



Parent Handbook

Darling Dolphins Childcare

License 426215921

Infants 6 weeks to 24 months & Toddlers through 3 years old

Little ones move on to a preschool program around age 4

Ratio and Enrollment

4 infants total (under age 2) to 1 adult or

3 infants (under age 2) and 3 toddlers (age 2 or 3) to 1 adult

Open 7am to 5pm Mondays through Fridays

**Document is subject to change as needed*

If changes in tuition or deposits occur, it will only apply to newly enrolled families.

This document is private and confidential information and cannot be copied or plagiarized. It is in our own writing based on our experiences, rules and expectations.

All health and safety rules of the people on our license and for our home follow Title 22, Division 12, Chapter 3 Home Childcare Regulations in California. All other rules and expectations are to maintain a healthy and structured environment and business.

Mission Statement and Philosophy

To provide a loving, second home environment for each infant and toddler in our care. Our hope is to have each little one grow together with us and their friends until they are ready to start a preschool program at age 4 years old. Our goal for each child every day is to learn something new, have fun, make friends, and gain important skills for healthy growth and development.

To provide a developmentally and safe environment for all infants and toddlers enrolled in our program. We will work hard each day to create a collaborative environment with families to help each child learn and grow every day. We will respect each child's individual needs, personality, learning style, interests, culture, and family background. We strive to treat everyone with respect and kindness, act with integrity in our daily actions, live our values through collaboration, find innovative ways to help serve our community and strive for excellence in all we do.

Home Childcare Provider Responsibility

Working with children, being a teacher and small business owner is one of the hardest jobs out there and is also the most rewarding. I know it is a huge responsibility. I take pride in knowing I am providing a loving, safe, nurturing and quality service to the families in our community. I am responsible for providing quality care to 6 infants and toddlers, who are the most vulnerable age groups. They are learning and growing each day and need me to help them stay healthy, be fed and clean, and learn and develop. I am responsible for communicating with 6 different families, having hard conversations when a child is injured and becomes sick and making decisions to maintain a safe environment for them all. I am also responsible for advertising, keeping up with paperwork, paying bills, maintaining a clean and safe home and maintaining age-appropriate toys and learning supplies. My home is also my workspace and is filled with daycare items and toys. My family is very supportive of my goals and dreams, but it also comes with having to make compromises in our home and family to have a home daycare. I just ask families to be understanding and appreciative of the hard work and dedication that goes into being a home childcare provider and business owner. I love what I do and am so grateful to be able to care for and build relationships with the families in our care.

Scheduling A Tour

To schedule an interview and center tour please call or text the owner at

Business phone: (805) 801-3924

Email: darlingdolphinschildcare@outlook.com

Website <http://darlingdolphins.com>

Facebook and Instagram: Darling Dolphins Childcare

Interviews and tours are held after daycare hours on the weekends. When a spot becomes available, we will schedule 2 to 3 tours and choose which will be the best fit for our program.

No Pay No play

If payment is not paid on time, you will be charged the late \$35 fee for the first and second time of late payment. If payment is late three times, child will not be able to return until full balance is paid. If balance is not paid, we have the right to terminate, and I can fill the spot.

Payment will still be due for weekly enrollment even if the child does not come. Example: grandma had the day off and is taking child to the park.

Tuition and rules are set and non-negotiable to run my business and provide quality care.

Payments are due every Friday on the App, with a check or with cash. **No one wants to chase their paycheck to provide for their family. Please remember this is our family business. We love these little ones and their families but cannot run our childcare business without a steady income.*

It is expensive running a business. Everything we buy to run our business comes out of pocket from our weekly income from the families we provide care for. This also includes cleaning supplies, learning supplies, office supplies, paper towels and toilet paper, baby wipes and diapers, gloves, toys, furniture and keeping up with the wear and tear of our home.

Tax Documents & Liability Insurance

All tax documents will be given at the end of year with our EIN number and W10 tax form. Please type the name of our facility exactly how it is written on the document. We have liability insurance for our facility. Our license and all education degrees are posted in our facility along with our liability insurance statement and required licensing paperwork they ask us to post.

Childcare & Small Business Expenses

Liability Insurance	Wear and tear of appliances
House payments	Water Filters
Utilities, gas, water and trash	Party Supplies for Holidays
Paper towels and toilet paper	Wear and tear of home and toys
Diapers and wipes	Yearly Licensing Fee
Gloves & diaper rash ointment	Curriculum Supplies
Cleaning supplies	Toys & Learning Supplies
CPR & First Aid Trainings	Reusable Plates, Cups & Utensils
Fire Extinguisher (purchased every year)	Food, snacks & gifts for Birthdays & Parties
First Aid Kit supplies	Wear and tear of vacuum & mop since we use it multiple times a day
Batteries	
Carbon Monoxide and Smoke detectors	

Returned check fee of \$35

If more than one returned check happens, tuition must be paid with cash moving forward.

Late payment fee

A \$35 fee will be added to each week's payment that is late.

Tuition is due every Friday by 2pm on App and 5pm by check or cash

Parent Handbook and Contract

Our parent handbook and contract are legal binding documents to help everyone follow rules and regulations and layout expectations for our business and the clients enrolled. When you sign the contract and agree to follow the handbook, you agree to all terms and conditions.

My Job as a Childcare Provider

My first and foremost job is to take care of each child's basic needs and age and stage in their development. This includes diaper changes, rest, health and safety, feeding, nurturing and showing them love and attention. There will be days when children are not feeling themselves or need extra love and we will focus the attention on their care, rather than the curriculum.

Curriculum

We create a curriculum based on the child's age, interests, and early childhood education. This will include fine and gross motor skills, sensory play, dramatic play, emotional and social skills, learning to color with crayons, the alphabet, counting, reading books, flash cards, colors and shapes, singing songs, outdoor play, obstacle courses, building forts and free play. An infant and toddler's job and how they learn the most is through play. We provide the materials, toys, nurturing and environment and children will learn through experiences and exploration.

Friday Fun Day and Toys from Home

We don't mind if the little ones bring a safe and appropriate toy to share with their friends on Friday Fun Days. We will place the toy in their bag before pickups to make sure it gets returned to the correct home. On Fridays we have pajama days and free choice play.

Screen Time

We do not have a television in our playrooms. Occasionally, we will watch an educational video on our laptop based on what the children are interested in and what we are learning about. We try to limit screen time to no more than 30 minutes a day. When we are learning sign language, we use My Signing

Time Videos. During holidays such as Christmas, we may watch a movie at our holiday celebration such as Frosty the Snowman.

Subsidy Pay

I am an enrolled provider at SBCEO. The enrollment fee is still due before the child can start. Child must be approved the county program and all paperwork completed before care to begin. Weekly invoices will still go out and tuition will be deducted to the tuition due once payment for subsidy is received. Families must sign forms and monthly sheets and be responsible or tuition will still be owed out of pocket. Subsidy pays for 10 federal holidays and when the child is absent. Any closed days that are not paid are the families responsibility.

Sign In/Out

Children will be signed in and out on the App each day by the owner/ teacher

Entering the Daycare

Children must take their shoes off when entering the center to keep the floors clean and sanitary.

Drop offs

Between 7am - 9am each day

Please drop off children by 9am each day. This helps ensure that nap time is not disrupted for all children. We also have 2 dogs that need to be let out each morning, so they are not cooped up in the rooms.

** Please communicate and we can make temporary exceptions for morning Dr. Appointments*

Communication & Attendance

Please let us know by 9am each day if the child will not be attending.

Pick Ups

No later than 11:30am and between 2pm and 5pm, Thank you!

** Please communicate and we can make temporary exceptions for afternoon Dr. Appointments*

Infants and Toddlers

Please be mindful we are an infant and toddler program. Older children will be around infants. If a family feels their child is ready to be around older children they have the option of staying until they are 3 instead of 4. We understand every child has different personalities and developmental needs.

Car Seats

Please make sure children are in car seats when in vehicles at drop off and pickups. Children will not be able to leave the facility with anyone that does not have a car seat for the child.

Privacy and Safety of our Home and Business

The privacy of our family, home and each child in our care is very important to us. Please do not share any personal information outside of authorized people for pickups and drop offs. This includes our home address please. Please do not post any photos of our family, our home or the other children in our care on the internet or on any social media platform. This is very important to us. We trust the families that tour and enroll at our facility that they will make good choices and respect our privacy please.

Trust

It is very important families trust we are providing the best possible care for each little one enrolled. We chose this career because we love what we do. We will do our best each day to provide a loving and safe environment. There must be trust in any healthy relationship for it to be healthy and work.

It is also important we trust the families coming into our home and business that they will respect our rules, our family, belongings and home and the children in our care with their words and actions. Everyone makes mistakes, but we must choose to take accountability and learn and grow from them.

Mistakes and Safety

If mistakes are made, they will be corrected and used as learning experiences to grow and make improvements. If we find anything to not be safe in our home, we will do our best to make any appropriate changes. We are continuing to grow, learn and improve every day.

Immunizations

All vaccines must be up to date. A copy must be in the child's file with new copies made and updated as the child gets more vaccines. This is California state Law. Children will not be allowed to enroll or attend unless a doctor authorized Medical Exemption is given. As of 1/1/2021 Medical Exemptions can only be made through the California Immunization Registry and CAIR-ME website by physicians licensed in California. Personal Belief Exemptions are no longer aloud as of 1/1/2016 via Senate Bill 277. If a child has a delayed vaccine due to health concern, a note from the doctor needs to be placed in the child's file and the vaccines completed within 6 months of the CDC's age-appropriate immunization schedule.

Late pickup fee

15 -minute grace period; after 15 minutes it is \$5 every minute past closing. If you are running late due to traffic or a reason beyond your control, just let me know.

Dr. Appointments

Please try to schedule appointments for early mornings or afternoons, if possible. Children usually lay down for a nap around 11 am and nap until around 1pm. Naps times may change as children get older though. Please bring any updated immunizations to make a copy for the child's file.

Our Rooms

Our living room is used as our infant room, where everyone naps and where diaper changes are done. The infant room has carpet and all soft surfaces and infant age-appropriate toys that are free from choking hazards. Our dining room is used as our toddler room (18 months and up) and where we eat and do arts and crafts. Our toddler room has a variety of learning toys, activities and books for the toddlers to explore, learn and play. Our infant room and toddler room are only separated by a baby gate, where I can always have constant eye contact and supervision of each child. When we are doing circle time, reading books and flash cards we all come together into one room to learn.

Enrollment Forms

All forms must always be turned in at enrollment and copies kept in their files. If any changes are made parents must update these forms and let me know ASAP. Please do not change or add anything to the forms. There may be times we need to add a permission form for families to complete and keep in the child's file. Please understand as an educational licensed facility, we must have appropriate forms for licensing to run our business.

Nap Time

If the child is brought later in the morning, please make sure the child does not sleep in until right before arrival. If a child wakes up other children during nap consistently, this will negatively affect the infant and toddler's routine and development. We all need a little break to rest our bodies and minds, even the teacher. Please respect our rules and routines.

Once a child is at least 12 months old and starts having a hard time sleeping in the crib, they will be transitioned onto a nap mat with a crib sheet and sleep sack. I will sit next to the child to help calm them and sleep train them to rest on the mat. Nap times are subject to change based on the group's ages and needs. Nap times are non-negotiable to provide a structured and developmentally appropriate environment. Infants 6 weeks to around 18 months nap as needed.

Each child has a designated crib or nap mat. Sheets and toddler sleeping bags are washed every Friday evening or more as needed. Typically, most infants are ready to transition to one long nap between 15 and 18 months.

Infant and Toddler Napping Schedules

Please be aware, when infants are sleeping and when the older children are not, the older children play in the dining room (toddler room) to allow the infants to rest. When we take care of multiple age groups, we have our set up in our facility to be able to do so.

Infants will take naps in the living room (infant room) as needed until they are ready for one long nap. Infants will start transitioning to the toddler nap schedule of one nap a day between 15 and 18 months. Our living room, dining room and bathroom in the hallway are the only rooms approved to use by licensing.

Food and drinks

Not provided at this time

Families please provide: a morning snack, lunch and an afternoon snack.

This will allow me to be focused and attentive to the little ones each day, especially because we have very young infants in our care. Providing food for your child each day will allow for nutritious foods that they enjoy and will eat.

Water and cups are always provided. We have a specific water cup and milk cup designated for each child in our care. We only use plain filtered water from our fridge. Families are welcome to bring a cup to stay here for their child to use each day though. Please let me know of any diet restrictions and allergies.

Please no outside drinks from home such as juice, Gatorade, juice boxes, etc. Please give any vitamins at home as well. We are only serve water and milk to the little ones during business hours.

No food or drinks allowed in the playroom. We will eat and do arts and crafts in the dining room area only. Drinks are kept in the dining area when not in use.

Plates and utensils

We have always and will continue to use reusable plates and utensils every day. There will be occasional days for birthdays and holiday parties that we use decorative disposable plates and utensils from families' donations for holiday parties.

Commitment to Conservation

We care very much about conservation of our environment and animals and reduce, reuse and recycle as much as possible. We strive to use eco-friendly and sustainable products in our business and daily personal lives.

Infant Formula and Breast Milk

Families can bring formula each day or you are welcome to keep a container here and I can let you know when the formula is running low.

We can store breast milk in the fridge or freezer. Just let me know what works best for you and your family. Families are welcome to bring 2% or whole milk to store in the fridge as well. A half-gallon usually lasts about 1 week and a gallon about 2 weeks.

Diapers and wipes

All diapers and wipes are provided. We will use Hello Bello, Huggies, Pampers, or the Costco brand of diapers and wipes.

Diaper Cream

*Provided as needed; we use A&D ointment and Bordeaux's Balm

Sunscreen

We have a Sunscreen Permission Form for each family to fill out that is also on our website. We can use the Aveeno Baby Sensitive Skin 50+ Sunscreen we have here, or families can bring their own to use.

Change of clothes

Please provide daily - at least two full outfit changes, a sweater or jacket, and shoes. Please no flip flops or open toed shoes.

Appropriate Clothing

We do lots of outdoor play, arts & crafts, physical activity and water play. Please be aware children will get messy and dress accordingly.

Belongings

Please bring a diaper bag or backpack to keep each child's belongings separate from each other's. Please give me any medicine, including teething medicine and I can put it in a safe place until pick up. We can keep car seats here as needed for drop offs and pickups.

Water Play

Most nice days in the Summer and Spring we will do some form of water play. Please bring a bathing suit or several changes of clothes for the little ones each day.

PAID Federal Holidays

*Will be closed all major Federal holidays

*Normal weekly payment is still due for closed holidays to keep the child's spot in enrollment

**This is Mandatory and Non-negotiable*

Federal holidays include:

New Year's Eve

Memorial Day

New Year's Day

Juneteenth

Martin Luther King Jr. Day

The Fourth of July

President's Day

Labor Day

Veterans Day

Christmas Eve

Thanksgiving Day

Christmas Day

The Day After Thanksgiving

A monthly calendar will be posted
near the front door and sent out
each month through the App

Communication Application

We use a childcare communication App to send photos, daily activities, monthly calendars, newsletters, send messages and make payments.

Our focus is the attention and care to each child's needs and the curriculum. We will write our daily activities in the simplest form such as "ate lunch", "diaper change", "circle time" and "academics" to make sure our full attention is on providing care to each child. This also helps families see photos and see what their child is doing throughout the day, so they know they are being well taken care of. Our number one focus is and always will be the safety and full attention of each child in our care. Please also help us maintain our full attention by using good judgment when sending questions and messages during daycare hours so we can answer them quickly and get back to providing care.

We also chose to use this App to help reassure families their child is well taken care of, and we provide a safe and loving environment. We do not use cameras since this is also our home and believe cameras can breach the confidentiality of the other children in our care and of our own family.

If anyone would prefer not to have pictures sent through the App or daily updates about their routines, please let me know and we can make an accommodation.

Birthdays & Holidays

We will celebrate each little ones Birthdays before or on their Birthday with a little treat and fruit at snack time. We want each little one to know how special and loved they are!

We will have a fun little treat, art project and decorations to celebrate each Holiday. Every year for Valentines Day we exchange valentines and have yummy treats. Every Year for Easter we have an egg hunt. Every year for Halloween we paint pumpkins and have a costume party. Every year for Thanksgiving we have a potluck where each family brings a dish for everyone to share and enjoy. Every year for Christmas we have a wrapped book exchange and Christmas party with a movie and gingerbread houses for the older children to decorate.

Going Away Party

We will have a little party for each child who leaves with a treat and fruit and homemade cards from each of their friends.

Sick days for teacher

I will have 7 PAID sick days each year from 1/1 to 12/31. These are not set days but will give as much notice as possible. This is now mandatory and non-negotiable since we are a self-employed business.

Personal Days

I will have 5 PAID personal days each year that will be included in the closed calendar days and posted inside the front door and on the website. This will include days for Dr. appointments, training and jury duty. This is now mandatory since we are a self-employed business. We are usually excused from jury duty for a year at a time being caregivers to young children, but I was told this may not always be the case depending on the judge and need for jurors.

Vacation Days

I will have 7 PAID vacation days. These days will be included in the yearly calendar and told to parents at the beginning of each year in January. Please have backup care planned for these days. Please be aware I must take care of

myself to take care of others. Rest and relaxation is essential for mental and physical health.

Bereavement

If a death in the family occurs for the provider, I am allowed to take up to 5 consecutive days for grieving. These bereavement days are PAID days. I will only use these days if I am struggling and know I can't focus my full attention on providing quality care. I will let families know as soon as possible. Please have backup care available for emergencies and unplanned events.

Emergencies

If an emergency occurs, parents will be notified to pick up their child ASAP. Communication is very important please.

Sick days

If a child is sick, the parent will need to notify me ASAP. Please communicate with me ASAP at the earliest signs of illness.

*Payment is still due for normal enrollment hours and days even if child does not come.

A doctor's note must be given if the child is ill for more than five consecutive days in a row to return. If no doctors note is given after missing five consecutive days, child will not be able to attend until note is given.

Please follow illness guidelines for when to keep your child home. Please have a backup plan in place for when your child is sick.

Vacation or Leave

Families will need to let me know at least two weeks ahead of time if the child will be absent any day unrelated to illness.

Notice to Un-Enroll from Program

I must be given 2 weeks' notice of changes in enrollment, even if the child does not attend in the last two weeks. This is MANDATORY. The enrollment fee will cover the last two weeks of tuition.

This will allow us adequate time to enroll another child so we can pay our bills and maintain our business. The enrollment fee will cover the last 2 weeks of care for each family.

Please be mindful, this is how I provide for my family. I have bills to pay just like everyone else. Please be considerate of others in your choices and actions. I understand life happens and the need for childcare can change, but it is important to allow appropriate time to fill the spot once a notice is given.

Closed Days

I make a yearly calendar with all closed days, but sometimes changes will have to be made.

I will inform parents at least 2 weeks ahead of time of any changes made. Please take note and plan accordingly.

Drop offs

Please say your goodbyes and give hugs and kisses in a short and timely manner. Please prepare your child for the day by explaining to them in the car they are going to daycare, and you will be back soon to pick them up. For children that struggle with drop offs and are crying, long goodbyes can make it harder and more confusing for them.

Walks

We will occasionally go on walks, when I have low ratios or help with strollers and an extra helping hand. We will use the buddy system while on walks hold hands with an adult or helper as we cross the street.

Waiting List

A list will be created for open enrollment. When a spot becomes available, I will contact you if you are still interested in enrolling and we will schedule a tour. The owner schedules 2 to 3 tours and chooses which will be a good fit along with how long the family have been on the waitlist.

Currently enrolled families that are expecting an infant will automatically be moved to the top of the waitlist for enrollment once they communicate, they are interested in enrolling their child.

Open door policy & Volunteering

During COVID, we only allowed drop offs & pickups at the door. We no longer require this, and families are welcome to come inside. We kindly ask, if you are not feeling well to drop off and pick up at the door to keep everyone healthy though.

Parents and guardians can come during business hours to observe and help anytime with supervision from the owner.

To be a non-family volunteer 16 hours a week or more, I will need a volunteer form with basic information, have all other parents sign a form that they know there is volunteer and proof of vaccinations (MMR, TDAP, COVID (if applicable) and a negative TB Test). Anyone 18 and over that is volunteering more than 16 hours a week must be fingerprinted.

*We always keep doors locked for safety, so please knock, or text me.

Inappropriate Behaviors

Bullying, hateful and cruel words will never be allowed by children or parents in this facility or digitally. It is never okay to make comments about people's clothing, race, gender, their appearance, insult, or be mean to others. It is also not okay to belittle, demean, make fun of someone or make inappropriate jokes. We do have to hang out and surround ourselves with everyone but hate and cruelty is never okay. Please be kind always.

Communication through Messages

Please refrain from sending complaints and concerns through texts and messages on the App. It is always better to talk in person to address issues and conflicts so there are no misunderstandings, and we can build healthy relationships. I also need to focus my attention on the children while they are in my care. Please try to send messages and texts during business hours, unless it is important or an emergency. We will do our best to respond in a timely manner. Families are always welcome to schedule a time to meet outside of hours to talk in person though. It is important to work as a team to provide the best care possible to each child.

Infant Care

We are not allowed infant swings, baby bouncer seats or walkers that have mobile wheels in licensed facilities in California due to safety concerns.

We do have chairs for practicing sitting up and an infant playpen to place the infants in. We also have an infant tummy time mat. We will baby wear infants if parents are comfortable with us doing so. We will only use boppy pillows when holding an infant to help feed them their bottles or to place behind an infant that is learning to sit up for extra support in case they fall over.

Safe Sleep Practices for Infants

We follow all infant safe sleep practices.

Infants up to 12 months are laid on their backs in their own designated crib.

We use a tight fitted sheet in the crib. Infants are no longer allowed to wear a sleep sack. Footed pajamas can be worn as an

alternative. Weighted blankets and sleep sacks are not allowed.

Cribs are free of all loose items including blankets, pillows, toys and objects.

Infants are not allowed to be swaddled while in care.

The infants' head must not be covered while sleeping. Nothing is allowed over the crib such as a blanket or darkening cover.

They are allowed to use a pacifier with nothing attached to it such as a stuffed animal or clip to attach to clothing.

We check on each infant and document it every 15 minutes and keep the sleep logs on file until each infant turns 2.

Each infant is constantly supervised and under direct visual supervision.

If an infant falls asleep anywhere besides their crib, they will be moved as soon as possible to their crib to sleep.

Car seats are only for transportation and are never used for sleeping while in childcare.

Each infant under 12 months has an Individualized Sleeping Plan on file that is filled out by parents.

SUID and SIDS

Safe sleep infant practices can help reduce SUID and SIDS. SUID is sudden unexpected infant death of an infant under age 1 caused by suffocation, entrapment, infection, metabolic disease, cardiac arrhythmia or trauma. SIDS is the sudden death of an infant under age 1 that remains unexplained after a thorough investigation.

Mandated Reporters

As a licensed childcare provider, we play a critical role in keeping children safe. It is very important for us to report when we suspect child abuse and neglect, especially for children ages 0 - 5, who are at the highest risk and are the most vulnerable. To ensure each child's safety, we respond with care and urgency, be supportive, believe in the child, stay calm, be caring, face the problem, re-establish safety and get help. We make a positive impact and offer support by being a nonjudgmental listener and provide information and resources to families.

Brushing Teeth

We brush the children's teeth at least once a day after meals starting at age one. We use a no fluoride training toothpaste for infants under age two. We

will switch to fluoride toothpaste at age 2 and use a grain of rice size amount and teach each child to spit in a Dixie cup. We switch toothbrushes out once a month or after any illnesses.

Allergies

I must be informed of any food allergies a child has. If a child needs an epi-pen I will need to keep one in the first aid kit.

Pets

All pets are kept in the bedrooms and away from children during business hours. All pets have their rabies and immunizations and are licensed through the County of SB. We use flea and tick prevention each month for them as well.

Parking

Please park on the street, when possible. Our family may need to leave our home to go to work and school during drop off and pick up hours. Please be aware of oil leaks so we can keep our driveway and property clean and presentable. When it is raining and you have little ones, we understand parking on the driveway is important to keep the little ones dry.

Transportation

No transportation is provided. If we must leave our house, we will walk to a neighbor's yard and parents will be notified.

Safety of our Home

A First Aid kit inside and outside, a new fire extinguisher is purchased every December, smoke alarms and carbon monoxide alarms are always kept in the facility and checked once a month. Fire Drills are done at the beginning of each month. We walk the children out to the mailbox and take roll. Disaster Drills are done twice a year. We line up outside and walk to the mailbox or to our neighbor's house. In the event we must leave the property, we will walk to closest parking lot area and call families. We are CPR & First Aid Certified from the American Red Cross. We are Mandated Reporters in the State of California and renew both trainings and certificates every 2 years. We do not have any firearms in our home.

Anyone over the age of 18 that is visiting or staying more than 16 hours a week is required to be fingerprinted for a background check and cleared. They will never be allowed the children in our care unless it is a volunteer or student learning early childhood education and is approved to be around children.

Helpers and Family Members

We are allowed to have an assistant age 14 and over to help us with the children. As soon as they turn 18 years old they will be fingerprinted, take a TB test and take a mandated reporter training course and all assistants will have their MMR and TDAP vaccinations. Anyone as an assistant will also become first aid and CPR certified as soon as they turn 14. (This includes our own children) Once they complete these requirements, they can be unsupervised with the children as an assistant. The owner of the business is not allowed to leave the business location for more than 5 hours each week. (10 percent of operation hours) We would only leave with approval from families for an unplanned emergency or doctor appointment.

Baby proofing and Licensing

All our rooms approved by licensing to use for our daycare are safe and fully babyproofed with appropriate baby gates, latches, locks, and straps to prevent furniture from tipping. Licensing does a full walk through of our home and backyard and shows us what we need to do to provide a safe environment and home. They also make sure we have appropriate paperwork and all documents, trainings and background checks for everyone in our home. Our living room, dining room and bathroom in our hallway are the only rooms approved to use by licensing along with our backyard for outside play. Licensing does unannounced visits every 1 to 3 years to make sure we are following rules and keeping up with all requirements.

Our Hallway

Children must always have direct access to the bathroom, so the rooms have outside locks on them. They remain locked if our family is not in the room.

Natural Disaster of Emergency or Mandatory Closure

In the event of a Natural Disaster or State of Emergency and we cannot remain open due to mandatory closure, or it is unsafe to remain open, families are responsible to pay half the weekly rate to keep their spot in the facility.

Responsibility of Child

I am responsible for each child's health and safety once they enter my home and not responsible once they leave for the day, even if an event occurs while child and family is on my property such as the driveway. Please use good judgment and time management and be respectful of other families dropping off and picking up.

Ouches and Injuries

Families will be informed on the App of any ouch or injury. Please remember when babies are learning to walk, ouches happen more frequently. We have the playroom set up with all soft surfaces for infants and toddlers. Outside play tends to be where most injuries occur but is a necessity for healthy growth and development. We will provide any necessary first aid care and give lots of hugs to help them feel better.

Bee Stings

Please let me know of any allergies to bee stings. We will do our best to keep children safe and away from bees while outside. Please be aware that bee stings can happen and are out of our control. If known of an occurrence, we will do our best to apply appropriate first aid care and monitoring and inform the parents.

Spiders and Bugs

We spray the outside of our house and backyard for spiders and bugs every Summer usually around June. We do not let the little ones outside for a few days to keep them safe. We will inform families on the APP on those days we are staying inside.

Bathroom Breaks and Supervision

Please remember I am a human being. There will be times I have to leave the room to use the restroom, throw a diaper away, let our dogs outside to go to the bathroom, etc.

My family are all approved and listed on our roster to be alone with the children. They help when they are home occasionally. Please understand this helps us work together and run a quality program and have constant supervision if they are available to help. I am providing care on my own during operating hours 95 percent of the time though.

When I am by myself, I will put the older little ones in a safe place and return as soon as possible. Please understand this is to maintain the safety of each child.

Common Colds and Communication

We understand common colds and runny noses happen. Please just be mindful, it is likely every child, teacher and child's family may catch the cold.

Exclusion from daycare is not required, but If the runny nose and/or cough lasts more than 2 weeks, please keep your child home and take them to the doctor though.

Please be aware it is very common for children to get sick once starting daycare because they are around other children. This is with any daycare, home or a center. Eventually children build immunity over time. This also includes the teacher and each child's family.

If your child is experiencing any symptoms involving vomiting, diarrhea and/ or running a fever, please communicate as soon as possible so we can give heads up to families that there may be a stomach bug or virus going around. We also have infants in our care that are highly susceptible to illnesses and take longer to recover.

COVID-19

Corona Virus (COVID-19) can cause cold like symptoms including a cough, a fever and/ or chills, a sore throat, fatigue, congestion or runny nose, shortness of breath, muscle and body aches, headache, loss of taste or smell, nausea and sometimes diarrhea. Please test your family if you are experiencing any symptoms and stay home for the recommended amount of time to reduce the risk of spreading it to others.

Hand Foot and Mouth Disease

If anyone has a fever or rash, please do not bring your child to school. If the child begins running a fever at school or a rash appears, the child must be picked up within an hour to prevent the spread of hand, foot and mouth. It is VERY contagious and spreads very easily. It will most likely be spread to each child in the school once it appears. Please be vigilant and aware of your child's behavior and health.

Family Childcare Role

Family childcare is not babysitting or being a nanny. It is not comparable to any childcare center. It is families in relationships with a professional childcare provider in a family home and small business. It is designed to be a second home environment and families who trust each other, care for each other, partner together and educate each other to provide the best care possible to each child.

Qualifications & Expectations

Being licensed helps our home and business ensure it is safe for the children we care for. Everyone in our home is fingerprinted and cleared through the DOJ, FBI and CACI. We are all mandated reporters and CPR and First Aid Certified. Everyone in our home is approved to be alone unsupervised with the children to help as needed. I am a mother of two. I have many years of working in the childcare industry and went to school for almost 7 years to

receive a master's degree all while dealing with health problems and working full time.

Kindness, integrity, empathy, a good moral compass and building healthy relationships are very important to our family and business. It is very important to be good role models for children with our words and actions and help teach them right from wrong.

Ratios

Our specific facility is licensed for a total of 8 children. Since we are infants and toddlers only, we will only enroll up to 6 children, we can have 4 children under the age of 2 or no more than 3 infants under the age of 2 and 3 children over the age of 2 years old.

To have 8 children in care, the other two need to be enrolled in elementary school; one at least age 5 and one at least age 6 and can only have 2 infants.

Non-Discrimination Statement

We will not discriminate based on any religion, sex, sexual-orientation, creed, color, national origin, marital status, or the presence of any sensory, mental, or physical disability. All children's families are represented throughout our curriculum and through things we read, see, do and hear. We strive to provide an inclusive, welcoming and loving environment for every family and child.

Family Childcare Vs. a Center, a Nanny & a Babysitter

We are a licensed home childcare facility with a home setting with one teacher and a family that all help each other. Centers have more than one teacher but often have a much larger ratio and children in their care. Nannies offer one on one more personalized care in the family's own home and usually include cleaning and transportation. Babysitters usually offer temporary care and charge more per hour, they do not have to be licensed or have training and educational units. They are all very different from each other and all

offer different things for a family's needs and children's different learning styles.

My Family and Home

Please be mindful this is our home and business. My family lives here. We are a loving family, and they are my world. Yes, we are a business, but we also value getting to know each family enrolled and they getting to know us. All the children that have been enrolled currently and, in the past, love my family as well and get excited to see them each day. We consider them all part of our extended family and want families that feel the same.

Thank You

We want to say thank you for taking the time to read our parent handbook and contract and considering our program for your family. We are so appreciative of our families enrolled in our care and love each little one very much. We feel extremely grateful to be a part of each little one's stories and life. We have been blessed with the most amazing families and look forward to meeting new families and little ones as time goes on.

Acknowledgment of Agreement

I have read and understand the policies and agree to comply with its terms.

Parent/Guardian Name: _____ Date: _____

Signature: _____