



# Early Birds Daycare

PLAY LEARN GROW



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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

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### WELCOME AND PHILOSOPHY:

Welcome to Early Birds Daycare LLC where your child can play, learn, and grow! I have been fingerprinted, background checked, hold a current Infant/Child/Adult CPR and First Aid Certificate, and have taken a few child-related educational workshops with certifications these past few years and continue regularly to do so. I am an experienced, qualified, and professional childcare provider. I believe children should have fun! After all, even the experts agree that preschool-age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. During the month, many activities take place which help promote necessary skills (letter & number recognition, color & shape recognition, large motor skills, small motor skills, etc.) always trying to prepare for the future through play.

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### GET TO KNOW ME:

My name is Emaliza Barba-Nirona. I am 38 years old. I was born and raised in the East Bay. I have 2 siblings and 3 step siblings, six of us all together! I have known my fiance Zeid since middle school and we have been together for 19 years. I have beautiful nieces and nephews whom I love dearly, and are kind of like my own kids in a way. I have worked in many different industries starting early with babysitting jobs. I've also worked childcare for my church since 2009. I worked many other jobs, but childcare was the only one that was constant! I worked for a licensed in-home daycare for 2 years and decided that this is the career I should have started all along!

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### CONTACT AND COMMUNICATION:

If you ever have a question or concern please let me know. You may call me during our daily nap/quiet time or after hours or you may email or text me. I will get back to you as soon as I am able to. I utilize a variety of methods to keep you informed. I send home a daily note for infants and daily photos for every child. I provide newsletters, calendars as needed and other parent letters as needed throughout the year. I also have a website, Facebook, and Instagram page for my childcare business.

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### CONTACT INFORMATION:

Cell Phone: (510) 686-3467  
Early Birds Daycare LLC  
Website: [earlybirdsdaycare.com](http://earlybirdsdaycare.com)  
Email: [info@earlybirdsdaycare.com](mailto:info@earlybirdsdaycare.com)  
Street Address: 6623 Manila Ave, El Cerrito, CA 94530

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### LICENSING:

The daycare is licensed through Community Care Licensing  
Address: 1515 Clay St, Suite 1102 MS 29-04, Oakland, CA  
Phone: (510) 622-2602

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

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### ENROLLMENT AND DEPOSIT:

I keep records on file for each child enrolled in my childcare home. These records include, but are not limited to, a Contract and Rate Agreement, an Enrollment Record, and a Release for Emergency Care. I will provide paperwork that will need to be completed. These forms need to be in my possession before I can assume the responsibility of caring for your child. You are expected to inform me of any changes or additions to the information you provide me with as it arises. A non-refundable security deposit of \$35 plus your contracted tuition, which equals to the amount of your child's FIRST and LAST week of care only. It will be held to go towards your LAST week of care for your child. This is due at the time of the home interview sitting. This fee is for required paperwork to be completed for your child and supplies that may be needed for enrollment. If your child does not start care by the agreed upon date, your space will be forfeited.

Initials: \_\_\_\_\_

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### FORMS:

The following forms must be completed prior to first day of care:

1. Contract (Parent/Provider Agreement)
2. Identification and emergency Information (LIC700)
3. Consent for emergency medical treatment (LIC627)
4. Notification of Parents' Rights (LIC995A)
5. California Immunization Card (CDPH286)
6. Notification of Additional Children in Care (LIC9150)
7. Medication Permission Statement (if needed) (LIC9166)

I will care for your child on a two-week (10 business days) trial period beginning on your child's first actual day of care. During the trial period the parent or provider may terminate the childcare agreement without further obligation. No pre-paid childcare fees, including your security deposit, will be credited upon cancellation during the trial period. Admission is not discriminated based on ability, race, creed, color, national origin, religion, or sex.

Initials: \_\_\_\_\_

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### HOURS OF OPERATION [6am to 6pm, Monday thru Friday]:

Upon enrollment at Early Birds Daycare LLC, we will discuss childcare hours based upon your individual needs. Those hours will be specified in our Contract and shall not exceed 9 hours per day. Please keep in mind that my childcare hours are individualized per family. If you are contracted for a 7:30 am drop-off, my childcare is not open to you until that time even if another family may have contracted for and arrives at 7:15 am. It is the same for pick-up times, if your contracted pick up time is 5:15 pm, you are late and owe late fees at 5:16 pm, even though another family may still be here with a contracted pick-up time of 5:30 pm. Please choose your needed childcare times carefully. Full-time is 3-5 days a week, Part-time is 1-2 days a week.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### HOURS OF OPERATION (continued):

Late/early fees equal to \$1 per minute per child will be billed to you in the event of any early dropoff and/or late pick-up that has not been previously authorized. You are expected to pay for any late/early fees within 24 hours. Please have an authorized pick-up person to have your child picked up on time in the event of an unanticipated work situation or traffic problem that may delay you. I hope I do not need to charge this late/early fee. My intent is not to gain more money, but to have my business hours respected so that I will be able to follow through with my own family plans and commitments. If you need to change your enrollment hours, I require a minimum of a two-week notice in writing. I reserve the right to terminate our childcare arrangement if your new hours will not work well for my childcare business.

Initials: \_\_\_\_\_

### LATE OPENINGS/EARLY CLOSING DAYS:

When at all possible, I will try to plan my personal appointments for the early morning or late afternoon hours to prevent having to close childcare for the day. When a substitute is not possible, I may occasionally have to delay the childcare opening for a short time or close the child care prior to 6:00pm. If I must open late or close early, I will give as much notice as possible. There will be no credit in childcare fees for late openings or early closings. In addition, all early/late fees apply to the temporary opening or closing time for that day.

Initials: \_\_\_\_\_

### FULL-TIME CARE [Ages: 0-2 \$350/wk Ages: 2+: \$325/wk]:

Full-time care is defined as any enrollment of three or five-days per week. If you are enrolled three days per week, you will pay the full-time childcare rate. The three days you contract for will be the same from week to week. If you should ever need care for any additional days, you must request and be approved for them. I reserve the right to deny care on the fourth day for any reason. If you regularly request care for the fourth day, I may ask you to sign a new contract and expect your child to attend all 4 days. Please remember you are paying for your child's SPOT, NOT ATTENDANCE!

Initials: \_\_\_\_\_

### PART-TIME CARE [Ages 0-2: \$300/wk Ages 2+: \$270/wk]:

I enjoy caring for children on a part-time basis. Part-time childcare is defined as any enrollment of one to two days per week. Typically, if you are enrolled on a part-time basis, the days you contract for will be the same from week to week. For my business to flow smoothly, you are not permitted to switch days during any week for any reason including, but not limited to, avoiding missing a day of care due to a paid childcare closing. Example: You are enrolled MWF. Monday is a paid holiday and childcare is closed. You may not switch your days to TWF. If you need an extra day, you must make a request, you must make a request and it must be approved by me. I am limited in the number and ages of children I may have in care on a daily basis, I reserve the right to terminate a part-time child care arrangement if your current hours no longer work for the benefit of my business. For example, but not limited to, if I cannot fill in days/times opposite of yours and/or I can fill the space with a full-time child. Please remember you are paying for your child's SPOT, NOT ATTENDANCE!

Initials: \_\_\_\_\_



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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### **EXTENDED CARE (OVERTIME):**

Extended care is defined as any days and/or times you may need childcare outside of your contracted hours. I understand that you may occasionally need extended hours. You must request these hours in advance (not the day of) and if approved, you are expected to pay an extended care rate. This rate is set in 15-minute increments equal to \$5 per every 15 minutes per child and is due immediately at the time of approval of your request. Late/early fees also apply. Example: Your normal contracted drop-off time is 7:30am and you have one child. You request a 7:10am drop off later in the week which I approve. You pay the extended care fee of \$10 because you are in the second 15-minute extended-care rate period. The requested day arrives, and you drop off your child at 7:05am. You are 5 minutes early and would owe an additional \$5 in late/early fees. Again, my intent is not to gain more money, but to have my business hours respected as my time is unbelievably valuable to me. I do not permit an earlier drop-off in exchange for an earlier pick-up.

Initials: \_\_\_\_\_

### **DROP-OFF AND PICK-UP:**

Your car is not permitted in my driveway if it is leaking oil or fluids other than water. Please do not sit in your car in the driveway upon arrival. Enter and exit promptly. Finish your phone calls outside. Do not permit your children to play with outside decorations or landscaping. Always come through the front door to drop off and/or pick up your child unless we have made previous arrangements or there is a note on the door stating otherwise. You may knock and I will open the door for you. Smoking is prohibited inside my home and surrounding yard. You must sign your child in and out of my home daily. The log will be located near the entrance/exit door. There is a clock in this room which is the timepiece that will be used to compute your drop-off, pick-up, and late/early fee times. It is my responsibility as Provider to keep this clock set correctly. You are expected to remove your shoes or boots on the designated rug upon entering my home if they are soiled or wet. Children are expected to remove their shoes or boots upon entering my home and place them in their cubby and switch to indoor crocs or slippers. It is normal for some children to have a difficult time separating from parents in the morning and/or to make the transition into leaving at the end of the day. Please be brief. It is harder on the child when you prolong your stay and I need to focus my attention on the other children who tend to act out when they see me busy with another parent. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. The children are expected to clean up from their activities at the end of the day. For this reason, if you will be arriving earlier than your regularly scheduled pick-up time, please give me a quick text on your way. The cleaning up process tends to get much more difficult with parents present. With your cooperation, drop-off and pick-up times will be as stress-free as possible.

I have a one drop-off, one pick-up rule per family. Examples: You are not permitted to bring one child at 7am and your other child at 9am. You are not permitted to pick up one child at 1pm and your other child at 5pm. You are not permitted to bring your child at 7am, pick them up at 10am, bring them back at 11:30am, and then pick them up at normal pick-up time.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### **DROP-OFF AND PICK-UP [continued]:**

I understand that you may occasionally need to drop off your child later or pick up your child earlier than your contracted enrollment times for various reasons such as doctor appointments. I expect that you give me as much notice as possible when these situations arise and that you follow my 2 basic rules:

1. No drop-offs or pick-ups are permitted between the hours of 12:30 pm and 3:00 pm. This is our daily quiet time/naptime. It is impossible to wake one child and have the others remain asleep and it is disruptive to our schedule.
2. Respect my one drop-off and one pick-up rule per family. If you should decide to drop in and 'visit' your child during your contracted hours, I ask that you take our schedule into consideration and remember that visitors (even parents) usually cause the children to react in an excited manner that does not normally occur when I am alone with them. If your child's personality is such that they will become upset with your departure, you will be expected to take them with you when you leave. This may be especially upsetting to children who are adjusting to childcare. No visitors will be accepted during our quiet time between the hours of 12:30 pm and 3:15 pm. Children will only be released to the authorized pick-up persons whom you have identified on your Enrollment Form. You are required to always notify me if one of your authorized pick-up persons will be picking up your child. A verbal notification is fine unless the pick-up person is not one of your authorized pick-up people. In the case of an unauthorized pick up, I will need written permission from you. If you do not inform me that someone else (other than a parent) will be picking up your child, they will not be released even if they are one of your authorized pick-up persons. Anyone picking up your child will be asked to show proper photo ID if I have not yet met them.

Unauthorized persons are not allowed in the childcare home during childcare hours. This means that you may not bring your friend, your child's friend, your family member, etc. into my home when you are dropping off and/or picking up your child. The reason for this rule is that it is a safety and liability issue for me. If you or one of your authorized pick-up persons arrives without a proper auto safety seat, your child will not be released, and late charges will apply. If you or authorized pick-up arrive under the suspected influence of drugs and/or alcohol, an alternative contact will be called, and late charges will apply. If you insist on leaving my premises with your child, law enforcement will be called immediately. Any child remaining after the scheduled closure of the childcare home (when parents, guardians or other emergency contacts cannot be reached) will be fed an appropriate dinner with my family and partake in any family activities I have scheduled. After two hours of my inability to reach any authorized contact, the department of social services or the local police station may be contacted. I expect you to be in control of your child at all times. Children are not permitted to enter my home unattended or to go out to your vehicle unattended. If your child is screaming, please stay outside until they are calm. I ask you to not bring in your hysterical child.

Initials: \_\_\_\_\_



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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### PAYMENT POLICY:

Tuition is to be paid every week. Tuition is due Friday when you pick-up your child, for the upcoming week. If payment is not received by closing at 6pm, I will consider your payment late. If this day is a holiday, a vacation or planned day off for the parent or the provider, payment is due the previous business day. If you or your child are ill, your payment is still expected unless other arrangements have been previously made. If I close the childcare due to my own illness or emergency, payment will be accepted on your first contracted day back to childcare. There will be a late fee of \$15 per child for each calendar day (including weekends) that payments are received late beginning the following morning for all payments not made before your contracted drop-off time. Late tuition is due Monday before drop-off time for the upcoming week. If it is not paid you will not be able to bring your child to childcare until all tuition and late fees are paid. There will be no tuition adjustments, credits or refunds due to sickness, holidays, vacations, closings due to natural disasters, personal days, or any other acts of nature. If you pay tuition weekly and would like to change from weekly or pay more weeks in advance you can. This must be approved by provider.

Payments may be made by Cash, Zelle [info@earlybirdsdaycare.com](mailto:info@earlybirdsdaycare.com) or Check payable to **Early Birds Daycare LLC**. Bank transfers must be completed (not initiated) with funds in my bank on or before your childcare tuition due date. Personal checks may not be postdated. If your check is returned to me for insufficient funds (regardless of the reason), you will be billed a \$35 penalty fee plus any other fees I incur as a result. This bill is due upon receipt.

Please do not put me in the uncomfortable position of having to ask for my money including, but not limited to, late fees, extended care requests etc.. Any unpaid balances will be turned over to collections and the responsible party who signed our contract will pay all fees incurred. You will be given a minimum of two-week's notice of any increase in your childcare fees. You will receive and sign a separate form for terms of payment with rates. \*\*\*Childcare tuition is due at pick-up time on Friday for the next week or late childcare tuition is due before drop-off time on the following Monday.

**\*\*\* I HAVE A STRICT NO PAY - NO STAY POLICY \*\*\***

Initials: \_\_\_\_\_

### TAX INFORMATION:

I will supply a W-10 in mid January each year for your tax purposes. If childcare has been terminated by either party prior to January, it is YOUR responsibility to request this form. I DO NOT send them out automatically as they contain critical information.

Initials: \_\_\_\_\_

### ABSENT DAYS AND NOTIFICATIONS:

You are required to notify me prior to your contracted drop-off time if your child will not be coming for the day or if you will be late in arriving. In the event you do not call me by your contracted drop-off time, I reserve the right to fill your space with a last-minute drop in, leave for an errand, and/or close childcare for the day if no other children are coming. You will not be notified if this occurs; it is your responsibility to call/text.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

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### **ABSENT DAYS AND NOTIFICATIONS [continued]:**

There will be no refunds or adjustments made to your childcare fee for your time missed for any reason, including, but not limited to, illness, holidays, and workdays off. My operating expenses and hours of work are the same whether you bring your child or not. You are not only paying for the care of your child; you are also paying for their "spot" in care.

I require a minimum of 3 days (72 hours) notice if you decide to bring your child after you have told me your child will not be in attendance on any regularly contracted day. If notice is not given, you may not bring your child and there will be no tuition refund.

Except in the case of illness, Parents will give Provider a minimum of two-week's notice for any absences more than 2 concurrent days. Examples: vacation, maternity leave, etc.

Each calendar year a family may take two weeks' vacation while the daycare is open or may take at the same time, I take my vacation. A two-week written notice of this vacation period is required. I expect children to be with their parents during parent's vacation times. Payment is due prior to your vacation. I am holding your child's spot while you are on vacation. Internet communications including, but not limited to, emails and/or Facebook messages, are not an acceptable method to make requests or inform me of absent days, appointments, or other required notifications specified in this handbook. If I lose internet service, I will not receive your message.

Initials: \_\_\_\_\_

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### **WEATHER-RELATED AND OTHER UNANTICIPATED CLOSINGS:**

I reserve the right to close my childcare early or for the day without notice in the event of unanticipated situations such as, but not limited to, power outages, no water, widespread illness, and/or extreme weather conditions. Extreme weather conditions include, but are not limited to fire, flood, earthquake and/or pandemic. These closings will be with pay, limited to 3 per calendar year. The remainder, if they occur, shall be unpaid days. My paramount concern is the safety of the children. If I deem it unsafe for children to stay in my home and/or for parents to get to my home, I will close my childcare.

Initials: \_\_\_\_\_

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### **HOLIDAYS, PERSONAL/SICK DAYS, AND VACATION DAYS:**

I take 10 paid holidays, up to 6 paid personal/sick days, and up to 15 vacation days per calendar year January 1 through December 31. Unused days may not accumulate. If a holiday falls on a Saturday, we are closed the previous Friday with pay. If the holiday falls on a Sunday, we are closed the following Monday, with pay.

Holidays include New Year's Eve and Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the Day After, and Christmas Eve, Day and the Day After.

**Mark your calendars.**

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### **HOLIDAYS, PERSONAL/SICK DAYS, AND VACATION DAYS [continued]:**

The 6 paid personal/sick days will be taken throughout the year as needed. Paid personal days are taken for my illness, appointments, or to attend training to keep my license in good standing. When I plan for these paid personal days off, I try to schedule them as far in advance as possible so that you may make other childcare arrangements. I try to choose days that are convenient for most of the families in my care. You will be given a minimum of two-week's notice of any personal days I plan off, except in the case of illness or emergency.

Notice will be given as soon as possible, however it may be the morning of care. If a situation arises requiring my immediate absence during childcare hours, your child may be left with another responsible adult who will provide proper supervision.

The vacation days I take may be taken as individual days or full weeks. Generally, I will not take more than two weeks off concurrently for vacation. I will provide you with a full year of known child care closings in January and update that document with a minimum of two-week's notice as needed as closings are added.

You are expected and it is always your responsibility to be prepared with a back-up provider.

Initials: \_\_\_\_\_

### **HEALTH AND ILLNESS POLICY:**

I must provide a healthy environment for the wellbeing of all the children. I accept children with MILD colds or other MINOR ailments only. Use your good judgment and, if in doubt, please call me in the morning. An ill child requires extra care and close attention and is best cared for at home. Do not send your child if he/she has shown any of the following symptoms during the previous 24 hours:

**Communicable Diseases:** *Not permitted by law in childcare.*

Some of these illnesses are, but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, or Strep Throat.

If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. I may require a doctor's note, at my discretion, for return to childcare.

**Fever:** *Not permitted.*

Any child with a fever  $\geq$  100 degrees Fahrenheit will be sent home immediately. Your child needs to be fever free for a minimum of 24 hours without the aid of any fever reducing substance before returning to childcare. Administering medication to reduce your child's fever so that you can bring him/her to childcare is grounds for termination.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### **HEALTH AND ILLNESS POLICY [continued]:**

**Diarrhea:** *Not permitted.*

Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note stating that these symptoms are due to teething.

**Vomiting:** *Not permitted.*

Any child who vomits while at childcare will be sent home immediately and must stay home until 24 hours have passed with no vomiting episodes.

**Runny Nose & Cough:** You may bring your child to care if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing).

Discharge from the nose of any color other than clear is not acceptable in childcare. A constant runny nose which needs to be wiped continually is not acceptable even if clear. A constant daytime cough that is causing your child to gag and be uncomfortable and/or a constant naptime cough that would disrupt the sleep of the other children will require you to keep your child at home. If you suspect your child's runny nose/cough may be due to allergies or teething, I will require you to bring a doctor's note stating the same.

**Rashes:** *Not permitted.*

If your child has any rash other than a mild diaper rash, you must bring a note from the doctor stating it is not contagious before returning to care.

**Runny and/or Crusty Eyes:** *Not permitted.*

Watery, matted, and/or red/pink eyes are not acceptable in childcare under any circumstances. A period of 24 hours must pass after symptoms before returning to care.

**Excessive Crankiness:** If your child is irritable, excessively whining or crying, wants constantly held, or requires more attention than I can provide and still give adequate attention to the other children in my care or disrupts the routine of the other children in my care, you must keep your child home regardless of the presence of other symptoms. If this occurs during childcare hours, you will be called to come pick up your child.

**Lice:** *Not permitted.*

And will not be permitted back to childcare until after the second hair treatment and no nits are present. Your child will be inspected by me upon arrival at childcare before you leave. If I become aware of any of these symptoms during care, you will be asked to return for your child immediately. You will be expected to arrive within one hour.

Please notify me at once if you find that your child has a contagious illness so I may notify the other parents. If your child is on medication for something contagious, do not bring him or her until they have been on medication long enough to not be contagious any longer (usually 24 hours).

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### HEALTH AND ILLNESS POLICY [continued]:

Please remember that just because your child has been home or on medication for 24 hours, does not mean that they feel well enough to take part in the daily activities at childcare. In that event, they must stay home an additional day. If your child has been given prescription or over-the-counter medication before arriving at childcare, please inform me when dropping off. The one drop-off, one pick-up rule applies. If you are called to pick up your child who becomes ill during the day, you must also take your other child with you. In most cases of illness, I require siblings to remain out of childcare with your ill child. Often, if one child is ill, the other sibling soon will be.

Initials: \_\_\_\_\_

### TRANSPORTATION:

We do not transport any child at Early Birds Daycare by car or any moving vehicle unless a medical emergency requires us to do so.

Initials: \_\_\_\_\_

### MEDICATION ADMINISTRATION:

Please take every measure possible to administer all medication at home. I can and will administer prescription medications or breathing treatments with current forms filled and filed. If needed, I will administer the nonprescription medications, ointments, and creams you provide. The nonprescription medications must be in their original containers and labeled with your child's name. I will not exceed the manufacturer's recommended dosage unless you provide me with a written physician's note with instructions.

Initials: \_\_\_\_\_

### EMERGENCY PROCEDURES:

During childcare hours, scrapes and bumps are inevitable. In the event of serious injury, illness, or emergency, I will take the appropriate first aid action and, if necessary, will call the El Cerrito Police Department or Paramedic Unit. You will be notified as soon as it is feasibly possible. I will make a conscientious effort to locate you or your designated emergency contact before taking any action in an emergency. If I cannot locate you or your designated emergency contact, I will call your child's doctor, dentist, or hospital if emergency, medical or surgical care is needed. In addition, and if needed, I will call an ambulance at my own discretion. All costs involved in emergency treatment and/or the cost of an ambulance are your responsibility. Fire and earthquake drills and safety lessons are taught as a regular part of my program. It is especially important that children know what to do in the case of a fire or earthquake, not only in my home, but theirs as well. In addition to having a fire safety plan, we have an earthquake plan too. I am required by law to report any suspected abuse or neglect.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### EVACUATION PROCEDURES:

Early Birds Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the park on Ohlone Grnwy. A notice will be posted at the daycare with all information on the alternative sight. Directions to the park are as follows: From our house on Manila Ave, make a right going towards San Pablo Ave, go down 2 blocks past Liberty St and the next block will be Ohlone Grnwy. The park will be on the right hand side just past the over head BART Track.

Initials: \_\_\_\_\_

### MEALS AND SNACKS:

I serve breakfast, lunch, and two snacks throughout the day as part of my program. You are responsible for feeding your child at home if you arrive at childcare after a mealtime. You may bring meals and snack for your child to eat at daycare. They will be assigned a color for dishes and utensils. This will be their assigned color throughout their time here.

Meal	Time
Breakfast	@8:00am - 8:30am
AM Snack	@10:00am
Lunch	@12:00pm - 12:30pm
PM Snack	@3:00pm

I require parents of infants to provide formula or breast milk until the child is drinking milk. I will begin the transition from a bottle to a cup at the same time as finger foods are introduced. Parents of infants also provide purees or finger foods as the child begins to be introduced. (Usually starting 4-6 months, but always check with your child's pediatrician.)

I encourage healthy eating habits. Children are offered a variety of foods and are encouraged to try new things. Nutrition lessons are taught as a regular part of my program. Except for special occasions and when requested, you are not permitted to send any food, drink, or candy with your child. Please inform me of all allergies in advance as, in some cases, you may need to provide appropriate foods.

I never force a child to finish what is on their plate, but I do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like.

If you wish to provide snacks at your child's birthday or another time, that is great. If you let me know a day ahead of time, it helps.

Initials: \_\_\_\_\_

### DISCIPLINE AND GUIDANCE:

I require acceptable behavior, by my standards, from the moment your child exits your vehicle until they are safely buckled back in later that day.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

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### **DISCIPLINE AND GUIDANCE [continued]:**

My expectations of your child will probably be higher than your own due to the number of children I care for daily. The children are explained the rules of the childcare home frequently, so they are all familiar with the guidelines.

#### **House Rules:**

1. We use our manners. "Please" and "Thank you."
2. No running, jumping, or screaming permitted inside the house. We use "walking feet" and "inside voices."
3. No walking around the house with food, cups, or bottles.
4. No going out the door or gate at pick up time without an adult.
5. No shoes in the house.
6. No name calling, teasing, swearing, bad language such as 'shut up', tattling, or potty talk.
7. No gun or violent play allowed.
8. We Respect Each Other and Keep our Hands to Ourselves. No roughhousing, hitting, pushing, biting, grabbing, kicking, pulling, pinching, spitting at others, including household pets and your parents.
9. Lifting, carrying, climbing, or sitting on other children is not permitted.
10. We Respect our Belongings and our Environment. No standing on, hitting with, pounding with, throwing toys or other household items. No climbing on, standing on or jumping off furniture. I believe that children thrive on consistency, routine, and loving guidance and that it is especially important to teach children empathy and to take responsibility for their own actions. Children in my care will be taught and expected to share with others at the appropriate age, play cooperatively, express themselves verbally, clean up when asked, follow directions and, most importantly, to treat themselves and others (including yourself) with respect. I use praise for good behavior. I will discuss with you any behavioral problems as they arise. The following methods of discipline will be used: Encourage children to solve problems themselves, intervention, discussion, re-direction to another play area, loss of privileges, logical consequences, and/or "time-ins." Please show your child that you respect me and my rules by reminding them and enforcing the rules while you are in my home and on my property. Parents are expected to repair or replace any item your child may break (other than normal wear and tear) in or around my home, including but not limited to infant equipment, toys, electronics, landscaping, windows, doors, etc.

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### QUIET TIME/NAPTIME:

Quiet time/naptime is an especially important time of the day in a childcare situation. The children need rest to enable them to have an enjoyable evening at home with their family. I need this time to allow for the regeneration of the patience and mental attitude it requires working with young children full time. This is also my best opportunity during the day to clean up, do paperwork and plan activities. All children will lay down to rest. Even older children need a break from the day to rest and rejuvenate. Infants and young toddlers will be provided their own pack-n-play, and older toddlers and preschoolers will be provided cots. Children are permitted to bring a small soft friend from home to sleep with at nap time as well. If you provide a pillow, blanket, and/or small soft friend, I prefer that these items be left in childcare rather than go back and forth between your home and mine daily. All children will always be monitored either by sight or sound during quiet time. Please do not ask me to keep your child up currently. If you do not wish to have your child participate in a quiet time, my childcare may not fit your family's needs.

Initials: \_\_\_\_\_

### BELONGINGS AND SUPPLIES:

You are always expected to keep spare clothing at the childcare (including socks and underwear) appropriate for the season. While your child is toilet training, you will be expected to keep two sets of spare clothing at the childcare. Any soiled clothing will be sent home in a plastic bag and you will be expected to replace the items with new spare ones the following day of care. In May you will need to bring a bathing suit that may be kept here for the entire summer season for water play days. If your child is not fully toilet trained, you are expected to provide swim diapers. No toys from home are permitted except on designated special activity days. Children may bring a small blanket, pacifier, small pillow, and/or small stuffed friend, to be kept at childcare, for our daily quiet time/naptime. You are expected to supply diapers (and Pull-ups during toilet training) as they are needed. You are expected to supply any baby wipes, diaper creams or over-the counter ointments and medications you wish me to use. Please label all items with your child's name or initials. Keep in mind that if you do not supply a needed item, your child may not be able to participate in an activity or it may prevent all the children from enjoying an activity. I reserve the right to purchase needed items for your child if you do not supply them in a timely manner. You will be billed for the cost of the item(s) and my time if this should occur. I will identify on a routine basis any recalled toys, equipment and furnishings and remove such recalled items from my home. Belongings that need to be laundered must be taken home Friday and brought back the following Monday.

Initials: \_\_\_\_\_

### TOILET TRAINING:

Children generally achieve toilet training between the ages of 2 1/2 to 3 1/2 years old. If toilet training begins when your child is ready, the task is easy and quick and can often be achieved in a few days. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress, and an interest in staying dry or clean.

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### TOILET TRAINING [continued]:

I take a very relaxed attitude towards potty training. Please realize this should be your child's accomplishment and not yours or mine. Children should not be compared to how others are doing. Children train easily when they are ready. Parents must begin the toileting process at home. If successful and I agree that your child is ready, I will follow up with toilet training here. During this time, I require that children wear pull-ups for health and safety reasons while in my childcare setting. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, I will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. It will be at my discretion when you may bring your child in big girl or big boy underpants to childcare.

### While your child is learning to use the potty, my rule is:

**No overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second set of spare clothing is required. In addition, I require that the Pullups your child uses have Velcro sides.**

Initials: \_\_\_\_\_

### DRESS CODE AND HYGIENE:

You are expected to bring your child clean and in comfortable, weather-appropriate clothing unless there are extenuating circumstances. Examples: Pajama Day or an extra-early drop-off. When dressing your child, please keep in mind that we sometimes do "messy" activities. Please do not dress your child in clothes you would not like to be soiled. Though I try my best to keep the children's clothes free of mess, sometimes I lose this battle. You are expected to provide outerwear appropriate for the weather daily. This includes hats, mittens, warm jackets, and boots for cold or wet days. Please do not ask me to change your child into special or different clothing prior to pick-up time as in most cases I simply do not have the time to do this. You are expected to bring your child in appropriate and comfortable play shoes daily. I do not permit sandals, or any type of open-toed shoe. Any shoe that would fall off easily is also not acceptable. This is a safety precaution. You may keep a pair of hard rubber bottom slippers or crocs for indoor wear. From time to time I may clip your child's fingernails and/or toenails if they are such that they are causing a problem. On a rare occasion I may need to give your child a quick sink (if infant) or tub bath or shower. Examples (but not limited to): A potty incident, slipping in mud, spilling a large amount of a food or liquid. If you do not wish me to do any of the above, please let me know and I will mark it as such in your child's file.

Initials: \_\_\_\_\_

### EARLY LEARNING AND SPECIAL EVENTS:

Early learning when the overall age group of my children warrants, I will provide hands-on, theme-based early learning programs for children ages 2 – 5 at no additional cost to you.

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### EARLY LEARNING AND SPECIAL EVENTS:

Letter, shape, color, number recognition, concepts (such as big and little), science, math, literature, ASL and more will be taught as a regular part of my childcare services. We will also enjoy arts & crafts, music, and special fun days. My goal with my early learning is to provide stimulating activities for each child's social, emotional, physical, cognitive, and language development and to prepare each child for Kindergarten and to instill in each child a love of learning through play. Birthdays and Parties: Each child's birthday is his/her "Special Day." You may bring a special treat for all the children on your child's special day if you would like. If your child's birthday falls on a weekend, I will choose another day to celebrate their special day in childcare. I also have small holiday parties for the children occasionally throughout the year.

Initials: \_\_\_\_\_

### WITHDRAWAL:

I appreciate the opportunity to provide childcare services to you and sincerely hope that you are satisfied with my services. If not, please tell me as most problems concerning child care can be resolved.

In the event you decide that your child may need to leave my care at any point after the trial period for any reason including, but not limited to, a job/schedule change or a pending relocation, written notice is required as well as full advance payment of the final weeks of care. I require three weeks' written notification for any termination and this time will begin on the first Monday after notice is received. I require your final three-week's childcare payment at the time written notification is presented to me. This full payment is due regardless of your child's attendance and/or if the childcare is closed for any reason. Unpaid childcare closing days will become paid closing childcare days if:

1. You give written notice on an unpaid childcare day, and/ or
2. An unpaid childcare closing day or days falls within your final three-weeks of childcare.

Initials: \_\_\_\_\_

### TERMINATION:

I appreciate as much advance notification of withdrawal as you can give and in return, will give you the same courtesy with a three-week's notice of my intent to terminate our agreement. However, I reserve the right to terminate our Contract immediately for any of the following reasons (but not limited to):

- \* Non-Payment, Continual late payments, or Bounced checks
- \* Lack of compliance with Handbook Policies
- \* Lack of parental cooperation, Disrespect

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## POLICIES, PROCEDURES AND HANDBOOK | JAN 1ST, 2024 – DECEMBER 31ST, 2024

### TERMINATION [continued]:

- \* Failure to complete and return required forms
- \* Physical or verbal abuse of any person or property
- \* Serious illness of myself or my family member
- \* Continual disciplinary problems
- \* False information given by parent either verbally or in writing

If I terminate this contract for any reason and there are any outstanding fees due, a bill will accompany the termination notice. If I do not receive those fees in a timely manner, legal action will be taken. You will be billed \$5 per day in late fees beginning with the payment due date specified in the termination notice, until our court date and beyond if necessary. You will be responsible for all court, filing, and mailing fees in addition to the amount due. You will be charged for the total loss of my income when I must close, to attend court. You will be responsible for any fees associated with a judgment for payment and/or for any fees associated with a garnishment of wages.

Initials: \_\_\_\_\_

### PHOTOGRAPH & VIDEO RELEASE:

Photographs and videos of the children’s participation at my home are taken daily for parent updates. The photos can be displayed for children to enjoy, used in various arts and craft projects, and given to parents periodically. I also have Facebook, Instagram and a web page where photos may be displayed (usually no faces are shown). If you wish for your child not to be included in pictures for any reason, please make that request in writing. Pictures that do not identify a child may be used without parent’s permission (for instance, only legs or backs shown).

Initials: \_\_\_\_\_

### CONFIDENTIALITY:

All information provided to Early Birds Daycare LLC will be kept confidential and released only to authorized persons including, but not limited to, State licensor, police dept. and health and social services if required. This information will also be available to back-up providers if needed to care for your child.

Initials: \_\_\_\_\_

### POLICY CHANGES:

I will review and revise my Handbook of Policies and Procedures and my Contract annually. Renewals will go into effect the first of January each year. However, I reserve the right to make any policy or financial changes at any time when it is in the best interest of my childcare business. I will give a minimum of two-week’s notice of any of these changes.

Initials: \_\_\_\_\_





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### WAIVER:

Lack of enforcement of a certain policy at any time does not indicate that the policy is no longer in effect. If I do not exercise a right that is provided by this agreement, it does not mean I have given up that right.

Initials: \_\_\_\_\_

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### AGREEMENT AND CONTRACT:

The Signatures/Initials of the Parties to the Contract (pg. 2-17)

- By signing this contract, clients indicate that they have read the provider’s policies and agree to follow them. The provider reserves the right to make changes to her policies without notice. The provider reserves the right to make changes to her policies and will give the client a copy of the revised policies two weeks before they go into effect.
- By signing this contract, clients further agree to follow any changes or additions that the provider makes to her policies in the future.
- The person signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced and have joint custody of the child. A failure to enforce one or more terms of this contract does not waive the provider’s right to enforce any other terms of this contract.

**By signing this agreement, I agree to comply with all the terms covered in this Contract, Policies, Procedures and Handbook. I understand that this is a legally binding contract between all parties signed below.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_