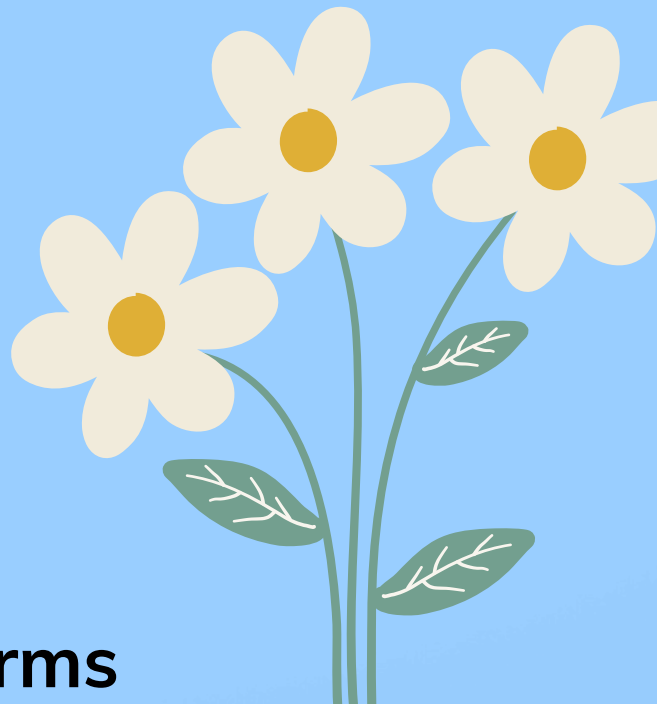


DAISY DUKE DAYCARE

***Parent  
Handbook***



Please Read and Sign All Forms

# Policies and Procedures Handbook

## Introduction and Welcome

### **First Off, Welcome!**

Thank you for choosing **DAISY DUKE DAYCARE**, where we strive to provide an environment that is both stimulating and nurturing. We promote learning through discovery, exploration and self-expression in a safe setting with experienced caregivers who understand the importance of developing the whole child. Our center is well-equipped for ages 2 years old through children 12 years of age.

### **Mission Statement**

Our mission is to provide the highest quality care and education through a child-centered approach where each child can develop his or her fullest potential. We strive to help each child develop his or her social emotional, cognitive, communication and motor skills to the best of their ability. Our center emphasizes positive relationships and building each child's self-esteem, self-confidence, and positive relationships with peers and adults. We believe that all children are capable of greatness and can reach their fullest potential given a supportive, loving, risk-taking environment where creativity and curiosity are encouraged. We believe that children should be encouraged to ask questions, problem solve, and explore areas of interest. It is our ultimate mission to ensure that all children develop a love of learning.

### **License and Training**

DAISY DUKE DAYCARE is licensed in the state of California to provide care for children ages 2 years to 12 years old. All of our teachers have completed First Aid, CPR, and Water Safety Training. Your child is safe with our experienced staff. **Our License #336301108**

### **Non-discrimination Policy**

DAISY DUKE DAYCARE prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of access to, admission to, or employment and employment application.

# Curriculum and Special Activities

## **Curriculum**

We believe that young children best learn by guided exploration through play with some direct instruction. Therefore, our daily schedule reflects a balance of exploratory learning, small group work, and whole group learning opportunities. We use funshineexpress , generationgenius.com and education.com to make a custom curriculum. This research-based curriculum encourages play based learning with a focus on social, emotional, and physical development. It will expand your child's mind and have them going above and beyond in grade school, now is the time to build their foundations.

## **Field Trips**

In the Future , field trips are planned during the year to provide enrichment activities to the children. Written parental/guardian permission is required prior to your child going on a field trip. Children will be transported in vehicle . Parents also have the option to transport their child to and from the outing destination. Parents can also opt to keep their child at DAISY DUKE DAYCARE instead of going on the fieldtrip. Parent volunteers are always welcome to attend field trips(As long as they are willing to sign a wavier and get background checked and fingerprinted.. Field trips will be announced 1 month prior with a 2 weeks reminder.

## **Enrichment Activities**

DAISY DUKE DAYCARE believes in providing children with enriching and engaging experiences. We occasionally schedule special presentations by people in our community to provide additional educational opportunities to the children. Fire fighters, Police officers, and Military servicemen and women have been invited to speak at DAISY DUKE DAYCARE . Parents will be notified in writing in advance of these visits and can opt out of having their child participate if desired. An alternate activity will be provided on these occasions.

## **Birthdays**

Cupcakes or cookies can be sent in for your child's birthday with advanced notice of at least 1 week. All treats must be store bought and may not be homemade due to the health policies of the state of California for daycares. Please do not send in a whole cake as this is difficult to serve.. You may also send in one juice box per child. Parents will be notified in advance of upcoming birthday parties and we will provide a alternative for those with food allergies. If you do not want your child to participate in birthday parties, please indicate this in writing upon registration. Your child will be provided with an alternate activity. We want to make the child birthday as special as them , if you have decorations please show a staff member prior to the day of for approval. (Some items can be a fire / safety hazard) \*If your child birthday is coming up and you are unable to provide something , for whatever reason please let a staff member know and we provide items for his or hers birthday\*

# Enrollment and Withdrawal

## **Enrollment Requirements**

Before your child can be officially enrolled in DAISY DUKE DAYCARE you must complete and provide the following documents:

- Parent Contract
- Enrollment Form
- Copy of Immunization Record
- Signed Consent Forms
- Deposit of \$\_\_\_ No Deposit as of Now
- Copy of Parents / Approved Person IDs
- Parent HandBook Signed



## **Trial Period**

All children will be accepted on a 2 week trial period to ensure that the child is a good fit for our daycare. During this 2 week trial period, the provider or parent can terminate this agreement with 3 days written notice if it believed that the child is not a good fit for our daycare.

## **Waitlist**

Once DAISY DUKE DAYCARE has reached capacity, your child will be placed on our waitlist. This requires a refundable deposit to secure your child's spot the cost depending on your child's hours here. If your child does get enrolled with us , your deposit will be refunded. When a spot becomes available, you will be contacted and will have 48 hours to respond or you will lose your spot and the next parent on the waitlist will be contacted. You will **not be refunded** your deposit if you fail to answer in 48 hours.

## **Withdrawal**

Occasionally, a child will exhibit behaviors while being in our care. If the difficulty persists, we will schedule a conference with you to develop an individual plan for the success of your child. However, if the child's behavior continues to be disruptive or unsafe despite this intervention, we reserve the right to withdraw your child from our care. If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at anytime. In such an event, we will be paid in full through the end of the week in which such termination occurs.

You must give a two week notice when voluntarily withdrawing your child from DAISY DUKE DAYCARE. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

## **Registration Fee**

**There is no registration fee at this time**

## Rates and Fees



### **Rates**

Full-Time weekly fees: Full-time is defined as having access to our services on all days or nights that we are open

Rates are as follows:

Daycare -215.00

Nightcare-235.00

Part-time weekly fees: Part-time is defined as having access to our services with a maximum of 3 days per week, Monday thru Friday from 7:00am-5:00pm or Monday thru Friday from 6:00pm - 12:00am. These days will be selected by the parents at time of registration, and can be changed with a two week notice. Part-time enrollment is contingent on space available. If no space is available, the child can be placed on a wait list.

Rates are as follows:

Daycare -185.00

Nightcare- 210.00

### **Payment Due Date**

Payments are due the Sunday before care. Payment may be made by Zelle. ( Parents Will be given Daisy Duke Daycare payment method in person)

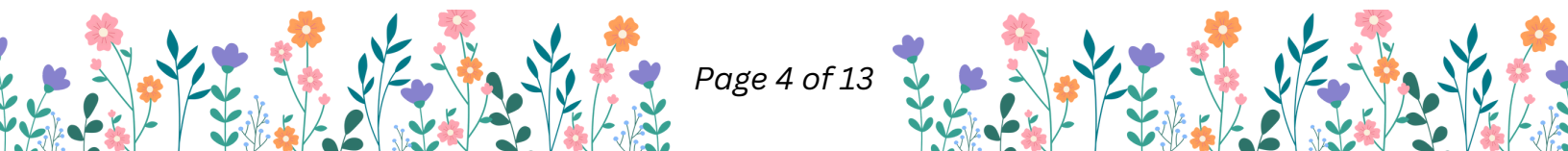
### **Late Fees**

A late fee of **\$10 per day** will be assessed for each late day. If payment is more than one week late, we reserve the right to terminate this agreement with a 24 hour notice. After 1 week there will be no more notices as it is the parents reasonability to ensure payment is completed.

### **Early drop off/Late pick up Fees**

Parent/Guardian will be charged additional fees for early drop off/late pick up.

**\$5.00 per 5 minute increments**, Please Communicate with our staff , We are understanding , but if there is no communication, late fee must be paid with next weeks payment.



**Student Vacations:**

If a Parent/Guardian plans on taking a vacation and the child will not be in care, the provider must be given 7 day notice. Parents are expected to pay during their scheduled vacations as it holds their child's spot.

## Arrival and Pick Up Procedures

**Arrival**

For all students, arrival can be scary and make them a bit nervous, this is why a set schedule helps, we will make reasonable accommodations if you need to drop off your child at a different times. During arrival please ring the doorbell to before entering the building. Doors are locked at all times. Once you enter, please sign the daily sign-in sheet with your child's name, your name and the time. One of our staff members will escort your child to their current activity . If your child will be absent, please notify us by 24 hours if your child will not attend by texting our staff.

**Pick Up**

All children must be picked up by their schedule times. Please ring the doorbell to enter the building. You will be required to sign out your child. If someone else will be picking up your child they must be on the Authorized Persons list. Photo ID will be required by the person picking up your child. Individuals other than parents who pick up the child will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will call you immediately.

## Hours of Operation and Closings

**Hours of Operation**

Our center is open Monday through Friday from  
7:00am- 5:00pm and open again 6:00pm -12:00am  
Saturday Tutoring- 8:00am-2:00pm

**Holiday closings**

Daisy Duke Daycare will give parents a List of closures and it will be up on Parent Board inside Center, Parents Will be given a 2 week Notice.

**Closures due to other reasons**

For closures due to other reasons (e.g. power outage, weather, acts of God, etc.) we will try to give the best notice possible.

## 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 \_\_\_\_\_

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 immediately be evacuated if necessary. Emergency officials will be contacted. Parents will be contacted immediately. At the discretion of the provider, the parent may be required to pick up the child from care. If the building must be evacuated during the emergency and cannot be occupied for the remainder of the day, the children will be taken to The Beaumont Library where parents will be called to pick up their child.

### **Emergency Drills**

In compliance with state of California law, fire drills must be practiced at least 6 months. Earthquake drills must be practiced every 6 months, and Lockdown drills must be practiced 6 months. Prior to drills, children will be instructed on the procedures and given an opportunity to practice. Parents will be notified in writing prior to all practice drills. We want to have them prepared in a emergency.

## Meals and Snacks

### **Meals & Snacks**

Daisy Duke Daycare will provide all meals and snacks. For daycare they will receive breakfast , lunch and snacks. For nightcare they will receive dinner , breakfast and snacks. Please do not send in candy with your child. Food sent will only be given to your child and will not be shared with others (with the exception of birthdays). Water is available to children as needed throughout the day. However juice and/or milk will be given during meals . At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety, to avoid choking, and to promote healthy eating/drinking habits. Please advise us if your child requires a special diet or has allergies.

### **Bottles for Infants and Babies**

Please provide the necessary bottles and formula for your child daily. All used formula will be discarded at the end of the day due to California health codes.

Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is to ensure safety and to prevent dental problems.

## 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

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. Spare changes of clothing are required for all children. Indoor shoes are required for all children. Feet are required to remain covered by public health guidelines at ALL times when indoors. Indoor shoes also protect your child's feet in the event of a fire drill in the winter months/rainy days. Please also remember whenever weather permits the children are taken outside for 2-3 hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom.

## Naps and Quiet Time

All children will be provided with a nap or quiet time daily for 0-1 hours. Children who do not nap will be permitted to engage in quiet activities on their nap mats. Caregivers will work with parents of infants to develop their unique nap schedule based on age and needs.

## Toys, Media and Photo Video Policy

### **Toys**

We provide age appropriate toys for all children in our care. For this reason, please do not send toys with your child to Daisy Duke Daycare. Toys tend to get lost, taken, or broken very easily. We are not responsible if you decide to bring toys and they get lost stolen or broken.

### **Electronic Media**

We have tablets available to your child for the purpose of practicing educational content or games and for use during reward time. Children also have access to educational TV programs to supplement their learning. However, electronic media may only be used for for children up to 0-1 hours per day. Please Do Not Send Your Child To Daycare With a Tablet. We Are Not Responsible For Personal Devices.

### **Photograph and Video Policy**

We love to take photographs of the children to share with families. You will be required to sign a photo and video release in order for us to photograph your child.

We have a private social media group (@Daisy\_duke\_daycare) where we post photos. To be invited to this group please let us know during registration. Short videos are also created of students engaging in learning experiences and may be shared in the private social media group.

## Child Abuse Policy

We are mandated child abuse reporters by law. If abuse is suspected of a child in our care, we are required to report it to Child Protection Services as required by California law. Please be aware also that children will NOT be released under any circumstances to impaired individuals.

If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to Child Protection Services as required by California law.

## Supplies

### **Supply Account**

Parents will be provided with a supply list upon registration and are expected to provide all supplies on the list. Parents will be notified in writing when their child's supplies run low. This list will ensure that your child will always have adequate supplies.

Please provide the following supplies and write your child's name on all items. Please feel free to add more then on list if you feel it's reasonable, you know your child better than us! Pack for their needs!

### **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. \*\***

# 2024 Closure Dates

- Thanksgiving- 25th- 29th  
(We will Reopen Nov 30th)
- Christmas- 23rd- 27th  
(We Will Reopen Dec 28th)

\*These Are Scheduled Days Off, If We Ever Have to Close Down That's Not Listed We Will Provide As Much Notice As Possible, Yes Payments Are Still Expected During These Closure Days , As Parents Pay For The Spot Not Attendance, A 2 week Reminder Will Also Be Sent Out\*

