

Capitola Child Care Parent Handbook (Revised 2025/26)

Welcome to Capitola Child Care! I'm Teresa Maguire, and I'm honored to care for your child. While you're away, we focus on learning through play in a safe, structured, and loving environment. We aim to build your child's confidence, communication, and compassion through exploration and guided activities.

This handbook outlines our policies to ensure a smooth partnership and provide the best experience for your child. Open communication is key, so please reach out with any questions, concerns, or feedback.

Program & Philosophy Capitola Child Care (CCC) is an in-home daycare serving children 3 months to 4 years old. We're open Monday–Friday, 8:00 AM to 5:00 PM.

We believe that play-based learning, combined with light, age-appropriate curriculum, provides the foundation for cognitive, emotional, and social development during the first five years of life.

CCC believes every child is a masterpiece—unique, precious, and created in the image of God—who will grow and learn at their own pace through the world around them. We provide a loving and structured day filled with:

- **Play-based learning:**
 - Blocks & Building, Pretend Play, Sensory Bins, Outdoor Play, Sorting & Matching games, problem solving while developing fine motor skills and spatial reasoning skills.
- **Music, crafts, and stories:**
 - Arts & Crafts, painting, gluing, sticker art, stamping, promotion self-expression, fine motor skills, following step by step instructions.
- **Biblical lessons and values:**
 - **Sing a simple song:** “God Made the Sun and the Moon” (to the tune of “Twinkle, Twinkle”).
 - **Craft:** Children glue paper suns, stars, and animals onto a poster labeled “God Made Everything.”
 - **Wrap-up:** “Can you point to something God made? (The sky? Your toes?) God made you too!”
- **Organic, healthy meals**

We nurture curiosity, kindness, and confidence in a safe and loving space.

Enrollment Policy To enroll at CCC:

1. **Visit & Tour** – Parents must visit with their child before enrollment. We'll review policies and ensure CCC is a good fit.
2. **Trial Period** – The first two weeks are a trial. If it's not a good match, we'll refund any unused tuition for that month.
3. **Registration Fee** – A \$200 non-refundable fee per child reserves your spot and covers supplies.

4. **Required Forms** – All state-mandated forms must be completed before your child's first day.

A 30-day written notice is required to withdraw or modify your child's schedule. Due to infant capacity limits, families may need to pay in advance to hold a future infant spot.

Arrival & Departure

- Please give a quick update at drop-off to let us know how your child is doing.
- Establish a goodbye routine to ease transitions. Quick goodbyes are often easier for the child.
- Pick-up is by 5:00 PM sharp. Late pickups incur a \$2-per-minute fee.
- Only authorized individuals (listed on your child's enrollment form) may pick up your child. For others, a signed release form and photo ID are required.
- For early pickups: once your child is signed out, they must remain in your care for the rest of the day.
- Per city regulations, please use legal street parking. Do not double-park or block driveways. Safety first!

Technology & Communications

Brightwheel Communication & Management App

We use the Brightwheel app to keep families connected and informed throughout the day. Brightwheel allows us to securely share photos, send real-time updates on meals, naps, and diaper changes, manage check-ins, and communicate directly with parents. It also serves as our billing platform—monthly tuition invoices and payments are processed through the app for your convenience.

Communications will primarily be made from Brightwheel App, direct text messages and email.

Tuition & Fees Tuition is based on an annual average of **240 open days per year**, with consistent monthly billing. This model provides stable monthly payments regardless of calendar fluctuations, holidays, or closures.

Our current full-time rate is **\$2,200/month for 5 days per week**, which breaks down to approximately:

- **3 days/week:** \$1,320/month
- **2 days/week:** \$880/month

This structure can also be understood annually:

- Annual tuition for full-time care is **\$26,400** (\$2,200 x 12 months).
- Spread over approximately **260 days**, this equals **\$101.53 per day**.

All scheduled closures and holidays are already factored into this tuition model and are considered paid days.

- Payment is due on the 1st of each month via Brightwheel auto pay. This is the only acceptable method of payment.
- A 10% late fee is charged daily starting on the 4th. Services will be paused after the 5th until payment is made.
- Tuition is charged monthly, regardless of absences. We do not offer sibling discounts.

- CCC is closed on holidays and designated staff days. These are paid closure days.
- CCC reserves the right to 12 paid days annually for provider illness, emergencies, or medical appointments, and 5 paid bereavement days.

Drop-in care is available only when space permits and for enrolled children. All tuition and fees are subject to change with at least 30 days' notice.

Schedule Changes All schedule change requests must be submitted in writing at least one month in advance. We will accommodate changes based on space availability and notify you when a requested schedule becomes available.

Withdrawal & One-Month Notice A written 30-day notice is required to withdraw your child or reduce their scheduled days. Your final invoice will reflect any remaining credit after the last day of care. This policy ensures we can maintain full enrollment and provide quality care to all families.

Grounds for Termination CCC reserves the right to terminate care for the following reasons:

- Repeated late pick-ups (more than 4 times)
- Non-payment or chronic late payments
- Disruptive or unsafe behavior by child or parent
- Repeated harmful or aggressive behavior despite intervention
- CCC is no longer able to meet the needs of the child or family

Medication Policy

- We do not administer the first dose of any medication.
- All medications must be checked in with a staff member—never stored in cubbies or bags.
- Prescription medications must be in original containers with instructions and the doctor's name.
- Over-the-counter medications (including Tylenol) require a doctor's note and parent authorization.
- A medication log will be completed each time a dose is given.

Behavior Guidance We help children learn social-emotional skills through positive reinforcement, redirection, and calm correction.

- Disruptive behavior will be redirected to positive activities.
- We teach what is appropriate vs. hurtful behavior.
- If needed, a brief separation from group activities will be used to help a child calm down.
- Time-outs may be used for older toddlers (1 minute per age).
- Parents will be informed of persistent behavior issues and included in plans for support.
- Physical punishment is never used.

Clothing & Supplies Label all clothing, blankets, bags, and personal items with your child's name. Please bring:

- Diapers
- One pack of wipes monthly
- Two changes of clothes
- A snuggly comfort item (if needed) Toys from home are discouraged unless discussed in advance.

Naptime Nap/quiet time is 12:30–2:30 PM daily. Infants follow their own sleep schedule. Children under two have documented sleep logs and are checked every 15 minutes.

Field Trips & Transportation We occasionally go on local field trips. Parents will receive permission slips in advance. Daily transportation to/from Twin Lakes Christian School occurs at 8:10 AM and 2:45 PM. CCC is closed during these times.

Food & Nutrition We provide organic meals and snacks:

- Breakfast: 8:30 AM
- AM Snack: 10:30 AM
- Lunch: 12:30 PM
- PM Snack: 3:30 PM Our meals follow USDA Child Care Food Program guidelines.

Pets We have a vaccinated dog and cat. The dog may interact with children inside and outside under supervision. We believe pets enrich the daycare experience. Our dog's name is Hope, she is a Vizsla. Very friendly dog that loves children.

Media Use We occasionally use educational videos, music, and movement activities as part of our program.

Medical & Dental Emergencies

In the event of a medical or dental emergency, CCC will act quickly to ensure your child's safety. A signed LIC 627 form (Emergency Medical Consent) authorizes us to seek emergency care from a licensed physician (M.D.), osteopath (D.O.), or dentist (D.D.S.) as needed to protect your child's life, health, or well-being.

If we believe it's in your child's best interest, we will call 911. Parents will be notified as soon as the child is stable. If we are unable to reach you, we will contact the emergency contacts listed on your child's form.

CCC is not responsible for any costs related to emergency care.

For minor injuries (scrapes, bumps, etc.), we'll clean the area with warm water and soap, apply a bandage or ice pack if needed, and document the incident in Brightwheel so you're notified right away.

Photos & Communication We use Brightwheel to share photos, updates, and logs for feedings, diaper changes, and naps. Brightwheel is private and only enrolled families are allowed to view main feed. Photo consent will be requested during enrollment. Images used for social media will have faces blurred or obscured unless otherwise approved.

Staff & Conduct Our staff are fingerprinted, CPR/First Aid certified, and trained mandated reporters. Staff may not babysit or work for enrolled families outside CCC hours, without Director's approval.

Closures & Force Majeure In emergencies (natural disaster, infestation, illness), CCC may close. These are paid days. CCC reserves 12 sick/emergency days and 3 bereavement days per year. Force majeure clauses apply to all contracts.

Acknowledgments & Agreements Families must complete and sign:

- Wellness Policy Agreement
- Handbook Receipt
- Admissions & Tuition Agreement
- Photo & Media Consent
- Release of Liability
- Excursion & Transportation Consent
- One-Month Notice Policy

Thank you for choosing Capitola Child Care. We are excited to partner with your family in helping your child grow and thrive!

Wellness Agreement & Health Policy

At Capitola Child Care, your child's health and safety are our highest priorities. We follow all current health and safety guidelines set by the Santa Cruz County Health Agency (HSA), County Office of Education (COE), California Department of Public Health (CDPH), California Department of Social Services (CDSS), and the CDC.

We rely on our families to help maintain a healthy environment for all children and staff.

Daily Health Guidelines

Please assess your child's health each morning before arriving. Children should stay home if they show any of the following symptoms:

- Fever of 99°F or higher within the past 24 hours | Yellow or green nasal discharge
- Persistent cough | Vomiting or diarrhea within the past 24 hours
- Rash (unless pre-diagnosed as non-contagious) | Any other signs of contagious illness

Important: Do not give your child medication to mask symptoms and send them to care. If your child will be absent, notify us by 9:00 AM via text, call or Brightwheel app.

If a child becomes ill during care, they will be separated from the group and Prompt pickup is required.

COVID-19 Protocol

If your child exhibits COVID-like symptoms (fever, cough, sore throat, loss of taste/smell, fatigue, shortness of breath, etc.), they must:

- Be fever-free for at least 24 hours without medication | Be vomit-free for 24 hours
- Receive a **negative at-home COVID test**

If your child tests **positive** for COVID-19:

- They must stay home for a **minimum of 5 days**
- They may return **after two negative antigen tests taken 24 hours apart**, beginning no sooner than **day 6**, and must be symptom-free

Please notify CCC immediately if your child tests positive so we can follow the latest health department guidance.

Agreement

By signing below, I confirm that I have read and agree to follow Capitola Child Care's Wellness Agreement and Health Policy.

Parent Name: _____ Parent Signature: _____ Date: _____
Child's Name: _____
Work/Cell Phone: _____ Email: _____

Parent Handbook Acknowledgment

By signing below, I acknowledge that I have received, read, and understand the Capitola Child Care Parent Handbook. I agree to follow all policies and procedures outlined within the handbook.

Parent/Guardian Signature: _____
Printed Name: _____
Child's Name: _____
Date: _____

Admission Agreement

I, _____, parent/guardian of _____, agree to enroll my child at Capitola Child Care (CCC) for child care services.

Monthly Tuition: \$ _____

Scheduled Days per Week: _____ (e.g., 5 days, M/W/F, T/Th)

Start Date: _____

By signing this agreement, I acknowledge and agree to the following:

- I have received, read, and understand the Parent Handbook.
- I agree to follow all CCC policies and procedures.
- I understand that tuition is due on the 1st of each month through Brightwheel.
- I understand that tuition remains the same each month regardless of absences or closures.
- I agree to provide a 30-day written notice for any schedule change or withdrawal.
- I acknowledge that all closures, sick days, and holidays are factored into tuition and are paid days.

Parent/Guardian Signature: _____
Printed Name: _____
Child's Name: _____
Date: _____

Photo & Media Consent

I, _____, parent/guardian of _____, grant permission for Capitola Child Care to take photos and videos of my child for the following purposes:

- ☐ **Classroom use** (art projects, learning documentation, and internal displays)
- ☐ **Brightwheel App** (private sharing with enrolled families)
- ☐ **Social Media/Marketing** (with child's face visible)
- ☐ **Social Media/Marketing** (with child's face blurred or obscured)
- ☐ **I do NOT consent to any public use of my child's photo or video**

I understand that photos used for internal purposes and Brightwheel are shared only with CCC families. Public sharing (e.g., website, social media, promotional materials) will only occur with my written consent as indicated above.

Parent/Guardian Signature: _____

Date: _____

Release of Liability Agreement

By signing this agreement, I acknowledge and accept the inherent risks associated with group childcare, including, but not limited to, the potential exposure to contagious illnesses such as COVID-19, influenza, RSV, and other viral or bacterial infections.

I understand that while Capitola Child Care (CCC) follows health and safety protocols in accordance with state and local regulations, no measures can fully eliminate the risk of illness in a group setting. I agree not to hold CCC, its owner, staff members, volunteers, or affiliates liable for any illness, injury, medical condition, or complication—including, but not limited to, COVID-19—that may be contracted or transmitted while my child is in care.

This release applies to any resulting effects, including hospitalization, long-term complications, or death. I further agree to indemnify and hold harmless Capitola Child Care and its representatives from any claims, demands, damages, or legal actions arising out of or in connection with my child's participation in the program.

Parent/Guardian Signature: _____

Date: _____

30-Day Withdrawal Notice Policy

Capitola Child Care (CCC) operates with a limited number of enrollment spots and budgets accordingly to maintain full capacity. For this reason, families are required to provide a **minimum of 30 days' written notice** prior to withdrawing a child from care.

Tuition will be charged through the end of the 30-day notice period. If a child departs before the end of the notice window, CCC reserves the right to retain the full tuition amount for that period. Any prepaid tuition extending beyond the notice period will be refunded on the child's final day.

By signing below, I acknowledge and agree to this policy.

I, _____, **parent/guardian of** _____,

agree to provide a 30-day written notice prior to withdrawing my child from Capitola Child Care.

Parent/Guardian Signature: _____

Date: _____

Force Majeure Agreement

Neither Capitola Child Care (CCC) nor the undersigned parent/guardian shall be held liable for any delay, interruption, or failure to perform obligations under this agreement—excluding payment obligations—if such failure is due to events beyond their reasonable control. These events, referred to as “Force Majeure,” may include, but are not limited to:

- Acts of God (e.g., earthquakes, floods, fires, hurricanes)
- Public health emergencies, pandemics, outbreaks
- Governmental orders or regulations
- War, terrorism, civil unrest, riots
- Strikes, labor disputes, or utility outages
- Accidents, equipment failure, or other unforeseeable disruptions
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The affected party must notify the other in writing (including via email) as soon as reasonably possible. The obligation to perform shall be suspended for the duration of the Force Majeure event.

If the interruption lasts more than thirty (30) consecutive days, the parent/guardian may terminate this agreement by providing written notice to CCC.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

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By signing below, I acknowledge and agree to this policy.

I, _____, **parent/guardian of** _____,

agree to provide a 30-day written notice prior to withdrawing my child from Capitola Child Care.

Parent/Guardian Signature: _____

Date: _____

Excursion & Transportation Consent Form

I, _____, parent/guardian of _____, hereby grant permission for my child to participate in supervised excursions and transportation activities as part of the Capitola Child Care (CCC) program.

This includes:

- **Local Excursions (No Transportation Required):**
Walks in the neighborhood, visits to nearby parks, playgrounds, stores, libraries, or similar locations.
- **Field Trips Requiring Transportation:**
Transportation by CCC staff in a private vehicle to approved destinations, including but not limited to Twin Lakes Christian School, Soquel High, parks, libraries, museums, and other child-appropriate venues.

I understand that:

- All transportation will use appropriate child safety seats or restraints as required by law.
- Staff will exercise sound judgment and care during all outings.
- If I do not consent to these excursions and/or transportation, it will be my sole responsibility to provide alternative care for my child on those days. Tuition will still apply as usual.

This consent remains valid from the date signed below until the date of withdrawal or termination from the CCC program.

Parent/Guardian Signature: _____

Date: _____

Provider Statement

I, Teresa Maguire, will transport the above-named child only when necessary for program-approved field trips or school transport. All applicable safety laws and procedures will be followed at all times.

Provider Signature: *Teresa Maguire*

Date: _____