

DAISY DUKE DAYCARE

Parent Handbook

Please Read and Sign All Forms



Policies and Procedures Handbook

Daisy Duke Daycare

Lic. #336301317

Welcome Letter

Dear Families,

Welcome to Daisy Duke Daycare! We're honored that you've chosen to partner with us in your child's early education and care. At Daisy Duke Daycare, we believe in creating a warm, safe, and enriching environment where children can learn, grow, and thrive. Our program promotes learning through play, discovery, and exploration, supported by experienced caregivers dedicated to nurturing the whole child.

We proudly serve children ages 0 to 12 years old and are committed to fostering developmentally appropriate learning experiences that inspire curiosity, creativity, and confidence.

We look forward to becoming a trusted part of your family's journey.

Mission Statement

At Daisy Duke Daycare, our mission is to provide exceptional early care and education through a child-centered, play-based approach. We are dedicated to supporting the social-emotional, cognitive, physical, and communication development of each child in our care. We believe that all children are capable, curious, and creative learners who thrive when nurtured in an environment that encourages independence, self-expression, and critical thinking. By fostering positive relationships and celebrating each child's uniqueness, we create a foundation for confidence, resilience, and a lifelong love of learning. Our ultimate goal is to ensure every child feels seen, valued, and supported as they grow to reach their fullest potential.

License & Staff Qualifications

The State of California fully licenses Daisy Duke Daycare under License #336301317 to care for children ages 0 to 12 years old.

All staff members meet or exceed the qualifications required by Community Care Licensing and are trained in the following:

- Pediatric CPR & First Aid
- Health and Safety Standards
- Mandated Reporter Training
- Water Safety Certification (as applicable)
- Ongoing Professional Development in Child Development and Behavior Management

Your child's safety and well-being are our top priorities. We maintain low staff-to-child ratios and ensure consistent supervision and care at all times.

Non-Discrimination Policy

Daisy Duke Daycare is committed to fostering a safe, inclusive, and respectful environment for all children, families, and staff. We do not discriminate based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity, or genetic information. We embrace and celebrate diversity in all its forms and are proud to be an equal opportunity provider. Our program complies with all applicable state and federal laws to ensure equitable access and treatment for every member of our daycare community.

Curriculum and Special Activities

Curriculum

At Daisy Duke Daycare, we believe that young children learn best through guided exploration, purposeful play, and intentional instruction. Our daily schedule is thoughtfully designed to include a balance of hands-on learning, small group activities, and whole-group lessons. We create a custom curriculum using trusted educational platforms such as **FunShine Express**, **GenerationGenius.com**, and **Education.com**. These research-based resources support a play-based approach while fostering each child's social, emotional, cognitive, and physical development. Our goal is to build a strong academic and developmental foundation, ensuring that your child enters grade school confident, curious, and prepared to excel.

Field Trips

We plan to offer exciting field trips throughout the year to provide children with enriching, real-world learning experiences. Written parent or guardian permission will be required before any field trip. Children will be transported in a licensed and insured vehicle, or parents may choose to transport their child themselves. Participation is optional—families may also elect to have their child remain at Daisy Duke Daycare on field trip days. Parent volunteers are welcome and encouraged to attend, provided they complete fingerprinting and a background check, and sign a volunteer waiver. Field trips will be announced one month in advance, with a reminder sent two weeks before the outing.

Enrichment Activities

Daisy Duke Daycare is committed to providing children with a variety of enriching and engaging experiences beyond the classroom. We occasionally host special presentations from community helpers such as firefighters, police officers, and military service members to offer valuable educational opportunities. Parents will receive written notice before these visits and may opt out if preferred. Children not participating will be offered an alternative activity during the event.

Birthdays

We love celebrating your child's special day! Families are welcome to send store-bought cupcakes, cookies, or one juice box per child to share during their child's birthday celebration. Due to California daycare health policies, homemade treats are not permitted, and we kindly ask that whole cakes not be sent as they are difficult to serve. A one-week advance notice is required for all birthday celebrations. We do our best to provide allergy-friendly alternatives for children with dietary restrictions. If you prefer that your child not participate in birthday celebrations, please provide written notice upon enrollment. You are also welcome to bring decorations, but please show them to a staff member in advance for approval, as some items may pose a fire or safety hazard. If your child's birthday is approaching and you're unable to provide items for the celebration, please let us know—we'll be happy to provide something to make their day feel just as special.



Enrollment and Withdrawal

Enrollment Requirements

To officially enroll your child at Daisy Duke Daycare, the following documents must be completed and submitted before the first day of attendance:

- Completed Parent Contract
- Enrollment Form
- Copy of your child's current immunization record
- Signed consent and emergency forms
- A copy of the parent/guardian or approved pick-up person's ID
- A signed acknowledgment of the Parent Handbook
- Deposit: Currently, no deposit is required

All enrollment paperwork must be kept up to date. Any changes to contact information, emergency contacts, or health status must be reported immediately.

Trial Period

Each child is admitted on a two-week trial basis to ensure a smooth transition and a positive experience for both the child and the daycare. During this period, either the provider or the parent may choose to end the care arrangement with a three-day written notice if it is determined that the daycare is not a good fit for the child's needs.

Waitlist Policy

Once our enrollment reaches full capacity, Daisy Duke Daycare will place interested families on a waitlist. To be added to the waitlist, a refundable deposit is required—the amount varies based on the requested care schedule. If your child is offered a spot and enrolls, the deposit will be credited or refunded. If you fail to respond within 48 hours after being contacted, your deposit will be forfeited, and the next family on the list will be contacted. It is important to keep your contact information current while on the waitlist.

Withdrawal Policy

While we strive to support every child's success in our care, there may be instances where continued enrollment is not in the best interest of the child or group. If challenges arise, we will meet with the family to develop a supportive plan. However, if a child's behavior remains unsafe or disruptive despite intervention, Daisy Duke Daycare reserves the right to withdraw the child from care. Additionally, failure to comply with daycare rules and policies may result in the termination of services. In such cases, tuition will be charged through the end of the current week.

Parents choosing to withdraw voluntarily must provide a minimum of two weeks' written notice. You will be financially responsible for the full two-week period, regardless of your child's attendance.

Registration Fee

At this time, Daisy Duke Daycare does not charge a registration fee.



Rates and Fees

Daisy Duke Daycare offers both full-time and part-time care with options for daytime and nighttime coverage. Our rates reflect the quality of care, extended hours, and developmentally appropriate curriculum provided to all enrolled children.

Full-Time Weekly Rates

Full-time care is defined as having access to our services every day or night that the daycare is open.

Rates are as follows:

Daycare -225.00

Nightcare-255.00

Part-Time Weekly Rates

Part-time care is defined as a maximum of three days per week, either Monday through Friday from 7:00 AM to 5:00 PM (daycare) or 6:00 PM to 12:00 AM (nightcare). Part-time days must be selected at registration and may be changed with a two-week written notice. Enrollment is subject to availability.

Rates are as follows:

Daycare -195.00

Nightcare- 220.00

RCOE Families (Riverside County Office of Education)

Families who receive subsidized childcare through RCOE are welcome at Daisy Duke Daycare. A co-payment of \$50.00 per week is required and must be paid every Friday for the following week's care. If payment is not received by Friday, a \$20.00 late fee will be added. Late or missed payments may result in the termination of care until the balance is paid in full. Continued late payments will not be tolerated and may lead to permanent removal from our enrollment roster.

Payment Policies

All weekly payments are due on the Friday of that week. Payments can be made via Zelle, and families will be provided the correct payment information in person. A \$10 late fee per day will be applied for each day payment is late. If payment is not received within one week, the agreement may be terminated with a 24-hour notice. Please note: No additional reminders will be sent. It is the parent or guardian's responsibility to ensure timely payment.

Drop-Off Cutoff Time

All children must be dropped off by 9:00 AM unless prior arrangements have been made. This allows your child to participate in our full curriculum and prevents disruption to the classroom environment. Children arriving after 9:00 AM may not be admitted for the day.

Early Drop-Off / Late Pick-Up Fees

We understand that emergencies happen, but clear communication is key. Any early drop-off or late pick-up without prior approval will result in an additional fee of \$5.00 for every 5-minute increment. These fees are due with the next scheduled weekly payment. Repeated late pick-ups may result in removal from the program. Failure to communicate or consistently being late will not be tolerated. Our staff's time and schedules must be respected.

Student Vacations

If a parent or guardian plans to take a vacation during which the child will not be attending daycare, a minimum of 7 days' written notice is required. Tuition must still be paid during the child's absence, as this secures their spot in the program. Holding each child's placement ensures staffing and planning consistency for all enrolled families.

Arrival and Pick-Up Procedures

Arrival

We understand that drop-off can be an emotional time for young children. To help ease transitions, we recommend keeping a consistent drop-off routine. Reasonable accommodations can be made if you need to adjust your drop-off time—please communicate any changes in advance.

- All doors remain locked at all times for safety.
- Upon arrival, please ring the doorbell and wait for a staff member to assist you.
- Sign your child in using the daily attendance sheet, including your child's name, your name, and the time of arrival.
- A staff member will escort your child to their designated classroom or activity.
- If your child will be absent, please notify us by text at least 24 hours in advance when possible.

Pick-Up

- Children must be picked up by their scheduled pick-up time.
- Ring the doorbell and wait to be buzzed in by a staff member.
- Parents/guardians must sign out their child with name and time of departure.
- Only individuals listed on the Authorized Pick-Up List will be allowed to pick up your child.
- Photo identification is required for anyone picking up a child other than a parent or legal guardian.

We take the safety of all children seriously. If an unauthorized person attempts to pick up your child, we will contact you immediately and your child will not be released.

Hours of Operation and Closures

Regular Hours

- Monday – Friday
- Daycare: 7:00 AM – 5:00 PM
- Nightcare: 6:00 PM – 12:00 AM

Holiday Closures

A list of planned holiday closures will be posted on the Parent Board inside the daycare and sent home with families. Parents will receive at least 2 weeks' notice for all planned closures.

Emergency or Unplanned Closures. In rare cases, Daisy Duke Daycare may close unexpectedly due to reasons beyond our control (e.g., power outages, severe weather, health emergencies, or natural disasters). In such cases, we will notify families as soon as possible via text and/or phone call.



Illness and Injury Policies

Child Absence Due to Illness

If your child has a fever, vomiting, diarrhea, COVID-19, cold, flu, or other contagious illness, please keep your child at home until symptoms have subsided and they are without fever, diarrhea, and vomiting for a period of at least 24 hours. When a child is ill and will stay home, the Parent/Guardian is expected to make every effort to give the provider as much notice as possible.

Illness During Care

When a child becomes ill while in the provider's care, the provider will immediately notify the parent/guardian. If the child presents with a fever above 101.0, vomiting, or diarrhea, the parent/guardian or approved pick-up person will be required to come pick up the child from care. Daisy Duke Daycare may require a physician's note to return the child to care at our discretion.

Child injury

In the event of injury, the parent or guardian will be notified immediately, and an incident report will be completed. First aid will be applied. If the injury is more substantial, the provider will require the parent or authorized person to pick up the child from care. If it is a life-threatening injury, emergency authorities will be contacted immediately.

Bug Bites

If your child receives an insect bite during our care, we will administer first aid if you have signed the first aid consent form. If you have not signed the consent form, we will notify you immediately so that the child can be picked up if deemed necessary.

Allergies

If your child has allergies, please complete that section on the enrollment form.

The parent is required to provide information during registration about the child's allergies. Life-threatening allergies require physician documentation and emergency medication to be supplied to the provider. Our staff is fully trained to administer emergency medication (e.g., Epi-pen) if necessary. In the event of a life-threatening allergic reaction, the parent and emergency services will be contacted immediately.

Rashes/Sores

If your child displays a rash/ sores, Hand and foot, Daisy Duke Daycare will require a physician's note and must stay home for 10 days after being diagnosed by a physician and start antibiotics.



Keep The Child Home If... (But Not Limited To)



Vomiting



Diarrhea



Rashes/Sores



Fever



Not Feeling Good



Hospitalization

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date _____

Emergencies

Emergency Evacuation

In the event of an emergency at Daisy Duke Daycare, children will be evacuated immediately if necessary. Emergency services will be contacted, and parents will be notified without delay.

If the building becomes unsafe to occupy for the remainder of the day, all children will be safely relocated to our designated emergency relocation site

Emergency Drills

In accordance with California state law and licensing regulations:

- Fire drills are conducted at least every 6 months
- Earthquake drills are conducted every 6 months
- Lockdown drills are conducted every 6 months

Before each drill, children will receive age-appropriate instructions and will be guided through the procedures by staff. Parents will be notified in writing prior to all scheduled drills.

These practices are essential to ensuring your child's safety and preparedness in the event of a real emergency.

Meals and Snacks

Daisy Duke Daycare provides nutritious, well-balanced meals and snacks daily. Please do not send candy or sugary snacks with your child. Food brought from home will only be given to the child it was intended for and will not be shared with others, with the exception of approved birthday treats.

- Water is available to children throughout the day.
- Milk and/or juice will be served during meal and snack times.
- All eating and drinking is done while seated and supervised to prevent choking and encourage healthy habits.

Bottles for Infants and Babies

Parents must provide bottles, breast milk, or formula daily for their infant or baby. All leftover formula or breast milk will be discarded at the end of the day in compliance with California health regulations.

- Children will not be allowed to walk around with bottles in their mouths.
- Children will not be allowed to sleep with bottles.

These policies are in place to ensure the safety of all children and to help prevent choking and early dental issues.

Medical

Staff Training

All staff have received training in First Aid, CPR, and Water Safety Training as required by the state of California .

Medication Administration

Prescribed and non-prescribed medications can be administered with proper medication authorization form completed by the parent. Prescription medication for your child must be prescribed by a physician. All prescribed medication must be in the original container with the pharmacy label that clearly states the medication name, child's name, administering amount and the date of the prescription.

Non-prescribed medication administration must be accompanied with a doctor's note which states that the staff at Daisy Duke Daycare can administer the medication and follow the dosage amount as indicated on the box and/or container. All medications will be kept in a secure cabinet that children cannot access.

Vaccination Requirements

All children enrolled in Daisy Duke Daycare must meet applicable immunization requirements specified by the state of California Department of Health. This applies to children from birth through school age. The documentation must be validated by a physician or other health-care professional with a signature or rubber stamp, and include the child's name and birth date, the number of doses and vaccine type, and the month, day and year the child received each vaccination. This documentation may be a photocopy. Any exemptions from the immunization requirements must meet criteria specified by the state of California Department of Health.

Safety and Security

Security System

Your child's safety and security is our highest priority. At Daisy Duke Daycare we have an extensive security system in place. All external doors are locked at all times and parents must ring the outside bell before being permitted inside our facility. People on the authorized persons list, must show ID to be allowed into the center. Security cameras are positioned outside of the building of the center to ensure the security and safety of all in our building. All exits and windows are also equipped with alarms.



Fire Safety

Fire extinguishers and smoke detectors are present throughout the building as required by California law. Our facility is regularly inspected by safety officials to ensure compliance with California law.

Carbon Monoxide

Our center is equipped with carbon monoxide detectors in to ensure the safety of everyone at Daisy Duke Daycare.

Discipline

Positive Behavior Supports

Daisy Duke Daycare uses positive behavior supports to encourage pro-social behaviors with adults and peers. Children are rewarded with frequent praise for following rules and procedures. Children also may earn tangible rewards such as stickers, smiley faces, special activities, and treasure chest. Children are taught to be respectful, responsible, and kind to others. Caregivers model these behaviors and role play situations that encourage kindness during social skills groups. Good manners are encouraged and modeled by our caregivers.

Calm Down Area

If a child starts to become upset or dysregulated, he or she will be encouraged to use the calm down area to practice self-soothing activities such as breathing, cuddling an animal, playing with a sensory toy, etc. Once the child is calm, he or she will be reminded of the rules and encouraged to rejoin the group.

Harm towards others

If a child harms a staff member or child, the child will be separated from the group until the child can calm down. Once the child regains control, he or she will be asked to apologize to the adult or peer. The parents of the children involved will be notified by the end of the day. An incident report will be completed.

Biting

If a bite is sustained, the offending child is removed from the group. The harmed child will be administered first aid. Both parents will be contacted immediately an incident report will be written for the injured child. If the bite has broken the skin, it is recommended that the child be examined by a doctor. If biting becomes a pattern, the parents will be required to attend a conference with staff to develop a plan to address the biting behavior. If biting persists despite the implementation of additional supports, the child may be withdrawn from Daisy Duke Daycare.



Communication

All children and babies will receive a daily note or update from the caregiver or teacher. For infants and toddlers, the note/ update will contain amount of formula or milk consumed and amount of soiled diapers and time. The teacher may include additional information at her discretion. Please feel free to communicate with your child's teacher briefly upon arrival or dismissal. For more in depth conversations, please email your child's teacher or leave a voicemail and the teacher will return your call at their earliest convenience.

Parent Involvement

All parents are welcome to visit their child at Daisy Duke Daycare at any time with notice, unless your are fingerprinted you will not be allowed around other children. We welcome input from parents about the education or the care of their children. If you wish to volunteer at Daisy Duke Daycare or go on fieldtrips, please contact any staff member so we can make necessary arrangements and have necessary paperwork completed.

Toilet Training

We will work with the family to implement a toilet training plan when the child demonstrates readiness skills. These skills include the following:

- The child is able to pull up and down pants and underwear with minimal assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is cooperative when taken to the restroom

If your child is demonstrating these skills, then the provider and parent will create a written plan for toilet training. This plan will include the times when your child will be taken to the bathroom during the day. A visual toileting schedule will also be provided so that your child can learn the steps of the toileting process. You will be given a copy of the visual schedule to use at home for consistency and will also receive a daily log of your child's toileting progress. During this time period, you will be required to provide several sets of extra clothes to be kept at Daisy Duke Daycare. Soiled clothing will be placed in plastic bags and given to the parent daily. Please replace with clean clothing by the next day.



Clothing Policy

Children should arrive dressed in comfortable, weather-appropriate clothing that allows them to explore freely and participate in potentially messy activities. We engage in sensory play, arts and crafts, outdoor learning, and more—so clothing may get dirty.

Clothing Guidelines:

Spare clothing (including socks and underwear) must be kept at the daycare at all times.

Indoor shoes are required for all children. Shoes must remain on at all times indoors, per public health guidelines. Indoor shoes help protect children's feet, especially during fire drills, rainy days, and winter months.

Outdoor Play:

Weather permitting, children will go outside for 2–3 hours each day. Please ensure your child has proper outerwear, including:

Jacket or coat

Hat and gloves (in cold weather)

Sunscreen and sunhat (in warm weather)

If a child does not have appropriate outdoor apparel, they may be required to remain indoors under the supervision of another staff member or classroom.

Naps and Quiet Time

All children will be offered a daily rest period of 0–1 hours. Children who nap will be given a quiet, comfortable space with a mat and blanket. Non-nappers will engage in calm, independent activities such as books or puzzles on their mats during this time.

Infants will follow an individualized nap schedule based on their age and needs, in collaboration with their families.

We encourage you to send a labeled blanket and comfort item (if needed) to help your child rest.

Toys, Electronics, and Media Policy

Please do not send toys from home. Daisy Duke Daycare provides a variety of age-appropriate toys and materials to meet children's developmental needs. Toys from home can be easily lost, broken, or misplaced. The daycare is not responsible for any personal toys brought to the facility.

Electronic Media

Tablets and educational TV are used occasionally to support learning or reward time.

Children may use daycare-owned tablets for up to 1 hour per day maximum, with a focus on educational games or programs.

Educational videos or shows may be shown as part of curriculum or quiet time.

Please do not send personal tablets, phones, or other devices with your child. Daisy Duke Daycare is not responsible for lost, broken, or stolen electronics.



Child Abuse Reporting & Safety Policy

Daisy Duke Daycare is committed to maintaining a safe and secure environment for every child in our care. As mandated reporters under California law, all staff are legally required to report any suspected cases of child abuse or neglect to Child Protective Services (CPS) without prior notice to the parent or guardian.

In accordance with our safety policies:

- If we suspect a child has been abused or neglected, we are legally obligated to file a report with the appropriate authorities.
- Children will not be released to any individual who appears to be under the influence of drugs or alcohol. If we have reason to believe a pick-up person is impaired, an emergency contact will be called to pick up the child.
- Any such incident will also be reported to Child Protective Services as required by law.

Supplies & Personal Items

Supply Account

Upon registration, each family will receive a supply list outlining the materials your child will need while enrolled. Parents are expected to provide all requested items and replenish them as needed. You will receive a written notice when your child's personal supplies are running low.

These items are essential to ensure your child's comfort, safety, and participation in daily activities.

Infants

Diapers
Wipes
Ointments(if needed)
Pacifiers (Labeled)
Bottles
Extra Can of Formula
Baby Food (if needed)
Bibs
At least 2 changes of clothing

Toddlers (24 Months and Up)

Diapers/Pullups/Underwear
Wipes
Ointments
A Changes of Clothing
Any Medication Needed

****PLEASE DO NOT SEND YOUR CHILD TO DAYCARE WITH CLOTHES ON THAT YOU DON'T WANT TO GET DIRTY; WE PLAY OUTSIDE WHERE THERE IS DIRT, WATER, ETC. KIDS GET DIRTY, PLEASE SEND THEM WITH CLOTHES THEY CAN BE COMFORTABLE IN, CLOSED-TOE SHOES, AND NO PAJAMAS. ****



Daisy Duke Daycare

Below are the scheduled holiday closure dates for the current year. These dates are subject to change with proper notice. Please note that tuition is still due during these closures, as parents are reserving a childcare spot, not paying based on attendance.

Scheduled Holiday Closures:

Thanksgiving Break:

Closed The Week Of Thanksgiving

We will reopen on That Following Monday

Christmas Break:

Closed The Week Of Christmas

We will reopen on That Following Monday

Important Notes:

- These are pre-scheduled closure days.
- If we must close unexpectedly for any other reason (e.g., illness outbreak, emergency, natural disaster), we will notify families as early as possible.
- Tuition is still required during holiday closures, as your payment holds your child's spot in the program.
- A 2-week reminder will be provided before each scheduled closure.



Policies and Procedures Signature Page

Daisy Duke Daycare

After reviewing the Daisy Duke Daycare Parent Handbook, please complete and return this signed form to the daycare office.

We, the parent(s)/guardian(s) of:

_____ (Child's Full Name)

confirm that we have received, read, and understand the policies and procedures outlined in the Daisy Duke Daycare Parent Handbook. We agree to follow and support the policies in place and understand that these guidelines are designed to ensure the safety, well-being, and development of all children in care.

We acknowledge that Daisy Duke Daycare reserves the right to update or amend the handbook as needed. We will be notified in writing of any such changes, and agree to review and comply with any revised policies.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by _____

on _____

Emergency Medical Authorization

Daisy Duke Daycare

I understand that every effort will be made to contact me immediately in the event of an emergency requiring medical attention for my child, _____.

However, if I cannot be reached, I hereby authorize the staff at Daisy Duke Daycare to:

- Secure emergency medical transportation to the nearest appropriate medical facility
- Obtain necessary medical treatment as deemed advisable by licensed medical professionals

I acknowledge that all staff members at Daisy Duke Daycare are trained in basic First Aid and CPR, and I authorize them to administer such care as needed until emergency medical personnel arrive.

I further understand that all medical expenses incurred will be my responsibility and not the responsibility of Daisy Duke Daycare or its staff.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by Daisy Duke Daycare _____

on {enter date} _____

Medication Administration

Daisy Duke Daycare

I hereby authorize staff at Daisy Duke Daycare, to administer prescription medication to my child as indicated on the prescription. I hereby authorize staff at Daisy Duke Daycare to administer non-prescription medication to my child as indicated by signed doctor note.

The following medications will be administered to my child:

Medication	Dosage	Dates	Time	Special Instructions

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by Daisy Duke Daycare _____

on {enter date} _____

Authorized Persons

Daisy Duke Daycare

**I authorize staff at Daisy Duke Daycare to release my child
to the following authorized persons:**

Name	Relationship	Address	Phone

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by {enter name of Daycare provider} _____

on {enter date} _____



Fieldtrip Permission Form (Example)
Daisy Duke Daycare

I understand that my child, _____ will visit
(location) _____ on (date) _____.

I hereby authorize the staff at Daisy Duke Daycare to transport my child
by (car/bus/van)

The departure time is _____ am/pm and the return time is
_____ am/pm.

In case of an emergency, I can be contacted at (phone) _____.

I hereby authorize my child to go on this trip.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian

Date _____

Received by Daisy Duke Daycare _____

on {enter date} _____

Incident Report (Example)
Daisy Duke Daycare

This form is to document injuries, accidents, medical situations, and student behavior incidents.

Date: _____ Time of Incident: _____ am/pm

Child's Name: _____ Child's Age: _____

Location of Incident: _____

Description of Incident: _____

Description of Injury:

Witnessed by: _____

Person Attending to Injury: _____

Treatment Applied:

Notes:

Parent was notified by _____ on (date) _____

Director's Name: _____

Director's Signature: _____

Date: _____

Child Care Services Contract

PARTIES:

This Child Care Contract made (date) _____ is between:

Provider(s): _____ Daisy Duke Daycare _____ and

Parent(s)/Guardian(s): _____.

FOR THE CARE OF:

Child Name: _____

DOB _____

Child Name: _____

DOB _____

Child Name: _____

DOB _____

Child Name: _____

DOB _____

The provider may amend the contract by giving the Parent/Guardian a copy of the new or changed policies at least 2 weeks before any changes go into effect.

HOURS OF CARE NEEDED:

	MON	TUES	WED	THURS	FRI
DROP OFF					
PICK UP					



Fees, Closures, and Payment Policies

Early Drop-Off / Late Pick-Up Fees

Daisy Duke Daycare operates from 7:00 AM – 5:00 PM and 6:00 PM – 12:00 AM. If a child is dropped off earlier or picked up later than the scheduled time without prior approval, a late fee of \$5.00 per 5-minute increment will be charged. This fee must be included with your next scheduled payment. Repeated early or late drop-offs without communication may result in termination of care.

Holiday Closures

Daisy Duke Daycare will be closed in observance of all federal holidays. A list of these holidays will be posted on the Parent Board inside the center. Families will receive a minimum of two weeks' notice prior to each planned holiday closure.

Closures Due to Emergencies

In the event of unexpected closures due to weather conditions, power outages, emergencies, or acts of God, the daycare will notify families as soon as reasonably possible. We will make every effort to give advance notice when available, but safety and timing may affect communication.

Vacations

If a parent or guardian plans a vacation and the child will not attend care during that time, a minimum of 7 days' written notice is required. Tuition is still expected to be paid during the vacation in order to hold the child's spot.

Illnesses and Absences

If a child is ill and will be absent, parents are expected to notify the provider as soon as possible. Sick days are still billable, as staffing and space are held for the enrolled child.

If a child is absent without any notice given, the parent/guardian is still responsible for payment for that day of care. Frequent unreported absences may result in a required conference or termination of care.

Payment for Care

Tuition rates will be established during enrollment and listed in the parent contract. Example:

- First Child: \$_____ per week / bi-weekly / monthly
- (Rates will depend on selected care plan: full-time, part-time, day or night care.)



When a child becomes ill while in the Provider's care, the Provider will immediately notify the Parent/Guardian. If a child presents with a fever above 101.0, vomiting, or diarrhea, regardless if it is due to teething or allergies, the Parent/Guardian or approved pick-up person will be required to come to pick up the child from daycare within 1 hour of being notified.

In case of injury, the parent or guardian will be notified immediately. If it is a life-threatening injury, emergency authorities will be contacted.

TRIAL PERIOD:

All children will be accepted on a 2-week trial period to ensure that they are a good fit for our daycare. During this 2-week trial period, the Provider or Parent/Guardian can terminate this agreement with 1-day written notice if it is believed that the child is not a good fit. After the 2-week trial period, care can be terminated by either the Provider or Parent/Guardian by providing a 2-week written notice and a reason.

AGREEMENT SIGNATURES

In WITNESS WHEREOF, the Parties have to agree to the above terms and have caused this Agreement to be executed in their names.

Provider Name _____

Provider Signature _____

Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____



Child Care Enrollment Form

CHILD INFORMATION:


Full Name	Age	Gender	Address
Full Name	Age	Gender	Address
Full Name	Age	Gender	Address

PARENT/GUARDIAN INFORMATION:

	Parent/Guardian	Parent/Guardian
Full Name		
Relationship		
Home Address		
Home#		
Mobile#		
Work#		
Email		



CHILD MEDICAL INFORMATION:

	Doctor	Pediatrician	Specialist
Name			
Address			
Phone number			
Email			

CHILD MEDICAL INFORMATION CONTINUED:

Allergies	
Medical Conditions	
Medications	
Other	

Please Use This Space To Write Anything Else We Should Know About Your Child/Children:



CARE SCHEDULE:

Write hours that care is needed for each day.

Drop off time	Mon	Tues	Wed	Thurs	Fri
AM					
Pick up time	Mon	Tues	Wed	Thurs	Fri
PM					

PAYMENTS/FEES:

When Payments Are Due they may be made by Zelle. A late fee of \$___10___ per day will be added for each late day. This agreement will be terminated if payment is more than one week late. Parents/Guardians will be charged additional fees for early drop-off/late pickup.

This fee will be \$___5.00___ per _5_ minutes.

ACKNOWLEDGEMENT:

I understand the policies and procedures for Daisy Duke Daycare

Parent/Guardian printed name:

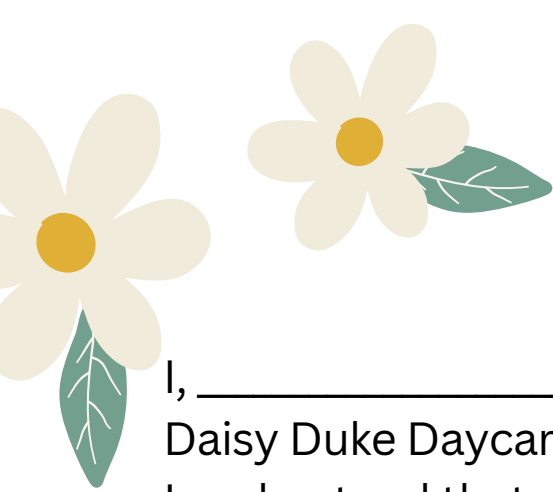
Parent/Guardian signature: _____

Date: _____

Parent/Guardian printed name:

Parent/Guardian signature: _____

Date: _____



Photos

I, _____, parent of children attending Daisy Duke Daycare, acknowledge and agree to the following: • I understand that my children whose name(s) are listed below may be photographed at Daisy Duke Daycare during regular daycare hours, field trips, and activities. • I understand that these photographs may be used in arts & crafts and for children to take home as memorabilia. They may also be used for the purpose of promoting and marketing Daisy Duke Daycare. They may be used on, but not limited to, Daisy Duke Daycare's website, Facebook, Instagram, print advertising, etc. A first name may be mentioned, and surnames will be omitted. The following are the names of my children attending Daisy Duke Daycare:

1. _____
2. _____
3. _____
4. _____

☐ Yes, I confirm that I have read and understood the above, and I agree to have my child's (ren) photos used to keep parents informed of Daisy Duke Daycare happenings and for marketing purposes.

☐ No, I do not wish to have my child (ren)'s photographs published Name (print) _____

Date: _____ Signature: _____



HANDLE WITH CARE

IF YOUR FAMILY IS EXPERIENCING DIFFICULTY AT HOME I WOULD LIKE TO PROVIDE ADDITIONAL SUPPORT AT DAYCARE, I UNDERSTAND THAT YOU ARE NOT ALWAYS ABLE TO SHARE DETAILS ABOUT WHAT IS GOING ON AND THAT IS COMPLETELY OKAY, IF YOUR CHILD IS COMING TO SCHOOL AFTER A HARD NIGHT, MORNING, OR WEEKEND, PLEASE TEXT ME "HANDLE WITH CARE." NOTHING ELSE WILL BE ASKED OR SAID. THIS WILL LET ME KNOW THAT YOUR CHILD MAY NEED EXTRA HELP, PATIENCE, TIME, AND LOVE DURING THE DAY.

