

## Parent Handbook

Caregiver: Colleen Neves

Cell: 925-353-7692

Address: 221 Dexter Place, San Ramon California

License: # 073407747

Fully Insured

Days and Hours of Operation:

Monday - Friday, 8:30 a.m. to 5:30 p.m.

There may be up to eight children enrolled.

Peas In A Pod Preschool is open to all children regardless of religion, gender, ethnicity, race, disability, or national origin.

If child is not potty trained, parent will provide wipes and diapers/pull-ups.

All children require at least one complete change of clothing. Once a schedule has been adopted, please adhere to the drop-off and pick-up times. Please advise me of any changes to the dropoff and/or pick-up times.

Childcare fees are as follows:

<u>Child's Age</u>	<u>5 days per week</u>	<u>3 or 4 days per week</u>
2 years and up	\$75/day	\$80/day
Under 2 years	\$80/day	\$85/day

There is a ten percent discount for a second child in care.

Payment is due at the beginning of each two week period. Payment is due in the morning before care begins. Preferred method of payment is through Venmo. Cash or check is accepted.

There is a non-refundable enrollment fee of \$120 due with first payment.

There is an annual \$100 supply/craft fee for ages 2 and up that will be collected with your first payment and at the same time each year.

Payment obligation is based on the hours/days you agree to use my childcare services, not on the actual hours/days of attendance. Therefore, fees are to be paid in advance for all scheduled childcare, whether or not your child is in attendance (for example, sick days, a relative visiting and you opt your child out of care, etc.). There will be no credit or refund given if your child leaves

early for any reason (doctor's appointment, sent home sick, etc.).

I reserve the right to charge a \$25 late fee if payment is not received on time.

Late Arrival: Closing time is 5:30. Please be prompt when picking up your child. Any time after 5:30 will be charged at the rate of \$1 per minute. Late fees are due no later than the following day. For those using Venmo, please send payment the same day. You know when you are late, so please pay accordingly.

Please notify me by phone or text message if you will be arriving later than the scheduled drop-off or scheduled pick-up time.

Child Pick-up: Child will be released only to parent or individuals listed on the emergency form. Please notify me on the day of pick-up if someone other than you (that is on the form) will be picking up your child.

Absence: If your child will be absent for any reason, please notify me by phone or text message. Again, all absent days are paid days.

Injuries: I will administer first aid for any minor cuts, scrapes, and bruises. If the injury is more serious, but does not appear to be an emergency, I will contact you or the doctor you have chosen to treat your child. If the injury appears to be an emergency, I

will immediately call 911 and will attempt to contact you. If an emergency happens, you agree to allow me to exercise my best judgment. It is important that I have up-to-date emergency contact information. If you make any changes, it is your responsibility to alert me so I always have accurate information.

You agree to notify me prior to caring for your child if your child had a recent injury so I can be made aware of the situation.

Illness: In order to maintain a healthy environment, each child is screened for illness upon daily admission. Your child will not be admitted if he or she has:

Fever (Child needs to be fever free for 24 hours, without fever reducing medication, before returning to childcare)

Diarrhea

Vomiting

Rash

Discharge from the eyes, pinkeye

Lice, ringworm, etc (There may be NO nits in child's hair.)

Earache

Communicable disease

Please be considerate of the other children and their families and do not bring an ill child to daycare. Please be advised that if your child is unable to participate fully in the day's activities, he or she needs to be kept at home. Illness while at school: If your child

becomes ill, I will call you. You agree to pick up your child promptly.

**Administering Medications:** If a medication consent form is signed, I will administer certain doctor-prescribed medications, for example, antibiotics for an ear infection. All medications must be in the original container, clearly labeled with your child's name and dosing instructions. Please ask for more information regarding a specific medical need for your child.

**Immunizations:** I am required by the state of California to keep a record of your child's immunizations. As your child gets immunized, please advise me so I can update my records. I will need to see the original yellow immunization card or a printout from the physician's office to update your child's immunization record.

**Emergency Evacuation:** In the unlikely event that we must evacuate and leave my home, I have permission from two of my neighbors to assemble at either of their homes until you can pick up your child.

**Child abuse:** I am a mandated reporter, and will comply with California law which requires me to report any suspicion of child abuse or neglect.

**Illness - Mine:** If I am ill, and unable to provide care, I will notify you as soon as possible. Please have an alternate plan for your child just in case.

**Meals/Snacks:** Breakfast, lunch, and snack(s) will be provided. I follow the guidelines and recommendations of the USDA Child Care Food Program.

**Holidays:** Caregiver will close for the following federal holidays: New Year's Day, MLK, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. These federal holidays are paid days off, meaning payment is due for these days.

**Summer Vacation:** Caregiver will close for vacation for two weeks. Parent will not be charged for these vacation weeks. However, full fees are due for any vacation time you will be taking. These fees hold your child's space.

**Thanksgiving:** Caregiver will close the Wednesday before Thanksgiving, Thanksgiving Day, and the Friday after Thanksgiving. These are paid days off.

**Christmas and New Year's Vacation:** Caregiver will close during the Christmas/New Year's break that is in align with the public school

calendar. This is paid vacation time. If your child attends full time, (5 days) then payment of 5 days is due for each week, a total of 10 pay days. If your child attends 4 days per week, 4 pay days are due for each week, a total of 8 pay days, and so forth.