safely i.e. no car seat; they will be denied and the parent will be contacted to request their assistance. If the situation becomes ongoing, it will be grounds for terminating care of a child.

Guidelines for Release of Information: Information with regards to attendance, injuries and/or behavior will only be discussed with a parent or legal guardian that has been appointed by the courts. At no time may a grandparent, aunt, uncle, or any other relative call to inquire about an incident that has taken place at A Village Child Care.

Parent-Staff Employment Arrangements: A Village Child Care employees are employed to care for children at this establishment. As owner and director I respectfully requests that parents do not employ the staff after hours for babysitting services or otherwise. This puts the child care at risk and places the employee in a compromising position.

Holidays: Please understand that payment is a guaranteed rate (payment is based on enrollment and not attendance) and includes full pay for holidays, with no credit for absent or sick days. If for any reason your child(ren) will not be attending childcare on Friday when tuition is due, the parent maintains responsibility for payment on Thursday prior to the Friday, unless other arrangements have been made. Payments in advance will be accepted. Various promotions may be available throughout the year. The promotions will be advertised and posted in advance. A Village Child Care observes and will be closed the following holidays (flexibility is at the discretion of the provider, a daily rate may apply):

- | | |
|---|---|
| <input type="checkbox"/> New Year's Eve Day | <input type="checkbox"/> Labor Day |
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Columbus Day |
| <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> Veterans Day |
| <input type="checkbox"/> Presidents Day | <input type="checkbox"/> Thanksgiving (Thursday And Friday) |
| <input type="checkbox"/> Easter | <input type="checkbox"/> Christmas Eve Day |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Christmas Day |
| <input type="checkbox"/> Independence Day (4th Of July) | |

*** A Village Child Care is closed for Winter Break from Christmas Eve through January 1st and we will resume January 2nd annually.**

Note: When the holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails; i.e. Easter is on Sunday and the acknowledged Federal holiday is Monday the next business day. If holiday falls on a weekend then it will be observed on a the following weekday.

Refunds: Full tuition is charged on a weekly basis. If parents choose to keep their children home they are still responsible for paying the tuition in full, with no exceptions. There will be no refunds for absences due to suspension/expulsion from child care, illness, vacations, or holidays.

Vacations: Parents are required to provide a four week notice prior to vacation. Children are allowed one week vacation per year at no child care fee. However, two week notice prior to vacation constitutes the one week vacation per year at half rate. All other vacations during the same year will require the full rate in order to maintain enrollment in childcare. **Payment is due prior to vacation.**

HEALTH AND SAFETY

Meals: Nutritious meals and snacks will be provided for your child(ren). A menu will be supplied to each parent. Children will be encouraged but not forced to eat. If the child does not eat the provider will notify the parent at the end of service day.

Serving times are as follows:

- Breakfast 8:15 am
- Snack 10:15 am
- Lunch 12:15 pm and 12:45 pm
- Snack 3:30 pm
- Dinner 6:30 pm

Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. Birthdays are celebrated during lunch time. You may bring a special treat, however plans must be discussed ahead of time and **ALL BIRTHDAY TREATS MUST BE STORE BROUGHT. NO PEANUT PRODUCTS ARE ALLOWED DUE TO ALLERGIES.**

Allergies: Please make sure the staff is aware of all allergies and that the applicable information is noted on your child’s *Health History – Parent’s Report* form. If your child is allergic to milk the parent is responsible for providing an alternative.

Medicine: The provider will administer medicine to your child(ren). A completed Childcare Medicine Form will be required by the parent. All medicine will be properly stored and the container must be labeled and clearly marked with your child(rens) name(s), the dosage, and times to be administered. Medicine supplied in an unmarked, unlabeled container will not be administered.

Injuries: All children will be closely supervised in an attempt to prevent injuries, but accidents resulting in injury do occur. If an injury is minor (requiring only a Band-Aid or ice) the parent will be notified when you pick up the child. If it is serious, a parent will be called and it may even be suggested that the child is taken to the doctor or emergency room. If an injury is very severe, 911 will be called for assistance before the parent is contacted. If the parent cannot be reached, the emergency contacts listed on the “Child Information Card” (Please remember to keep this card up-to-date) will be called. In these cases the child must be picked up within one hour of initial

contact. State Licensing requires the child care to document any injury that results in the need of medical attention. An accident report will be filled out and given to the parent at the time of pick up. Only a parent or guardian is allowed to sign accident reports. All staff is CPR and Pediatrics Health and Safety certified.

Illness: We must maintain a healthy environment for the benefit of your child(ren) and the other children enrolled in childcare. A child must stay home if they have a fever (100 or above), are vomiting, has diarrhea, or any illness which is determined to be harmful, **within the previous 24 hour period.** We conduct a health check prior to accepting your child and will not allow a sick child to stay. Children must be symptom and fever free without medication for the following 24 hours to attend child care. Please inform the child care promptly if your child has the measles, mumps, chicken pox, scabies, or lice. If a child has been given medication prior to coming in order to subside symptoms and the child becomes ill while at childcare provider will call parent to come pick up their ill child(ren) immediately.

Keep Me Home If...



Seattle King County Department of Public Health

When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

Immunizations: All children are required to have a photo copy of their current and updated shot records on file. Parents are required to keep their child(rens) shots up to date.

Supplies: Provider will supply all the items needed for child(ren) to have an optimum experience while in childcare. Therefore, please do not send toys or any other items with your child (see What Not To Bring).

Items required for infants and toddlers first day of attendance:

- | | |
|--|--|
| <input type="checkbox"/> Diapers | <input type="checkbox"/> Teething Toys (for infants) |
| <input type="checkbox"/> Baby Wipes | <input type="checkbox"/> 2 Bottles (for Infants) |
| <input type="checkbox"/> Extra Set of Clothes | <input type="checkbox"/> Formula |
| <input type="checkbox"/> Security Item (if needed) | |

What not to bring: We ask that children do not bring toys to school. Exceptions apply when children show the need for a transitional object, such as a stuffed toy or favorite book, to provide a link between home and school. The child care cannot be responsible for lost, broken or misplaced toys that a child brings to school.

Children will not be allowed to come in to school with cookies, chips, or candy. If children are brought with these items we will ask for you to wait while they finish the item or you will have to take it away.

Please do not bring candy, gum, balloons, money or any other choking hazards to childcare with your child(ren).

OTHER POLICIES

Clothing: Dress children in play clothes that will not concern you or the child if the clothes become soiled or torn. Washable, comfortable clothing is recommended. Children must wear socks and shoes with a back strap. The child care will not be responsible for damaged clothing do to paint, dirt, or food stains. Children should bring a change of clothing to school in case of accidents. Be sure to put names on all clothing items brought to child care. Children are expected to wear shorts underneath their skirts and belts on loose pants/shorts to prevent them from inappropriately exposing themselves. If parents fail to follow the dress code services can and will be terminated. It is the parents responsibility to provide adequate clothing, proper clothing to follow the dress code policy. **OPEN-TOED SHOES ARE NOT PERMITTED AT THE CHILD CARE.**

Insects and Bugs: On occasion a households may experience an infestation of insects and/or bugs. The critters may choose to visit the child care via backpacks, diaper bags, etc. We ask that you alert us if you are experiencing an infestation so that we may take every precaution to prevent transference.

Nap time: Naps are not optional. All small children are required to take a nap. Children should bring a personal blanket, sheet, or pillow for nap time. These items will be washed every Friday for continued use. If you prefer to take responsibility for these items and they are not taken and washed on Fridays and are not returned on Mondays, you will need to return home to retrieve them. It is a violation of State Licensing Regulation 101239.1 for children to not have a barrier between them and the cot that the child care provides

Potty Training: It is important that a child is psychologically and physically ready for training. A precaution during this stage is PULL UPS, TRAINING PANTS AND PLASTIC PANTS which must be provided by the parent/guardian during this transition period. No regular style underwear will be used until the child maintains 2 continuous weeks of bladder/bowel control; of course, if the child regresses after the two week period next steps will be assessed.

Field Trips: We will follow all safety requirements when going on field trips. Parents are welcomed to attend field trips; however parents may have to provide their own transportation and may be limited as to how much they can participate. Siblings, grandparents, or any other family members are not allowed to attend field trips. If children do not participate in a field trip, it is the parent's responsibility to find substitute care.

Transportation: Your child will be transported, if required, in an automobile that is in safe operating condition and that is covered by full coverage auto insurance. A licensed and responsible driver will operate the aforementioned vehicle at all times. Your child will at all times be in a seat belt or other protective device suitable for his or her age and weight. If the facility does not have a complimentary car seat in stock for your child you are responsible for providing one. We offer transportation from school within a limited mile radius of the daycare. Transportation is negotiable depending on the clients' needs and the availability of the facility staff. There are no emergency transportation services offered. If your not able to pick up the child(ren) you will be charged a late fee. Transportation is only available to contracted parents.

School Aged Children:

School Pick up: It is the parents responsibility to pick their child up from school if the child is suspended, sick, has an accident or is inappropriately dressed. Parents pick up and drop of times are to remain consistent with original agreed upon times. Varying from agreed upon schedule can and will result in termination of services. If parents do not inform the provider that the child did not attend school and therefore does not need to be picked up, there will be a \$5 inconvenience fee charged.

Grooming: It is the parents responsibility to bring their child(ren) appropriately dressed. Children are not allowed to arrive in pajamas unless they are receiving overnight care. It is the parents responsibility to provide adequate clothing, proper clothing to follow the dress code policy. The child(rens) hair must be combed upon arrival. It is not the staffs responsibility to get children dressed for school or their hair combed. The child(ren) must brush their teeth prior to arriving at daycare. Breakfast is served at 8:15 a.m. It is the parents responsibility to feed their children prior to early morning drop offs to prevent hunger prior to scheduled breakfast time.

Homework: A Village Child Care recognizes that academic success is important for school age children as well. We support the parents and participants by encouraging students to take responsibility for completing their homework. Our schedule will include 30 minutes of designated homework time. During homework time staff members will monitor and work with the students at request, but will not provide one-on-one tutoring. Daily program schedules do not provide for additional homework time beyond the daily scheduled 30 minutes. Homework guidance from the staff will include: An explanation of the direction; Reading instructions and giving examples (this does not include grading or corrections to work as to defer to the school's teaching methods); Please note that the staff are not responsible for checking the children's belongings for homework or assignments. We also encourage students and parents to review and complete homework together.

Participation in Daily Activities: By coming to school, the child care assumes that the child is well enough and/or able to participate in all the activities at the child care. Due to staffing regulations, at no time will we be able to separate a child from the other children because a parent desires that they not participate in a particular activity, ie. Water play day, sandbox, etc.

Trial Period: There is a trial period of four weeks from the date child care begins. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with a one day notice – any funds already paid are non-refundable.

Child Induced Dismissal Policies: Repeated inappropriate behavior may result in dismissal. While we would never want to dismiss a child for behavior issues, there are times when we are left with no choice. We ask that you keep in mind that the childcare is also responsible for ensuring the safety of the other children and child care staff. Please keep staff informed of any changes in the household or family that may affect your child's behavior.

Our dismissal policy is as follows:

1. Verbal warning.
2. Written warning.
3. Conference with the director and 1-day suspension.
4. 3-day suspension.
5. Termination.

Parent Induced Termination of Childcare: Parent/guardian must participate in a way that maintains the smooth and efficient operation of the program and/or does not compromise the health and safety of children or child care staff. A child may be dismissed from the program for the following reasons:

- The lack of parental cooperation with the child care's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
- Inappropriate or abusive behavior, verbal abuse or threats by parents, relatives, guardians or other parties towards children, the child care staff and/or other parents. This includes harassing remarks, comments that are disrespectful to children, the teachers, child care staff, and/or a parent encouraging a child to be disrespectful.
- Inability of parents to deal in a professional manner with child care staff, other parents, other children at the child care and/or refusing to follow child care policies and procedures.

Child care may be terminated by the Provider or the parent(s) only by providing the other party with two weeks advance written notice. If the parent(s) fails to provide two weeks advance written notice, the parent(s) agrees to pay the regular scheduled fees for the two weeks or portion of such two weeks immediately after such notice during which the provider had no notice of such termination.

Damage to Property: Children are expected to treat all property located at the site with respect, including but not limited to toys and furniture. The parent(s) agrees to pay for the accidental or willful destruction of any property located at the site, whether owned by A VILLAGE CHILD CARE or any other person, at the replacement cost, if such destruction was, in the sole opinion of A VILLAGE CHILD CARE, caused by the child.

Discipline: Expressed disapproval (without attacking character). Stated expectations and guidance to restoration; Choices are given; and in extreme situations a child may be given a "time to Reflect" (time-out); since at times a child may be having trouble making choices of their own and may need a couple of minutes (one minute per age) to reflect, and think about their choices. Following reflection, child is expected to give account for their actions (speak with caregiver). Child is restored to group.

Gross Misconduct: It will be communicated to the parent immediately if a child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and cannot be tolerated – immediate termination will ensue if the behavior persists.

Minor Parents: If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms. Families will receive a minimum of two weeks' notice for rate increase.

Typical Activities:

- Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time
- Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes
- Language Development: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards
- Logic & Reasoning: Learning logic and reasoning through fun games that stretch young brain muscles in a direction that produces growth.
- Dramatic play: Dress up, role playing, puppetry, etc.
- Outdoor play: (weather Permitting) Park, swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes.

Typical Daily Routines:

- Arrival and Greeting/Educational TV program
- Breakfast and clean up
- Bathroom and/or diaper change and hand washing
- Infants usually nap in the morning as well as the afternoon
- Outdoor play
- Circle time (including calendar, songs, finger plays, story time etc.)
- Bathroom and/or diaper change and hand washing
- Arts and crafts or other learning activity
- Snack
- Outdoor play (weather permitting) or other large muscle activity
- Hand washing
- Lunch and clean up
- Nap time
- Bathroom and/or diaper change and hand washing
- Snack and clean up
- Outdoor play
- Free play
- Calm down time and TV/VCR – Children's programs (approximately a half an hour before pick up time)

- o Parents arrive to pick up children

Homework assistance and tutoring for school aged children. Evening and overnight care varies, and is dependent on care hours.

Note: Bathroom and /or diaper change times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.

Conflict Resolution: If there is an issue with service or in any other area, please attempt to resolve it with us first; we are extremely approachable. Issues can be addressed at any time and you can be assured that they will be handled in an appropriate and timely manner.

Medical Emergency:

In case of an emergency your child will be taken to:

Community Hospital of Long Beach
1720 Termino Ave, Long Beach, CA 90804
Long Beach CA 90804

Disaster Plan:

In case of a natural disaster we will be at:

Antioch Church of Long Beach located at 1535 Gundry Ave, Long Beach, CA 90813 Phone:
562.591.8778

Construction: Words and phrases in this contract shall be construed as in the singular or plural number, and as masculine or feminine, according to the context.

Severability: If any provision of this contract is found invalid, the parties agree to sever the invalid portion of the contract while the remainder of the contract remains valid and enforceable.

Binding Effect: This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook policy, or negotiation of a new contract. This contract shall be binding on and shall inure to the benefit of the parties and to the executors, personal representatives, heirs, and successors of the parties.

Amendment, Modification, and Waiver: Except for changes initiated by the provider as permitted in this contract, no amendment, modification, or waiver of any condition, provision, or term in this contract shall be valid or of any effect unless made in writing, signed by the parties and specifying with particularity the extent and nature of such amendment, modification, or waiver. A VILLAGE CHILD CARE shall be entitled to change any of the terms in this Contract, including but not limited to fees, by providing the parent(s) with 30 DAYS advance written notice of such changes.

Governing Law: This contract shall be construed and enforced in accordance with the laws of California.

Arbitration Clause: Arbitration is an out-of-court proceeding in which a neutral third party called an arbitrator hears evidence and then makes a binding decision. In the event a dispute arises between the parties to this agreement, parties agree to use an arbitrator selected by A Village Child Care, for arbitration in accordance with the applicable United States Arbitration and Mediation Rules of Arbitration. The arbitrator's decision shall be final and legally binding and judgment may be entered thereon.

Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. If a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled to costs of suit, including a reasonable attorney's fee for having to compel arbitration or defend or enforce the award.

Enrollment Contract

- ____ 1. I agree to the policies, rules and regulations of the A Village Child Care Parent Handbook. I am aware that the child care has the right at any time to change this handbook, with or without notice and that the child care reserves the right at any time to terminate this contract to ensure the safety of their employees and/or other children at the child care.
- ____ 2. I agree to pay all fees for the program(s) in which my child is to be enrolled, according to the current tuition rate listed in the Parent Handbook.
- ____ 3. I understand that weekly tuition is due on Friday and is considered late if not paid Friday by the time the child is picked up. I understand that if it is not paid by Friday, I will be assessed a \$5.00 a day late fee due with delayed tuition.
- ____ 4. I agree that if tuition is not paid according with this agreement, A Village Child Care has the right to refuse admission of my child to preschool.
- ____ 5. I understand that A Village Child Care cannot carry any account arrears more than (7) days,
- ____ 6. I agree that enrollment as specified within this contract and that this contract may be canceled by the parent without penalty, with a two week written notice to the site supervisor program director. I agree that if no notice is given, I will be responsible for two weeks tuition, regardless of attendance.
- ____ 7. I have received, read, understand, and will comply with all that is written in the Parent Handbook and if married, I have discussed these policies with my spouse and we are fully aware of all polices associated with A Village Child Care.

Fees and Timing of Payment:

The Fees and Timing Contract between A VILLAGE CHILD CARE (Kambraia Watts) and _____ is for the enrollment of _____	
_____ (Parent)	_____ (Child(ren))
beginning on _____ at A VILLAGE CHILD CARE for child care services under the _____ (First Day of Enrollment)	
terms and conditions of this agreement. Above signed Parent agrees to pay (Full time) \$_____ (Part time/25 hours a week or less) \$_____ per week for the care of child(ren) on the following days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday. Hours of attendance will be _____:____ a.m./p.m. to _____:____ a.m. /p.m. This schedule shall be in effect unless terminated earlier by one of the parties in accordance with this contract.	

By signing this contract, the undersigned represents that the undersigned has understood and agreed to the terms and conditions of this contract. Breach of this contract in any way by the parent(s) may result in immediate termination of child care services.

By: _____
Kambraia Watts (Director)
A VILLAGE CHILD CARE

Date _____

(Name of Parent/Legal Guardian)

Date _____

January 2023- December 2023
Child Care Rate Sheet
FULL TIME

Age	Day-Care Rate After School to 6pm	Night Care After School to 7:30 pm	Night Care to 10:00 pm (max of 50 hours/week, 10 hours max/day)	Overnight (max of 12 hours/night 6pm-8am)
Ages 5-13	\$170	\$190	\$235	\$290
Daily	\$34	\$38	\$47	\$58
School Closed Vacation Rate	8am- 6pm \$43/ Day \$215/ Week	9:30am- 7:30pm \$47/ Day \$235/ Week	1:00pm- 10:00pm \$56/ Day \$280/ Week	N/A

Enrollment Fee is \$50.

Full -time enrollments are prioritized over part time. Daily rates are for drop ins only, based on availability. Availability may vary, pre-scheduled child care is required. Part -Time Care is not offered but can be considered at the Directors discretion.

Days and hours of operation include Monday-Friday we are 24 hours, Friday we close at 7:30 pm, night hours may vary based on availability.

****** ALL PARENTS PARTICIPATING IN ANY SUBSIDIZING PROGRAMS ARE RESPONSIBLE FOR FEES THAT ARE NOT PAID BY PROGRAM. IF YOU ARE REMOVED OR REMOVE YOUR CHILD FROM THE PROGRAM FOR ANY REASON, YOU THE PARENT/GUARDIAN, ARE RESPONSIBLE AND LIABLE FOR ALL FEES DUE TO THE CHILDCARE PROVIDER.** CHANGES IN GOVERNMENT SUBSIDIZED REIMBURSEMENT RATES SHALL BE EFFECTIVE IMMEDIATELY AND DO NOT REQUIRE ANY PRIOR NOTICE TO PARENT(S) OR GUARDIAN.**

A Few Final Thoughts:

As a parent, please...

- o Take an interest in your child’s activities and development at day care.
- o Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed.

- Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time.
- Communication is key to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work well together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well-being.
- I invite you to share with me in writing, by telephone, or schedule an appointment to talk about you concerns in any area that you feel needs attention and I will do my best to improve in that area. I will do my best to work with you to make your child's experience in my child care a wonderful one.