

PARENT'S HANDBOOK

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WELCOME!

Dear Families of The HAPPY TREES,

Thank you for allowing us to share in your child's early childhood education. As we look forward getting to know and grow with your child, we want to work in partnership with you to ensure a happy and consistent environment for all children.

This handbook is supplied to you, so you can be acquainted and familiar with the philosophy, operations and procedures of our childcare. Please read through it carefully.

Open communication is the key to successful childcare program, feel free to contact me or my business manager with questions or concerns.

Our wish is to give the children in our care love, understanding and guiding these young lives into meaningful relationships with their families and others.

Sincerely,

Yvette Valencia, Lead Teacher/Director

Our Philosophy, Mission, Curriculum

Children learn best through hands-on experiences, guided discovery, and social interaction. Happy Trees mission is to provide quality childcare in a safe, loving environment that promotes children's physical, emotional, social, and intellectual growth. Our curriculum consists of play-based learning through yearly monthly themes through age-appropriate activities.

NONDISCRIMINATION:

Equal treatment and access to services without regard to sex, race, color, religion, creed, nationality, and/or origin.

Ages of Children Enrolled:

1.5 years through 4 years of age (children enrolled in our childcare program do not have to be potty trained). To be accepted for enrollment each and every child must be deemed by the parent(s) and director to be able to benefit from the program and deemed to continue no danger to health and safety to others.

Hours of Operates:

Hours of operations are Monday-Friday, 7:30 A.M. to 4:30 P.M. We offer all year round.

Late fees for coming late to pick up your child or children, we charge \$1.00 a minute. The time children leave is the time my husband and I clean and spend time together as a family. Please be respectful of the hours the school operates.

-Please make your drop-offs and pick-ups brief (no more than few minutes).

-Please be in control of your child during drop off and pick up times.

Drop Off Policy:

In order to uphold the integrity of the children's daily schedule, we request that children be dropped off at our facility no later than 30 mins from their scheduled time. With the exception of doctor's appointments, occasional needs and emergencies. The childcare should be notified as soon as possible in advance of changes to drop off time. Violation will result in child not being accepted and you will be charge, leading up to termination.

Pick up:

ID will be required if the parent(s)/guardian(s) is/are not the ones picking the child(ren) up and must be 18 years of age and older. The parent(s)/guardian(s) must inform the director if someone else not listed on for pick up is picking their child up.

Enrollment Forms Required:

Consent for Emergency Medical Treatment | Identification & Emergency Information
Parent's Rights Notification/Receipt | Parent Notification| Documentation of up-to-date immunizations |
Personal rights | Child's Pre-admission Health History/evaluation- Parent's report/physician report
Application/Registration/Enrollment| Signed acknowledgments of receipt of policy handbook for parents |
Enrollment contract/Payment Agreement signed by parents | Photograph Consent

Enrollment Procedures:

Families are required to attend a tour to discuss policies, procedures, rates, and philosophy. A \$45 deposit will be due once all the paperwork is completed in order to hold the child's spot until the contract is signed. First tuition will be due at the time of signing the contract.

Curriculum:

Happy Trees is based upon the understanding that is important to work with children as individuals to help them develop skills, interest, and concepts when they are ready to undertake them. Our curriculum is based on hands on learning through themes with age-appropriate activities. Activities will include reading, language arts, science, math, music, art, dramatic play, cooking, and other related activities.

Discipline:

Discipline is viewed as a positive training through skilled supervision that uses preventative means such as environment preparation, role modeling, intervention, re-direction, conflict resolution; the child is guided to self-discipline.

Tuition:

Each child's tuition must be paid promptly every week. Tuition is due every Monday at drop off. If we're closed Monday, tuition will be due the Friday Prior by end of day. If paying in the form of a check, payment will be due every Friday by the end of the day for the following week. Payments may be made via Cash, Zelle, if the 1st is not on a business day. When the 1st falls on a weekend, payment must be made by end of the prior business day to the 1st.

If Check is returned, according to California Civil Code 1719 the first offense will have a service charge of \$25 and each return thereafter will be a \$35 service charge. Also, Care will not be provided for your child until tuition is paid in full including the service charge and late fees.

-Payments not made on time will have a late fee charge of \$20 and the child(ren) will not be allowed to attend childcare until tuition and late charges are paid in full.

-Due to cost of living, tuition price may increase however, advance notice will be given to parents in case they'd like to seek childcare elsewhere.

CLOSED/ Paid Days

- **Thanksgiving Day/ After thanksgiving**
- **11 Federal Holidays**
- **New Year's (if fallen on a Weekday)**
- **Last week of July-Summer vacation**
- **2 weeks in December (Tuition paid)**

***There is a yearly calendar posted on the parent info board and one will be provided to you.**

Teachers Absences and/or Vacations:

The provider reserves the right to **2 weeks** of paid vacation where tuition will still be due. Vacations will be separated into 2 segments listed on the calendar. (Calendar will be located as well on the Parent Info Board and one will be provided to you). The Provider also reserves the right to have 3 Training days as needed. In the event the provider becomes too ill, the childcare facility will have to close during that time and tuition will not have to be paid during that time. If a life even occurs and we must close on a business day, tuition will not have to be paid for that day. With the except of becomes sick, advance notice will be given to the parents if we must be closed during a business day. **It is your responsibility to alternate care for your child in case of emergency, sick days, vacations, or our training days.**

Parent Responsibilities: In order to keep identification and emergency information current, please notify us of any changes, such as a new address, new place of employment (or extension number), new phone number (including cell number), etc. ***Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren).**

Parents, please keep us apprised of your whereabouts in order to be quickly contacted in case of emergency. In the unlikely event of a serious injury or extreme emergency, parent would be immediately notified, and immediate arrangements made for appropriate professional services, ambulance, hospitals, etc.

NOTE. Happy Trees claims no responsibility for any agreements between parents and employees for childcare services which are not part of the regular childcare program.

Supplies Needed:

Parents are responsible for supplying the following items: pack of diapers/pull-ups, diaper creams (optional), change of clothes that kept in the classroom. We ask that you dress your child in appropriate clothes that allow for comfort. Clothes that are easily put on by your child and can be messy at the end of the day works best. **In addition, we ask you to provide 2 completed sets of labeled clothing for your child in case of "accidents."** Please put the clothes in a jumbo Ziplock bag, with their name. Sandals and flipflops cause falling and

tripping, so for safety concerns please have your child bring shoes that cover their feet and that are appropriate for play.

***Happy Trees provides wipes, water bottles, blankets, cots & sheets.**

Birthdays: We celebrate each child's birthday; Parents are welcome to provide cupcakes.

Items/toys from home:

no toys are allowed; we will not be responsible for lost toys.

MEALS:

We provide breakfast, lunch, and snacks throughout the daily.

Rest:

It is the state law that all full-day children are provided a rest period each day, this allows the children a time to slow down and rest their tired bodies and minds. We supply nap cots, sheets, and blankets (We wash our sheets/blankets every Fridays). Small stuffed animals are allowed, for safety and health reasons, all naptime items from home must be taken home Friday's or the last day of your child's attendance for the week.

***During nap hours no disruption 12-2:15, if needed to pick up for an appointment come before nap, child can return after nap time is over.**

Sunscreen:

If your child requires sunscreen to be applied during care hours, a sunscreen authorization form must be completed prior to application.

Reporting Child Abuse:

I am a Mandated Reporter and required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by licensing at any time without your consent.

Toilet Training:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 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 1 week in pull-ups. During nap children are still given nap pull ups to prevent frequent accidents. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Accident Reports:

Children are playing and sometimes they might trip and fall and have minor scratches on their body. I will send you a text message. If there is a head incident (ex. Bump on the head) I will immediately call you, after given care for your child. In the event of a serious injury, I will call 911 then contact you. Happy Trees will provide the parents/guardians insurance information to the health care worker or facility they will be sent to, if the child is transported to the ambulance.

Health Policy:

It is important that every parent cooperates fully with the preschool health policies. Our regulations are designed to protect the well-being of all children and teachers and to guard, as much as possible, against avoidable absences for health reasons. When there are symptoms of illness or other indications that the child is not well enough for group activities, arrangements must be made by parents for their care at home. Don't send your child(ren) if they are feeling ill.

GUIDELINES REQUIRING EXCLUSION FROM CHILDCARE:

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If your child is taking antibiotics for an illness, your child may return to childcare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever less than 100F, no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following: unusual lethargy, irritability, persistent crying for no reason, runny nose, cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 99 degrees or above, (forehead), or axillary (under the arm), may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases.

Common symptoms of illness:

- Severe coughing: Do not send your child to school until their cough has become milder
- Fever, vomiting, diarrhea: Do not send your child to school until they have been free from symptoms with no medication for 24 hours. Doctors note is required to return to school.
- Colds: Do not send your child to school if nasal mucus is yellow, green or thick pus-like, or if the child's chest is congested. Doctors note is required to return to school.
- Earache, Headache, Sore Throat, Stomachache: Do not send your child to school until 24 hours after treatment with antibiotics. Doctors note is required to return to school.

Contagious Disease:

- Flu: Do not send your child to school until they have been free from symptoms (e.g., Vomiting, diarrhea) for 24 hours. Doctors note is required to return to school.
- Pink eye: Do not send your child to school until medical treatment is obtained. The child will be allowed to return to school after tearing and discharge have ceased, and they have had antibiotic treatment for 24 hours. Doctors note is required to return to school.
- Chicken Pox: Do not send your child to school until the rash is completely dry and crusted over.

Infectious Skin Rashes:

- Lice: Do not send your child to school until condition has been treated and all nits are removed.
- Ringworm, Impetigo, Scabies, etc.: Do not send your child to school until medical treatment is obtained. The child will be allowed to return to school after they have had antibiotic treatment for 24 hours.

Prescription Medication: Happy Trees can administer prescription medication; however, it must be in the original container with the label on it from the doctor. If your child has asthma, please have an extra inhaler available here at our facility for your child. It must be new and cannot be used.

Dogs: Happy Trees owns 3 small dogs, all dogs are currently up to date with their vaccinations and will not be participating in the childcare program. They have no previous incident of attacking or biting anyone and they will be off limits and out of reach from children.

Transportation

Happy Trees does not transport children. If a medical emergency arises, children will be transported by ambulance unless in reasonable judgment, the facility can provide transportation if necessary. At the request of the parents, the only person(s) allowed to transport children will be those noted on the child(ren)'s authorized pick-up list.

Emergency Evacuation Procedures:

- Teacher will remove the children from the building and the floor plans indicated by the Evacuation route which is posted by entry way of Happy Trees. Children hold to a rope and come out together.
- They will go to the evacuation site: Rise Church or Hanford
- At the evacuation site, attendance of children and staff is taken.
- A final decision to evacuate the area and/or to re-enter the building will be the responsibility of the commander of the Fire Department of Visalia.
- Parents will be contacted if circumstances warrant.

*Fire drills are conducted every 6 months and recorded for licensing records.

TERMINATION POLICY:

Please speak to provider or our business manager when withdrawing your child from Happy Trees. For the first 14 days, you may remove your child from care without any advance notice. After the first 14 days of enrollment, either parents/guardian or provider may terminate this financial agreement by giving a two-week advance notice. A two-week notice is required and Payment for child care services will be due for the two-week notice period at the time of notification; whether or not the child attends the child care program. Payment for child care services will be due for the two-week notice period at the time of notification; whether or not the child attends the child care program. The provider can terminate the contract immediately without giving any notice if parents/guardians do not make payments when they are due, with the exception of gross misconduct on part of the provider, parent, or child. Child will not be able to attend child care program until tuition is paid in full.

Whenever possible even more notice is better. This helps us tremendously. Reason being, unlike childcare centers, we can only take a limited number of children. So, when we are full, we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services, then it is possible for us make future arrangements with new family's inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum and helps us be able to focus more on being the best childcare providers we can be, instead of worrying about "the bills", and putting food on the table.

Life-altering event:

A life altering event is list as the following: Death in the family (not limited to immediate family member), Financial hardship, Covid-19 related illness, birth, serve injury, emotional distress, or relocation. If you have any event in your life, you believe is life altering, please speak with the director and manager if your child(ren) will still be participating in the childcare program.

If a life-altering event were to happen, no tuition will be due if the child(ren) is/are pulled from the childcare program. In either case, the child's(ren) spot will be held for one month.