

**DAISY DUKE DAYCARE**

# **Parent Handbook**

**Please Read and Keep All Forms**



# **Policies and Procedures Handbook**

## **Daisy Duke Daycare**

### **Lic. #336301317**

#### **Welcome Letter**

##### **Dear Families,**

Welcome to Daisy Duke Daycare! We are honored that you have chosen to trust us with your child's care and early learning experience. We understand that selecting childcare is a deeply personal and important decision, and we truly value the opportunity to partner with your family during these formative years.

At Daisy Duke Daycare, we are committed to providing a warm, safe, and nurturing environment where children feel secure, supported, and encouraged to grow. Our program emphasizes learning through play, exploration, and meaningful daily experiences that support each child's social, emotional, cognitive, and physical development.

We proudly serve children from infancy through school age and strive to create a family-like atmosphere where every child is known, respected, and celebrated as an individual. We look forward to building a strong, positive relationship with your family and becoming a trusted part of your child's growth and development.

#### **Mission Statement**

The mission of Daisy Duke Daycare is to provide high-quality early care and education in a safe, supportive, and engaging environment. We believe children learn best through hands-on experiences, guided exploration, and purposeful play that encourages curiosity, creativity, and confidence. Our program is designed to support the whole child by nurturing social-emotional development, communication skills, physical growth, and cognitive learning. We value independence, self-expression, and critical thinking, and we strive to create an environment where children feel comfortable taking risks, asking questions, and developing a love for learning. By building strong relationships with children and families, celebrating each child's unique strengths, and maintaining consistent routines and expectations, we aim to lay a solid foundation for lifelong learning, resilience, and success.

#### **License & Staff Qualifications**

Daisy Duke Daycare is fully licensed by the State of California under License #336301317 to provide care for children from birth through twelve (12) years of age. Our program operates in full compliance with all regulations set forth by the California Department of Social Services, Community Care Licensing Division.

All staff members meet or exceed state licensing requirements and participate in ongoing training to ensure the highest standards of care and supervision. Staff qualifications and training include, but are not limited to:

- **Pediatric CPR and First Aid certification**
- **Health and safety training in accordance with state regulations**
- **Mandated Reporter training**
- **Water safety training, when applicable**
- **Ongoing professional development in child development, behavior management, and early childhood best practices**

Maintaining appropriate staff-to-child ratios and consistent supervision is a top priority. These measures ensure each child receives attentive, responsive, and high-quality care throughout the day.

### **Non-Discrimination Policy**

Daisy Duke Daycare is committed to providing a safe, inclusive, and respectful environment for all children, families, and staff. We believe that diversity strengthens our community and enriches the learning experience for every child.

We do not discriminate 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, gender identity, genetic information, or any other characteristic protected by state or federal law. All families are welcomed with dignity and respect. We are dedicated to ensuring equitable access to care, services, and opportunities for every child enrolled in our program.

### **Policy Enforcement & No Exceptions Clause**

To ensure fairness, consistency, and safety for all children and families, Daisy Duke Daycare enforces all policies uniformly. Policies apply equally to every enrolled family. Exceptions are not guaranteed and will not be granted if they compromise child safety, disrupt program operations, or create inconsistency within the daycare environment. Requests for special accommodations may be reviewed at the provider's discretion but are not required to be approved.

### **Program Capability & Behavior Support Limit Clause**

Daisy Duke Daycare is a group childcare setting and may not be able to accommodate all behavioral, emotional, or developmental needs. While we are committed to supporting children through developmentally appropriate guidance, positive behavior strategies, and collaboration with families, there may be circumstances where a child's needs exceed what can be safely and effectively managed within a group care environment. In such cases, Daisy Duke Daycare reserves the right to determine that continued enrollment is not appropriate.

# ENROLLMENT & RECORDS

Accurate enrollment and recordkeeping are essential to maintaining a safe, organized, and legally compliant childcare program. The following policies outline the requirements for enrollment and the ongoing responsibility families have to keep records current while their child is enrolled at Daisy Duke Daycare.

## **Enrollment Requirements**

To ensure the safety, well-being, and proper care of every child, all required enrollment documents must be completed and submitted before a child's first day of attendance. Care cannot begin until all paperwork has been received, reviewed, and approved by Daisy Duke Daycare.

### **The following items are required for enrollment:**

- **A completed Parent Contract**
- **A completed Child Enrollment Form**
- **A copy of the child's current and up-to-date immunization record**
- **Signed consent forms, including emergency medical authorization**
- **A copy of a valid photo ID for the parent or guardian and any authorized pick-up persons**
- **A signed acknowledgment confirming receipt and understanding of the Parent Handbook**

All enrollment paperwork must remain current and on file at all times. Daisy Duke Daycare reserves the right to delay, suspend, or deny care if required documentation is missing, incomplete, expired, or not submitted by the requested deadline.

## **Keeping Records Updated**

Parents and guardians are responsible for ensuring that all information on file remains accurate and current throughout their child's enrollment. Up-to-date records are critical for your child's safety and allow the daycare to respond appropriately in emergency situations

Families must notify Daisy Duke Daycare immediately and in writing of any changes to:

- **Home or mailing address**
- **Phone numbers or email addresses**
- **Emergency contacts**
- **Authorized pick-up persons**
- **Medical conditions, allergies, or medications**
- **Custody arrangements or legal documentation affecting pick-up or care**

Failure to provide updated information in a timely manner may compromise your child's safety and may result in temporary suspension of care until accurate records are received and verified.

## **Annual Record Update Requirement**

To remain in compliance with California Community Care Licensing regulations and to ensure records remain accurate, all families are required to complete an annual record review and update at the beginning of each calendar year.

**For the 2026 year, families will be required to either:**

- **Confirm in writing that all information on file remains current, or**
- **Submit updated documentation reflecting any changes**

If changes have occurred, parents must provide updated copies of required documents, including immunization records, emergency contact forms, authorized pick-up lists, or medical information.

Even if no changes have occurred, parents must still submit written confirmation by the designated deadline. Failure to complete the annual update may result in delayed or suspended care until records are brought into compliance.

## **Registration Fees & Deposits**

At this time, Daisy Duke Daycare does not charge a registration fee for enrollment. Deposit requirements may apply in certain circumstances, such as waitlist placement, schedule-specific requests, or future enrollment holds. Any required deposits will be communicated in writing prior to collection.

Daisy Duke Daycare reserves the right to update registration fees or deposit policies with proper written notice, in accordance with licensing regulations and contractual guidelines.

# TRIAL PERIOD, WAITLIST & WITHDRAWAL

Enrollment at Daisy Duke Daycare is structured to ensure the safety, stability, and success of each child within a group care environment. The following policies outline how trial periods, waitlists, and withdrawals are handled to support consistency and fairness for all families.

## Two-Week Trial Period

All new enrollments at Daisy Duke Daycare begin with a required two-week trial period. This period allows both the family and the provider to determine whether the daycare program is an appropriate fit for the child's individual needs and for the group setting.

During the trial period, children are supported as they adjust to daily routines, expectations, caregivers, and peers. Staff observe each child's emotional regulation, behavior, participation, and ability to thrive in a structured group environment. This process helps ensure that Daisy Duke Daycare can meet the child's needs while maintaining a safe, stable atmosphere for all enrolled children.

For families participating in county-funded programs such as RCOE or CalWORKs, required copayments are waived during the two-week trial period. Once the trial period ends, all tuition and copayment obligations begin immediately and must follow the payment policies outlined in this handbook.

## Termination During Trial Period

During the two-week trial period, Daisy Duke Daycare reserves the right to terminate care at any time, including on the same day, if it determines that the program is not an appropriate fit for the child or family.

Termination during the trial period may occur for reasons including, but not limited to:

- **Safety concerns**
- **Behavioral challenges that disrupt the group or pose a risk to others**
- **Repeated or serious policy violations**
- **Inability to meet the child's needs within a group care setting**
- **Failure to comply with daycare expectations, communication standards, or conduct policies**

A reason for termination may be provided as a professional courtesy; however, Daisy Duke Daycare is not required to provide a reason during the trial period. This policy allows the provider to maintain a safe, respectful, and well-functioning environment for all children and families.

## Waitlist Policy

When Daisy Duke Daycare reaches full enrollment, families may request placement on a waitlist based on anticipated openings and scheduling needs. Placement on the waitlist may require a refundable deposit, depending on the requested schedule. Deposit terms will be provided in writing at the time of waitlist placement. When a space becomes available, families will be contacted in the order determined by enrollment needs. Families must respond within forty-eight (48) hours to accept or decline the offered placement. If no response is received within this timeframe, the space may be offered to the next family on the waitlist, and any applicable deposit may be forfeited. Families are responsible for keeping all contact information current while on the waitlist.

## **Withdrawal by Parent**

Parents or guardians who choose to withdraw their child from Daisy Duke Daycare must provide a minimum of two (2) weeks' written notice.

Parents remain financially responsible for the full two-week notice period, regardless of whether the child attends during that time. This notice allows the daycare to responsibly adjust staffing and enrollment. Failure to provide proper written notice may result in charges for the two-week period following the child's last day of attendance.

## **Withdrawal by Daycare**

While Daisy Duke Daycare makes every effort to work collaboratively with families, there may be circumstances in which continued enrollment is no longer in the best interest of the child, other enrolled children, staff, or the program as a whole. Daisy Duke Daycare reserves the right to withdraw a child from care for reasons including, but not limited to:

- **Unsafe, aggressive, or disruptive behavior**
- **Repeated behavioral incidents that cannot be safely managed**
- **Ongoing policy violations**
- **Nonpayment or chronic late payment**
- **Failure to follow communication, conduct, or attendance expectations**

In most cases, tuition will be charged through the end of the current week. Immediate termination may occur without notice when safety concerns or serious policy violations are present.

## **Provider Discretion & Final Authority**

Daisy Duke Daycare retains sole discretion and final authority regarding enrollment decisions, trial outcomes, withdrawals, and interpretation of all policies outlined in this handbook.

All decisions are made in the best interest of child safety, group care operations, and program integrity. While open communication and family partnership are valued, the provider's decision regarding enrollment and termination matters is final.

# HOURS, ARRIVAL & PICK-UP

Clear arrival and pick-up procedures are essential to maintaining safety, proper supervision, and a calm learning environment. Daisy Duke Daycare's policies ensure consistency for children and respect for staff schedules while meeting California licensing requirements.

## Hours of Operation

**Daisy Duke Daycare operates during the following hours:**

### Daycare Hours

**Monday through Friday, 7:30 AM to 5:00 PM**

### Nightcare Hours

**Monday through Friday, 5:01 PM to 12:00 AM**

Children may only attend during their contracted and approved hours of care. Arrival before opening time or pick-up after closing time without prior approval is not permitted and will result in additional fees and may impact continued enrollment. Daisy Duke Daycare reserves the right to refuse care outside of contracted hours to maintain proper staffing and supervision ratios.

## Arrival Procedures

For the safety and security of all children, Daisy Duke Daycare maintains locked doors at all times.

### Upon arrival:

Parents or guardians must ring the doorbell and wait for staff assistance  
Children must be signed in daily with the child's name, the adult's name, and the time of arrival

A staff member will escort the child into the classroom or activity area

Parents are expected to notify the daycare as early as possible if a child will be absent. Consistent arrival routines support emotional security for children and help ensure a smooth, organized start to the day.

## Pick-Up Procedures

### At pick-up time:

Parents or guardians must ring the doorbell and wait for staff assistance

Children must be signed out with the adult's name and time of departure

Only individuals listed on the Authorized Pick-Up List may pick up a child

Photo identification is required for anyone picking up a child who is not a parent or legal guardian. Daisy Duke Daycare will not release a child to any unauthorized individual. If an unsafe or unauthorized pick-up attempt occurs, parents will be contacted immediately, and the child will remain in care until an approved person arrives.

## No Inside Drop-Off / Parent Entry Policy

To reduce classroom disruption and support smooth transitions, parents are not permitted to enter the daycare during drop-off.

Parents or guardians will hand their child directly to a staff member at the door and depart promptly. Prolonged goodbyes, classroom entry, or lingering can increase anxiety and interfere with daily routines.

This policy allows staff to focus on helping children settle calmly and ensures consistency for all children in care.

## **Drop-Off Cutoff Time**

### **The daily drop-off cutoff time is 9:30 AM.**

Children arriving after 9:30 AM will not be admitted for the day unless: Prior arrangements were made the day before, or There is a true emergency with immediate communication. This cutoff supports full participation in curriculum, consistent routines, and reduced disruption for other children. Tuition is still required for the day, as payment reserves the child's space regardless of attendance.

## **Early Drop-Off & Late Pick-Up Fees**

Any early drop-off or late pick-up without prior approval will result in a fee of \$5.00 per 5-minute increment. Fees are due with the next scheduled payment.

These policies ensure staff are compensated appropriately and supervision ratios remain compliant with licensing standards.

## **Late Pick-Up Escalation Policy**

- Repeated late pick-ups create safety concerns and place an unfair burden on staff.
- If late pick-ups become a pattern, Daisy Duke Daycare may:
- Require a parent conference
- Implement stricter pick-up requirements
- Terminate care if the issue continues

If a child remains in care one (1) hour past the scheduled pick-up time and a parent cannot be reached, an emergency contact listed on file will be contacted. If the child remains in care two (2) hours past pick-up and no authorized individual can be reached, Daisy Duke Daycare is required to contact the appropriate authorities to ensure the child's safety.

## **Parent Visit Guidelines**

Parents are welcome to visit their child with advance notice, provided visits do not disrupt routines or compromise supervision of other children.

## **For safety and licensing compliance:**

- Parents may not enter during active drop-off or pick-up times
- Parents who wish to remain around other children must be fingerprinted
- Volunteer participation is limited to approved events or field trips
- These guidelines help maintain a secure, structured environment while still encouraging positive family involvement.
- Provider Discretion
- Daisy Duke Daycare reserves final authority in enforcing arrival, pick-up, and attendance policies. Decisions are made in the best interest of child safety, group care operations, and staff supervision.

# TUITION, PAYMENTS & FEES

Daisy Duke Daycare's tuition policies are designed to support consistent, high-quality care while allowing for appropriate staffing, curriculum planning, and facility operations. Tuition is based on enrollment, not daily attendance, and reserves your child's space in the program.

## Tuition Rates

Daisy Duke Daycare offers both full-time and part-time care options, with availability for daytime and nighttime care. Rates reflect the quality of care provided, extended hours, staffing requirements, curriculum resources, compliance with licensing requirements, and facility expenses.

## Full-Time Care

Full-time enrollment provides access to care on every scheduled day that the daycare is open, within the child's contracted hours.

- **Daycare (7:30 AM – 5:00 PM): \$225.00 per week**
- **Nightcare (5:01 PM – 12:00 AM): \$255.00 per week**

## Part-Time Care

Part-time enrollment is limited to a maximum of three (3) days per week and is subject to availability.

- **Daycare: \$195.00 per week**
- **Nightcare: \$220.00 per week**

All tuition rates are established at enrollment and outlined in the Parent Contract. Rates may be adjusted with proper written notice, in accordance with licensing and contractual requirements.

## Part-Time Schedule Requirements

Part-time care requires families to select three specific days per week at the time of enrollment. These days must be approved by Daisy Duke Daycare and remain consistent.

Any requested changes to a part-time schedule require a minimum of two (2) weeks' written notice and are subject to availability.

Temporary, rotating, or last-minute schedule changes cannot be accommodated. Consistent schedules allow for appropriate staffing, classroom planning, and continuity of care for all enrolled children.

# RCOE / CalWORKs Payment Policies

Families receiving childcare assistance through RCOE or CalWORKs are welcome at Daisy Duke Daycare. All required copayments must be paid weekly and in advance, no later than Friday, for the upcoming week of care.

## **If the copayment is not received by Friday:**

- A late fee will be applied
- Care may be suspended until payment is received
- Continued late or missed payments may result in termination of enrollment

Subsidized families are held to the same payment standards as private-pay families. Compliance with payment timelines is required to maintain enrollment.

## **Payment Methods & Due Dates**

All tuition payments are due every Friday, regardless of attendance.

Accepted payment method:

- Zelle (payment information provided by Daisy Duke Daycare)

Payments not received by Friday are considered late. Saturday is counted as the first late day. No payment reminders will be sent. It is the sole responsibility of the parent or guardian to ensure timely and accurate payment each week.

## **Late Payment Fees & Nonpayment**

A late fee of **\$10.00 per day** will be applied for each day payment is late. Late fees continue to accrue until the balance is paid in full.

If payment is more than one (1) week overdue, Daisy Duke Daycare reserves the right to terminate care with minimal notice. Continued nonpayment or repeated late payments may result in permanent removal from the program.

Care will not resume until all outstanding balances, including late fees, are paid in full.

## **Vacations, Absences & No-Shows**

If a child will be absent due to vacation or planned time off, parents must provide a minimum of seven (7) days' written notice. Tuition remains due during vacations, absences, illness, or no-show days. Payment reserves your child's space and allows Daisy Duke Daycare to maintain consistent staffing and program operations.

Unreported absences, frequent no-shows, or failure to communicate attendance may result in a required conference or termination of care.

# CLOSURES & HOLIDAYS

Daisy Duke Daycare observes planned closures throughout the year to allow time for staff rest, family time, and operational planning. These closures are scheduled in advance whenever possible to support consistency and transparency for families.

Scheduled Holiday Closures

**The following closures are pre-scheduled each year:**

## **Thanksgiving Break**

Daisy Duke Daycare will be closed for **the entire week of Thanksgiving** and will reopen on the following Monday.

## **Christmas Break**

Daisy Duke Daycare will be closed for **the entire week of Christmas** and will reopen on the following Monday.

## **Annual Scheduled Closure**

Daisy Duke Daycare will be closed **March 13 through March 16** and will reopen on the next scheduled business day.

Families will receive a minimum of two (2) weeks' written notice prior to all scheduled closures. Closure dates will also be posted on the Parent Board inside the daycare. Tuition remains due during all scheduled closures, as payment reserves your child's space and allows for consistent staffing, planning, and program operations.

## **Emergency & Unplanned Closures**

In rare situations, Daisy Duke Daycare may be required to close unexpectedly due to circumstances beyond our control, including but not limited to:

- Severe weather conditions
- Power outages or utility disruptions
- Health emergencies or illness outbreaks
- Natural disasters or unsafe facility conditions
- Other situations impacting the safety of children or staff

In the event of an unplanned closure, families will be notified as soon as reasonably possible via text message and/or phone call. While advance notice will be provided whenever feasible, safety will always take priority.

Tuition remains due during emergency or unplanned closures, in accordance with licensing requirements and contractual agreements.

# CURRICULUM & PROGRAMMING

Daisy Duke Daycare is committed to providing a thoughtful, engaging, and developmentally appropriate learning environment that supports the whole child. Our curriculum and programming are designed to foster curiosity, confidence, and a love of learning while honoring each child's unique pace and interests.

## Curriculum Philosophy & Daily Learning

At Daisy Duke Daycare, we believe children learn best through hands-on experiences, guided exploration, and purposeful play. Learning is most meaningful when children are actively engaged, encouraged to ask questions, and supported in discovering the world around them.

Our curriculum supports growth across all developmental domains, including social-emotional development, cognitive skills, physical development, communication, and early academic foundations. Activities are intentionally planned to be age-appropriate, flexible, and responsive to children's interests and abilities.

Each day includes a balanced mix of:

- Structured learning activities
- Small-group instruction
- Whole-group experiences
- Independent play and guided exploration

We utilize trusted, research-based educational resources such as FunShine Express, GenerationGenius.com, and Education.com to enhance learning while maintaining a play-based approach. These tools help reinforce early literacy, math, science, and social skills in an engaging and accessible way. Our goal is to help children build strong foundational skills, develop independence and confidence, and enter school prepared academically, socially, and emotionally.

## Enrichment Activities & Special Visitors

In addition to daily learning experiences, Daisy Duke Daycare offers occasional enrichment activities and special visitors to broaden children's understanding of the world and their community.

These experiences are designed to be educational, engaging, and developmentally appropriate. Examples may include visits from:

- Firefighters
- Police officers
- Military service members
- Other approved community helpers

Parents will receive advance written notice prior to any enrichment activity or special visit. Participation is always optional, and families may opt out by notifying the daycare in writing. Children who do not participate will be offered an alternative activity during the event.

# Birthday Celebrations

We enjoy celebrating children's birthdays and helping each child feel recognized and valued on their special day. Families may participate in birthday celebrations under the following guidelines:

## **All treats must be store-bought**

Homemade food items are not permitted due to health and licensing regulations

Whole cakes are discouraged, as they are difficult to serve

A minimum of one (1) week's notice is required

Families are encouraged to send cupcakes, cookies, or one juice box per child. Daisy Duke Daycare makes every effort to accommodate allergies and dietary restrictions when possible. If a family prefers that their child not participate in birthday celebrations, written notice must be provided. If a family is unable to provide celebration items, please let us know. We are happy to ensure the child's birthday is still acknowledged in a meaningful and inclusive way.

## **Field Trips**

Field trips are offered periodically to provide children with enriching, hands-on learning experiences beyond the daycare setting. These outings are planned carefully to support learning while prioritizing safety.

## **For all field trips:**

Written parent or guardian permission is required, Families will be notified at least one (1) month in advance, with a reminder sent two (2) weeks prior, Transportation will be provided by a licensed and insured vehicle, or families may choose to transport their own child, Participation is optional; children may remain at the daycare if not attending, Appropriate staffing ratios will be maintained at all times, and safety procedures will be followed throughout the trip.

## **Volunteer Policy (Events & Field Trips Only)**

Parents are welcome to volunteer for approved daycare events and field trips, provided all safety requirements are met.

## **Volunteer requirements include:**

Completion of fingerprinting (Live Scan)

Submission of all required forms and waivers

Volunteer participation is limited to approved events and field trips only. Volunteers are not permitted to assist with daily classroom operations or remain around other children outside of these activities. This policy helps protect the safety, privacy, and routine of all children enrolled at Daisy Duke Daycare.

# HEALTH & ILLNESS POLICIES

Daisy Duke Daycare is committed to maintaining a healthy environment for all children, families, and staff. Because young children share close spaces, clear illness policies are necessary to reduce the spread of illness and protect vulnerable children. These policies are based on California Community Care Licensing regulations and best health practices.

## **Sick Return Policy**

Children must be symptom-free for at least 24 hours without fever-reducing or symptom-masking medications (such as Tylenol or Motrin) before returning to care.

If a child becomes ill while attending Daisy Duke Daycare, the parent or guardian will be notified immediately. Pick-up is required if a child has:

- A fever of 101.0°F or higher
- Two (2) or more episodes of diarrhea
- Vomiting
- Signs of a contagious illness or inability to participate comfortably

A doctor's note may be required for illnesses such as Hand, Foot, and Mouth Disease, pink eye, strep throat, lice, or contagious rashes. A doctor's note does not override daycare policy. Daisy Duke Daycare reserves the right to deny entry or require medical clearance if returning is not considered safe for the child or the group.

These policies help prevent illness outbreaks and protect all families.

## **Illness During Care & Pick-Up Timeframe**

If a child becomes ill while in care, parents or guardians will be notified immediately. When a child is determined to be too ill to remain in care, the child must be picked up within one (1) hour of notification.

Failure to arrange a timely pick-up may impact continued enrollment. Prompt pick-up allows the child to rest comfortably and reduces exposure to other children and staff.

# **Injury & Incident Reporting**

Parents or guardians will be notified as soon as possible if a child is injured while attending Daisy Duke Daycare. All injuries will be documented appropriately.

- Minor injuries will receive basic first aid and be recorded on an incident report
- Injuries requiring additional care may require immediate pick-up
- Life-threatening injuries will result in emergency services being contacted immediately

Incident reports are used to ensure transparency and support continuous safety improvement.

## **Bug Bites & Minor Skin Concerns**

If a child receives an insect bite during care, basic first aid will be provided only if a signed first aid consent form is on file. If consent has not been provided, or if a bite appears concerning, parents will be notified and may be asked to pick up their child.

## **Allergies & Emergency Medication**

All known allergies must be disclosed at enrollment and updated as needed. For children with life-threatening allergies, parents must provide physician documentation and emergency medication (such as an EpiPen). Staff are trained to recognize allergic reactions and administer emergency medication as required. In the event of a severe allergic reaction, emergency services and parents will be contacted immediately.

## **Rashes, Sores & Communicable Illnesses**

Children displaying unexplained rashes, open sores, or symptoms of communicable illness may be excluded from care until medically cleared.

For conditions such as Hand, Foot, and Mouth Disease or other contagious illnesses, Daisy Duke Daycare may require:

- A physician's note
- Completion of the recommended exclusion period
- Resolution of symptoms prior to return

These precautions help protect the entire daycare community and support compliance with public health and licensing requirements.

## **Provider Judgment & Final Authority**

For all health-related matters, Daisy Duke Daycare retains final authority in determining whether a child may remain in care or return following illness. Decisions are made in the best interest of the child, the group, and staff safety.

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



Vomiting



Diarrhea



Rashes/Sores



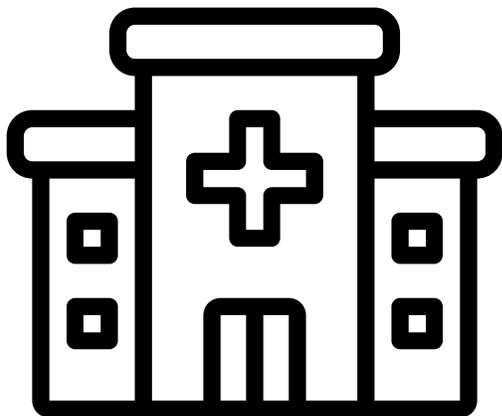
Fever



Not Feeling Good



Hospitalization



If a child requires medical attention outside of daycare hours, such as a visit to urgent care or the hospital, parents are kindly asked to keep Daisy Duke Daycare informed. We care deeply about your child's well-being and appreciate updates regarding their condition and recovery so we can provide appropriate support upon their return.

# **MEDICATION & MEDICAL CARE**

## **Medication Administration**

Daisy Duke Daycare will administer medication only when all required authorization forms are completed and approved, in accordance with California licensing regulations.

Prescription medications must be prescribed by a licensed physician and provided in the original pharmacy container with the child's name, medication name, dosage, and prescription date clearly labeled.

Non-prescription (over-the-counter) medications require a completed medication authorization form and a doctor's note stating that daycare staff may administer the medication. Dosage must follow both physician instructions and product labeling.

All medications are stored securely and out of children's reach. Medication is administered only by trained staff and strictly according to written instructions. Daisy Duke Daycare reserves the right to refuse medication administration if documentation is incomplete, unclear, or does not meet licensing requirements.

## **Vaccination Requirements**

All children enrolled at Daisy Duke Daycare must meet immunization requirements set by the California Department of Public Health. Immunization records must be current and verified by a licensed healthcare provider.

Documentation must include the child's full name and date of birth, vaccine type, number of doses, dates administered, and a provider signature or official stamp. Photocopies are acceptable. Any exemptions must meet state-approved criteria and be submitted with proper documentation.

Failure to maintain up-to-date immunization records may result in suspension of care until compliance is met.

# EMERGENCY PREPAREDNESS

Daisy Duke Daycare maintains emergency preparedness procedures in compliance with California Community Care Licensing regulations to protect the safety and well-being of all children and staff. Staff are trained to respond calmly and effectively during unexpected situations.

## **Emergency Evacuation & Relocation**

If an emergency requires evacuation, children will be safely evacuated under staff supervision. Emergency services will be contacted when necessary, and parents will be notified as soon as possible.

If the facility is unsafe to re-enter, children will be relocated to a designated emergency relocation site until authorized individuals can pick them up. Children will only be released to approved contacts listed on enrollment forms, and identification may be required.

## **Emergency Drills**

Emergency drills are conducted at least every six months and include fire, earthquake, and lockdown procedures, as required by California licensing. Children are guided through drills in an age-appropriate and reassuring manner. Parents will be notified in advance of scheduled drills.

## **Medical Emergencies**

In the event of a medical emergency, staff will provide first aid or CPR as trained and contact emergency medical services if needed. Parents or guardians will be notified immediately using the contact information on file.

## **Provider Authority**

During emergencies, Daisy Duke Daycare will take any action necessary to protect children's safety. The provider's judgment is final and may include evacuation, relocation, shelter-in-place, or contacting emergency authorities.

# MEALS & NUTRITION

Daisy Duke Daycare is committed to providing nutritious, well-balanced meals that support healthy growth, development, and daily routines. Consistent meal and snack times help children feel secure, focused, and ready to learn throughout the day.

## **Meals & Snacks Provided**

Daisy Duke Daycare participates in the California Food Program and provides all meals and snacks during care hours. Children are offered nutritious, balanced meals and healthy snacks that meet state nutrition guidelines. Fresh drinking water is available throughout the day, and milk and/or juice is served during designated meal and snack times.

All meals and snacks are served while children are seated and supervised. This promotes healthy eating habits and reduces the risk of choking.

## **No Outside Food Policy**

To protect children with food allergies, maintain nutritional consistency, and prevent disruption or conflict among children, outside food and drinks are not permitted at Daisy Duke Daycare.

If a child arrives with outside food, parents will be asked to have the child finish the food in the car or take it back home. Outside food may not be brought into the daycare unless explicitly approved in advance.

## **Exceptions:**

Infants under twelve (12) months of age may bring labeled breast milk, formula, bottles, and approved baby food. Food brought from home may only be consumed by the child it was intended for and may not be shared.

## **Infant Feeding & Bottle Guidelines**

Families of infants are responsible for providing labeled bottles, daily breast milk or formula, and any required baby food. All unused breast milk or formula will be discarded at the end of each day in compliance with California health regulations. For safety and health reasons, children are not permitted to walk around with bottles or sleep with bottles. These guidelines help prevent choking hazards and early dental concerns.

# **SAFETY, SECURITY & CAMERAS**

The safety and security of all children is a top priority at Daisy Duke Daycare. Our facility follows strict procedures to protect children, staff, and families while maintaining a calm, secure environment at all times.

## **Facility Security Procedures**

Daisy Duke Daycare maintains controlled access to the facility to ensure that only authorized individuals are present. All exterior doors remain locked during care hours. Parents and visitors must ring the doorbell and wait to be granted entry by staff. Children will only be released to individuals listed on the Authorized Pick-Up List, and photo identification may be required. These procedures are in place to protect all children in care and comply with California licensing standards.

## **Fire & Carbon Monoxide Safety**

The daycare is equipped with fire extinguishers, smoke detectors, and carbon monoxide detectors as required by California law. All safety equipment is properly installed, regularly maintained, and inspected to ensure compliance with state and local safety regulations.

## **Camera Monitoring Policy**

Daisy Duke Daycare uses security cameras throughout the home for safety, supervision, and documentation purposes. Cameras operate continuously while children are in care. Enrollment requires consent for a child to be recorded during attendance.

Parents do not have live or remote access to camera footage. Recordings may be reviewed by the provider if an incident, injury, or safety concern occurs. If necessary, relevant footage may be viewed in person with the provider. Video recordings are never shared, sent, or distributed to protect the privacy of all children, families, and staff.

## **Camera Acknowledgment Requirement:**

Consent to camera monitoring is mandatory for enrollment. Families may decline permission for their child's image to be used on private daycare social media, but they must agree to video recording for safety purposes. Failure to sign the camera acknowledgment form will result in the enrollment process being discontinued.

# BEHAVIOR GUIDANCE & DISCIPLINE

Daisy Duke Daycare is committed to supporting children's social and emotional development through positive, respectful, and age-appropriate guidance. Our approach focuses on teaching children how to manage emotions, develop self-control, and interact safely and respectfully with others in a group care environment.

## Positive Behavior Support

We use positive behavior supports to encourage cooperation, kindness, and responsibility. Guidance strategies include clear expectations, consistent routines, redirection, modeling appropriate behavior, and positive reinforcement such as verbal praise, stickers, and special activities. Discipline is never physical, punitive, or humiliating. Our goal is to help children learn appropriate behavior in a safe, supportive, and developmentally appropriate way.

## Calm Down Area

When a child becomes upset, overwhelmed, or dysregulated, they may be guided to use the calm-down area. This space allows children to practice self-soothing and emotional regulation through calming strategies such as breathing exercises, sensory tools, or comfort items. Once the child is calm, staff will review expectations and support the child in rejoining the group. The calm-down area is used as a teaching tool, not a punishment.

## Harm Toward Others

If a child harms another child or a staff member, immediate action will be taken to ensure everyone's safety. The child will be separated from the group until calm, supported by staff, and redirected appropriately. An incident report will be completed, and parents of all involved children will be notified by the end of the day. Repeated aggressive behavior may result in a parent conference, behavior plan, or additional intervention. If safety cannot be maintained, Daisy Duke Daycare reserves the right to terminate care.

## Biting Policy

Biting is a common developmental behavior in young children; however, it is taken seriously. If a biting incident occurs, the injured child will receive first aid, parents of both children will be notified, and an incident report will be completed. If the bite breaks the skin, medical evaluation is recommended. If biting becomes a repeated pattern, a parent conference will be held and a behavior plan will be implemented. Continued biting despite intervention may result in withdrawal from care.

## Provider Judgment:

Daisy Duke Daycare reserves the right to use professional judgment when determining appropriate behavior interventions, safety measures, and continued enrollment. Provider decisions regarding behavior and group safety are final.

# PERSONAL ITEMS & PROPERTY

To help maintain a safe, organized, and respectful environment, Daisy Duke Daycare has established the following policies regarding personal belongings and daycare property. These guidelines help prevent loss, reduce conflict among children, and ensure shared materials remain safe and usable for everyone.

## **Personal Items & Belongings Disclaimer**

Parents are responsible for clearly labeling all personal items sent to daycare, including clothing, shoes, blankets, cups, and bags. Despite our best efforts, personal belongings may occasionally be lost, damaged, or misplaced during normal daily activities.

Daisy Duke Daycare is not responsible for lost, damaged, or missing personal items, including but not limited to clothing, jackets, shoes, cups or water bottles, blankets, and comfort items. Families are encouraged to send only necessary items and to avoid sending items of monetary or sentimental value.

## **Toys From Home & Electronics Policy**

To prevent loss, damage, and conflict among children, toys, electronics, and home valuables are not permitted unless specifically requested by Daisy Duke Daycare for a special activity or event. This includes toys, tablets, phones, and electronic games.

Personal items brought from home can be easily lost or broken and may cause distraction or disputes within the group. Daisy Duke Daycare is not responsible for any personal items brought into the facility without prior approval.

## **Property Damage Responsibility**

While accidents do happen and are understood, intentional or repeated damage to daycare property is taken seriously. If a child deliberately damages or destroys daycare items such as toys, furniture, or materials, the parent or guardian will be financially responsible for the full cost of repair or replacement.

If a child deliberately damages daycare property on three (3) or more occasions, Daisy Duke Daycare may terminate care due to the inability to maintain a safe, respectful, and well-functioning environment for all children.

# 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 the amount of formula or milk consumed, the number of soiled diapers, and the 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.

# **DAILY CARE & ROUTINES**

Consistent daily routines help children feel safe, confident, and successful in a group care environment. At Daisy Duke Daycare, we follow developmentally appropriate routines that support independence, comfort, and learning while maintaining consistency for all children in care.

## **Toilet Training**

Daisy Duke Daycare supports toilet training when a child demonstrates developmental readiness and when both the family and provider agree to begin. Toilet training is a collaborative process, and a written toilet training plan will be created once readiness is confirmed. This plan may include scheduled bathroom times and strategies to maintain consistency between home and daycare.

Children may not be sent in underwear or switched from diapers or pull-ups without prior communication and approval. Pull-ups will only be used during toilet training if outlined in the written plan. Parents are required to provide multiple changes of clothing during the toilet training process. Soiled clothing will be sent home in a sealed bag each day, and clean replacement clothing must be returned the following day. Provider discretion applies to ensure hygiene, supervision, and the well-being of all children in care.

## **Clothing & Dress Code**

Children should arrive dressed in comfortable, weather-appropriate clothing that allows for movement, exploration, and full participation in daily activities. Daisy Duke Daycare engages in art projects, sensory play, outdoor learning, and hands-on experiences that may result in clothing becoming dirty.

Families are responsible for ensuring that spare clothing, including socks and underwear, is kept at the daycare at all times. Closed-toe shoes are required for safety, and pajamas are not permitted during care hours. Parents are strongly encouraged not to send children in clothing they do not want to get dirty. Daisy Duke Daycare is not responsible for stained or damaged clothing resulting from normal daily activities.

# **OUTDOOR PLAY & REST PERIODS**

At Daisy Duke Daycare, we believe that a balanced daily routine that includes outdoor activity and rest is essential to a child's physical health, emotional well-being, and overall development. The following policies help ensure children are safe, comfortable, and supported throughout the day.

## **Outdoor Play**

Weather permitting, children will participate in outdoor play for approximately two (2) to three (3) hours each day. Outdoor play supports physical development, social interaction, problem-solving skills, and emotional regulation. Children benefit from fresh air, movement, and supervised exploration.

Parents are responsible for providing appropriate outdoor clothing so their child may fully participate. This includes jackets or coats during cooler weather, hats and gloves in cold weather, and sunscreen or sun hats during warm weather. If a child does not have proper outdoor attire, they may be required to remain indoors under staff supervision during outdoor play periods. Outdoor schedules may be adjusted during extreme weather for safety.

## **Naps & Quiet Time**

All children are offered a daily rest or quiet time period as part of our structured routine. This time supports healthy development, emotional regulation, and overall well-being.

Children who nap will be provided a mat and a comfortable rest space. Children who do not nap will remain on their mat and engage in calm, quiet activities such as books or puzzles. There are no early wake-ups or exceptions to the rest period, as maintaining a consistent environment is essential for all children.

Infants follow individualized sleep schedules based on age and family input. Parents are encouraged to provide a labeled blanket or comfort item to help their child rest comfortably.

# **CHILD SAFETY & REPORTING**

Daisy Duke Daycare is committed to protecting the safety, well-being, and rights of every child in care. All safety, supervision, and reporting practices follow California state law and Community Care Licensing regulations.

## **Mandated Reporter Policy**

All staff at Daisy Duke Daycare are mandated reporters under California law and are legally required to report any suspected child abuse or neglect to Child Protective Services (CPS). Reports are made as required by law, without prior notice to parents or guardians, and do not require proof or investigation by the daycare. Daisy Duke Daycare's role is to report concerns so they may be reviewed by the appropriate authorities.

## **Release of Children & Impaired Pick-Up**

Children will only be released to individuals listed on the Authorized Persons Form and may be required to present valid photo identification. Daisy Duke Daycare will not release a child to any individual who appears to be under the influence of drugs or alcohol.

If an impaired pick-up is suspected, the child will remain in care while an emergency contact is notified. Law enforcement or Child Protective Services may be contacted if necessary. The provider's judgment regarding child safety and release decisions is final.

If a child remains at Daisy Duke Daycare for more than one (1) hour past their scheduled pick-up time and we are unable to reach a parent or guardian, an emergency contact listed on file will be contacted to arrange pick-up. If the child remains in care for two (2) hours past the scheduled pick-up time and no authorized individual can be reached, Daisy Duke Daycare is required to contact the appropriate authorities to ensure the child's safety.

# Supplies & Personal Items

## Supply Account

Upon registration, each family will receive a supply list outlining the materials your child will need during their enrollment. 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.

**Families with infants (24Month and Under) are required to provide the following items:**

- Diapers
- Wipes
- Ointments or creams
- Pacifiers (clearly labeled)
- Bottles
- Breast milk or formula (daily)
- Extra can of formula (to be kept on-site)
- Bibs
- At least two (2)changes of clothing

**Families with toddlers (24 months and up) are required to provide:**

- Diapers, pull-ups, or underwear
- Wipes
- Ointments or creams (if needed)
- At least one (1) change of clothing

Parents are reminded that Daisy Duke Daycare participates in daily outdoor play, art, and sensory activities. Children should arrive dressed in comfortable clothing that can get dirty. Closed-toe shoes are required at all times, and pajamas are not permitted.



# **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.**

