



Tiny Hands Villafranco Family Daycare Handbook

Please read this ~Handbook~ thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding my policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be a yearly revision to this ~Handbook~ and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified, in writing, of any changes that may occur.

DEAR PARENTS,

What I as a provider should expect from you, the parent:

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on problems and progress that your child is making. Good communication helps us work together in the best interest of your child.

Agreement on Terms or Arrangements. You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to.

Honesty and Trust. This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust me as your childcare provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

Pick up on time. I as your provider have a personal life, please no trip to the grocery store etc. unless it is within your contract time on your way here just because you find it more convenient. Ultimately the care of your child is your responsibility, any late pick-ups will result in a late fee. Payment on time and no "rubber" checks. I have bills to pay and food to provide also.

Respect. Realize that taking care of children is a job and that not only am I a worker, but also a working parent. Recognize that this is not an easy job. I am not "just a Baby-sitter". Last but not least. I am only human; I'm not "superwoman". Please don't expect me to do things that you yourself would not want to do.

Philosophy

We believe a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each child's need for love, security, acceptance, warmth, and stimulation.

Goals

While in my care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Tiny Hands Villafranco Family daycare provides for children the comfort and experience of belonging to an extended family. I provide a home like setting; therefore I do not follow a strict routine. My approach to childcare is child centered and child directed. Children are offered choices whenever possible. At times your child will bring home work done here, which will give a brief overview of what we are doing but please remember that just because you are not seeing anything in the way of papers does not mean that we have not been busy all day.

ABOUT ME AND MY FAMILY

I'm called Ari by my daycare children. I also go by Mari & Lily my name is Maria Lidia Villafranco, my husband's name is Jose and we have 3 children Melannie, Adrian and our youngest Aiden who other than school breaks attend school full-time. We also have 5 family dogs, 2 German Shepherds Chema and Chase (kept outside), a poodle Mylo (outdoor/indoor) and 2 small dogs named Oreo and Nala and who the children will have the most

exposure to. They are all licensed and immunized.

My passion for family Well-Being and child development started many years ago, with me being a full time working parent and student. Working in a field where children's proper growth and nourishment was a priority and being fascinated on the importance of proper child development guidance and fundamentals of a great nutrition. My work background goes back to 7 years working for our local WIC Program as Woman, Infant and children Nutritionist and Certified Lactation Educator/Parent Coach. My career transitioned me to we're I closely work with families helping achieve their goals and providing the guidance to adequate and quality child care. Working with diverse backgrounds, cultures and beliefs empowering parents on becoming their children first teacher as a parent educator. I have extensive knowledge on early childhood education and development, children and infants nutrition and community well being.

License capacity: 14 Total children allowed including my own.

Ages allowed: NewBorns 4months- 13 years

Hours of Operation:

Villafranco Family Daycare is open from 6:30 AM until 5:00 PM Monday through Friday. Hours of care will be contracted from child to child. No childcare will be provided on Saturday and Sundays or on the following

Holidays:

New Years Eve

New Year's Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving

The day after Thanksgiving

Christmas Day

Christmas Eve

*If it happens where Christmas falls on a Saturday, I will have the Friday before off and if it falls on a Sunday I will have that Monday off.

The above are paid holidays for Tiny Hands Villafranco Family Daycare if they fall on a contracted day for your child. In addition, Tiny Hands Villafranco Family Daycare may close for 2 weeks of Paid vacation per year and 15 personal days (no charge) per year. Notification of at least 2 weeks will be given prior to any closed days, with the exception of emergencies or illness. Please have a backup childcare provider for these occasions.

Tiny Hands Villafranco Family Daycare is not responsible for finding alternate care for your child. In the event that I will be away for a period of less than three hours (Doctor appointments, errands, etc.) substitute care will be provided by my Husband and or Assistant.

Payment Procedures:

Rates: per child (See attached rate sheet)

Before/After School: Depends in hours needed for childcare

Early drop off/ Late pick-up: \$1.00 per minute upon early arrival or late pick-up or \$14.00 per hour per child.

Drop Ins: Depends on child's age and amount of hours needed for childcare see age and hour rate sheet.

I will talk to you about my prices during our interview.

Fees:

Enrollment Fee: A fee equal to the amount of 1 week of childcare due upon enrollment. This is due the first week of care.

Deposit: I am now charging a deposit cost of 1-week fee. You will receive this deposit back after the first 6 month of childcare. I do this since I have been let down by so many parents not paying me. This is nonrefundable. This is due the first week of care.

No Show Fee: \$20.00 assessed if child is not brought as arranged without notice in addition to contracted rate.

Late Payment Fee: \$10.00 per day that payment is not received.

Returned Check Fee: \$30.00, and additional costs incurred, along with my late fee if a check is returned to Provider. There after payments will be cash only.

No Payment: You will be liable for cost fees, late fees and any cost for loss of wages if there is a small claims case.

Definitions:

Full Time: Childcare contracted on a set scheduled time slot 6 hours or more per day or 4 - 5 days per week.

Part Time: Childcare contracted on a set scheduled time slot less than 6 hours per day or 3 days per week or less. Part Time Childcare occupies a Full Time position. Should a potential client need a full time position, termination notice may be given with the option of parents paying the full time rate to preserve the child's slot. Daycare can only be guaranteed to children that attend full time, or part time and pay full time rates.

Before/After School: Includes afternoon snack. Care will not begin before 6:30 AM or end later than 5:00 PM. any day that school is not in session, a full day rate will be charged.

No Show: If your child will not be attending Daycare, a 2-hour notice of absence is required. If notice is not received, the fee will be assessed in addition to the regular fee for the day. Cut off daily drop off is 9:30am. After that unless arranged and approved child needs to stay home.

Drop Ins: I do accept children if I have the open spot for them.

Open Door:

You are invited and welcome to visit Tiny Hands Villafranco Family Daycare anytime your children are present. You are asked to avoid visiting during Rest Time as much as possible. Please knock first. Parents are also free to call Tiny Hands Villafranco Family Daycare at any time. If I do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity.

Matters of Money:

All payments are due by 5:30 PM on the chosen day prior to childcare services being provided. After 5:30 PM, a late fee will be assessed. If payment is not made on date chosen, child will not be accepted at drop off, your child will not be accepted into care until payment, including all late fees, is made. If a period of 1 week passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late

fees, day of loss wages, cost fees and childcare fees. Cash or Check is accepted and a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first month of the New Year. A fee of \$30.00, plus any additional costs I incur, along with my late fee will be charged to you for a returned check. All future payments will then be made by cash. Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms. An Enrollment Fee equal to 1 week's childcare service will be payable upon enrollment in Tiny Hands Villafranco Family Daycare. A deposit fee - I am now charging a deposit fee of 1-week for clients. You will receive this deposit back after the first 6 month of childcare. I do this since I have been let down by so many parents not paying me. This is due the first week of care. This fee is nonrefundable. Payment of the weekly rate will be charged for any extended leave due to illness or maternity leave, etc. You are welcome to send your child for a period of time equal to the payment received. A position at Tiny Hands Villafranco Family Daycare will be considered open until the enrollment and first weeks' fees are received. If care is to start more than 2 weeks in the future, a fee in the amount of 50% of the regular rate must then be paid weekly or the position will not be held open. This fee is non refundable and may only be used for 1 month.

Daily Doings

Drop Off/Pick Up:

I assume responsibility for your child only while he/she is on my property. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Telephone permission will not do! Anyone unfamiliar to me will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements. It is normal for your child to cry on arrival, especially for the first few weeks. Please have your child ready, with a clean diaper and comfortable clean clothes (weather appropriately) dressed and shoes at all times, make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult. Court Order: If there is a court order keeping one parent or guardian away from the child, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Sick/Vacation Days:

In the event that your child is ill and needs to miss a day, please call 2 hours before arrival time. If NO notice is given, you will be charged the No Show Fee in addition to the normal daily rate. Parent agrees to provide 2 weeks notice prior to any vacation time. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness etc., up to 2 weeks per year. Full payment must be received whether or not child attends.

Television:

I allow limited TV viewing consisting of Nickelodeon, PBS and the Disney Channel only. On occasion I let the children pick a child appropriate video to watch. Children are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities.

Guidance:

Some people call it discipline. I prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at Tiny Hands Villafranco Family Daycare even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time outs depending on the severity of the offense (almost always 1 minute per year of age, never to be more than 15 minutes). If a child becomes a persistent behavior problem, I will address it with you and we will try to resolve it together. **AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.**

Meals:

I participate in the Food Program. I provide nutritionally balanced meals and snacks for your child and receive a small reimbursement. The registration Form must be filled out and dated before your child's first day and yearly renewal is required. Please do not send any food or drink with your child without prior approval through the provider. Please see Activities for a list of meal times; if your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences with each other. Manners are taught, and practiced during this time as well. Please list on the medical report any food allergies children may have. If your child needs a special diet, the parent must furnish these foods.

Activities:

Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of the individual child and day. I will offer times for outside play, crafts, stories, instructions, and naps appropriate to the child's age, interests, and abilities. I will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up, putting dishes in the dishwasher, helping set the table picking up after a meal, sweeping and dusting will likely be a part of the day. I don't follow a strict curriculum but we do preschool readiness activities and encourage developing large and small motor skills, social and emotional and cognitive skills by doing lots play based activities. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed for the rest of their lives.

An example of a day at Tiny Hands Villafranco Family Daycare:

8:30 AM: Breakfast and clean up. Free Play after breakfast.

9:30 AM: Crafts/ Circle time/ Learning songs/ Cosmic Yoga/ Physical activity

10:30 AM: AM Snack and clean up. Free play after.

11:00 AM: Outside time (weather permitting)

12:45 PM: Lunch and clean up.

1:15 PM: Slow down and Quiet Time.

1:30 PM: Rest Time.

3:45 PM: Afternoon Snack. Study Time for older children. Story Time, puzzles, coloring, games.

4:30 PM: Clean up time and get ready to go home.

Please also remember and be considerate about school drop-offs and pick-ups, at times I'm rushing out the door to be on time dropping off and picking up children including my own. Please drop-off and pick-up promptly.

House Rules

- 1.No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
- 2.No intentionally breaking anything.
- 3.No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
- 4.No picking up babies or toddlers.
- 5.No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are here).
- 6.No name-calling, yelling, foul language or teasing—everyone deserves to be treated with respect.
- 7.All food and drink will remain in the dining room/kitchen area. No outside or home food or drinks.
8. No intentionally hurting, hitting/kicking pets.

Pets:

Tiny Hands Villafranco Family Daycare has 5 family dogs, Chase, Chema, Mylo, Nala and Oreo. Our dogs have been certified as healthy by a veterinarian and are current on all immunizations. The children will be exposed to the daily aspects of care for the pets.

Dress Code:

Please dress your child appropriately for the season. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend time outdoors. You also need to supply a complete change of clothing in case of an accident; I do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some immediately. Please supply Rain boots for outside play.

Water Play: I have sprinkler for summer water play. I require a permission slip signed before the child is allowed to play in the water if I use a small wading pool. A swimsuit will be requested for these days.

Toys:

Please do NOT send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. Tiny Hands Villafranco Family Daycare assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it.

Rest Period:

All children under the age of 5 will have a rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake up early, will participate in a quiet activity until Rest Time is over if preferred. Please try not to schedule pick ups or visits during this time to lessen disturbance to the resting children. If pick-up time falls during rest time upon arrival child will be quietly walked outside by provider. All children will rest on their mats with individual pillow and blankets which you are responsible in supplying. (See attached items needed list)

Toilet Learning:

I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing (no rompers/hard take off jeans) until they are able to completely undress and dress themselves. I required at least 5 complete changes of clothing during Toilet Learning. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Transportation:

At times, we may plan a field trip or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Also, because this business is run out of my home, it may be necessary to run

occasional errands with the children. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from Tiny Hands Villafranco Family Daycare and reserve the right to refuse and child can be picked up early or make necessary care arrangements (payment still applies). If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special Treat (no homemade treats please) for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

House Cleaning:

My house is not always spotless. My main concern is the care of the children. I clean my house during Rest Time, if all are asleep, during non-business hours, and occasionally with children's help. The children will help clean up toys before meals and naps.

Confidentiality:

The information you supply to Tiny Hands Villafranco Family Daycare will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. Other than state regulations and food program.

Changes to Policies:

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Emergencies:

Fire: There is one fire extinguishers located in my home and is in the kitchen. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

Power outage: There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold or too hot for the children, you will be called to pick up your child.

Earthquake: Drills will be ran every 6 months long with games incorporated into play time to ensure that the children know what to do in case of an earthquake.

Natural Disasters: In the event of a natural disaster, an emergency kit will be located outside in the locked shed. The contents of the kit will be things needed to survive for up to 5 days. Ex. Water, extra clothes, medications, first aid kit etc. In the event that the telephone lines are down, and we had to evacuate please check our reuniting local places. Starting January 2020 I will collect \$12.00 per child for their safety kit.

Enrollment Requirements:

Before enrolling your child in Tiny Hands Villafranco Family Daycare there are several things you must do:

- 1.Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.
- 2.An acquaintance visit must be made. I will not care for children unless they have had one, and preferably two, visits to Tiny Hands Villafranco Family Daycare to become familiar with me and the service provided.
- 3.All appropriate forms must be filled out, signed, and on file PRIOR to admission, you must provide a copy of updated immunizations. All necessary forms/consents will be given to you in your admission package.
- 4.All required supplies must be brought within 2 days of your child's first day. If you do not bring the required supplies, I will purchase them for you and you will be responsible for reimbursing me the full cost.

Termination of Care:

Care can only be terminated with 2 weeks notice by the parent. I reserve the right to immediately end care for non-payment, failure to respect me, my home, my neighborhood, behavior of the child, which is harmful to the physical or emotional well being of the other children, or failure to abide by my policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends. Please be advised that you will be charged the No Show Fee in addition to your scheduled daily rate until you notify me that your child will not be returning. *Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child has caused intentionally or otherwise.

Child Abuse/Neglect:

I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home. Any request to use physical punishments by the parents will be noted in the child's file along with a written refusal from Tiny Hands Villafranco Family Daycare, signed by the parent and provider.

Supplies:

All supplies must be labeled with your child's name. You will need to provide the following things to be left here: (See attached items needed list)

1. 1 complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear (according to season)
2. Any over the counter medication that you may wish to be used. I do ask that your doctor sign a release form stating the dosage, how often administered, a time frame for how long to be given, and also if this is one time only or as needed basis. This ensures that there will be no overdose incidents as well as interaction with other medications the child might be taking. (Note at this time Tiny Hands Villafranco Family Daycare is not doing this. Due to licensing regulations)

FOR CHILDREN YOUNGER THAN 18 MONTHS (and those not yet potty trained and/or weaned from the bottle)

1. Diapers or Pull-ups, 1 full package. They will be stored in your child's cubby. Please note when the supply is low and bring more when needed. If I do need to buy some I will bill you the amount plus an addition \$10 for inconvenience.
2. 1- box of baby wipes.
3. 2 - bottles and 1 pacifier and pacifier fastener to be left here. It will not be necessary for you to send bottles daily.
4. 2- changes of clothing (T-shirt, sleeper, outfit, and socks). Careful attention must be paid to maintain current sizes left here. I will not launder these so as needed I will notify you when more are needed.
5. Any cream, powder, etc. that you wish me to use.
6. Small rubber headbands and brush for hair brushing if you wish it to be used.

Note: If you prefer not to supply these items to be left here, you may send them daily in a diaper bag/ backpack (Prefer to avoid confusion) The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for me to properly care for your child, so they will need to be brought daily. Again, if you choose not to supply me with the required items, I will purchase them for you and you will be responsible for the cost plus a fee of \$10.

Health Matters

Illness:

Under no circumstance is a sick child to attend Tiny Hands Villafranco Family Daycare. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the

spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare home are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally or 101F measured under arm, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified. A Physician note will be asked upon return stating what day can child return. (Note if child can't actively participate during activities due to illness parents will be notify to pick immediately)

Medications:

No child will be given any medication, prescription or over the counter, unless the parent gives written permission along with a doctors consent. All medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. I need to have Permission to Administer Medication, forms need to be filled out each time your child will need medicine to be administered. (Tiny Hands Villafranco Family Daycare is currently not administering any Medications, at this time this does not Apply). Written permission is required in order to use diapering products, sunscreen lotion and insect repellents (signature slip attached). Again this is not to inconvenience you but to make sure that your child is being given the correct medications for a safe time period.

EXCEPTION: In the event of an emergency or poisoning, I as your childcare provider, will administer any medication that I am instructed to do so by a poison control operator or emergency medical service staff. All known allergies will be written and kept in your child's file and brought out in either one of the above events, to properly take care of your child.

Medical Emergencies:

Although supervision is constantly given, I cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, I will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctors office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless I have been found to be negligent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the nearest hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Non-Discrimination: As license provider, I shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex. I am however here to provide the best care for not only your child but the other children in this daycare. If for any reason your child, before or after enrollment, is noted to need special care to which I am not comfortable and/or trained to give I will do my best to help you find resources in which quality care can be provided.

About Your Child

1. What FOODS does your child especially like?

2. Especially DISLIKE?

3. Favorite toys, games, activities?

4. Is your child TOILET TRAINED? _____ What words does your child use for toilet?

5. How does your child express ANGER or frustration?

6. Does your child have any special FEARS?

Explain

7. When your child is upset, what helps to COMFORT him/her?

8. How do you DISCIPLINE your child?

9. Has your child been taking an afternoon NAP? _____ If so, how long?

If not, why?

10 . Special toy or blanket for NAP?

11. Special FAMILY situations? (such as custody specifications, problems arising from situations, etc.) _____

12. Anticipated ADJUSTMENT problems?

13. Any disorders/developmental (slow, advanced) diagnosed or suspected?

14. Previous childcare child has attended:

15. Any problems at previous daycares?

16. EXPECTATIONS of Day Care Home

17. Other COMMENTS? _____

CHILDREN'S HEALTH INFORMATION

Child's Name: _____

Date of Birth: _____

General state of health: _____

_____ Are your child's
immunizations up to date? _____

(Please attach a copy of immunizations. This should include the signature of nurse or doctor who administered medications.)

Does your child have any known allergies?

_____ Are you concerned that your child may be prone to any type of allergies? _____

Describe: _____

_____ Does your child have any medical conditions which I should be made aware of?

_____ Has your child had the following common childhood illnesses? Chicken pox _____

Measles _____

Whooping cough _____

German measles _____

Mumps _____

Other _____

Is your child prone to:

Ear infections _____

Headaches _____

Stomach upsets _____ Colds _____

Throats _____

Does your child have any speech, hearing or visual problems?

_____ Has your child ever been tested for the above?

_____ Has your child ever had any surgeries or do they have any prosthetic limbs etc.?

_____ If yes, please describe:

EXCLUSION POLICY

Control of communicable disease should be all parties primary concern.

Policies and guidelines related to outbreaks of communicable diseases and illnesses in this facility have been developed with the help of the local health department in order to protect the group as a whole as well as the health of your own child. I ask that parents assist me by keeping sick children at home. If they have or have experienced any of the following symptoms in the past 24 hours they need to be kept at home and away from this facility.

A fever of 100* orally or 101*under the arm.

Signs of a newly developed cough or a severe cough.

Diarrhea, vomiting, or an upset stomach.

Unusual or unexplained loss of appetite, fatigue, irritability, or headache.

Any discharge or drainage from the eyes, nose, ears, or open sores.

Children who show signs or symptoms listed above will be returned home ASAP. I appreciate your cooperation with this policy.

If you have any questions concerning this policy and whether your child should attend, please call me at (661) 435-6301 before bringing your child to the childcare.

I have read and understand this policy.

_____ Parent Signature

Date

Provider Signature

Date

BEHAVIOR

We are designed to prepare the children for Primary school in every way possible, even as far as our disciplinary actions. We do not have Corporal punishment. Your child will be given 4 chances a day.

The first time the child is called down for bad behavior, he/she will be given a verbal warning.

The second time the child will be placed in "Time Out," for 1 min/age.

The third time the child will be sent to take a nap.

The fourth time will result in a note home, (parent/provider conference, your child will not be able to attend the center).

This is to certify that my child_____ will obey the rules listed above.

Parent signature

Date

Activity Authorization Form

I hereby grant permission for my child/children named below to use all of the play equipment and participate in all of the activities, park visits, library time, field trips and occasional grocery/ errands and shopping at Tiny Hands Villafranco Family Daycare, and not hold liable for any misuse of equipment. I also understand that such activities and outings are privileged and any child can be excluded for misbehaving behavior.

Name of child: _____

Age: _____

Name of child: _____ Age: _____

The following restriction/s expected:

I understand that ride on toys, chairs, wading pools, sprinklers, sandboxes, and other toys are used on a regular basis (weather permitting). I also understand that helmets, along with knee and elbow pads, will not be provided by Tiny Hands Villafranco Family Daycare, but are encouraged to be provided for activities such as bike riding, roller blading, skateboarding, etc. I will not hold Tiny Hands Villafranco Family Daycare, owners Maria & Jose Villafranco responsible for injuries incurred while my child is using equipment at her childcare home, provided the children are supervised and the equipment is in good repair.

Comments noted:

Father/Guardian's Signature

Date

Mother/Guardian's Signature

Provider/ signature

Date

CONSENT FOR EMERGENCY TREATMENT

I hereby give permission for my child/children _____ may be given emergency treatment (first aid and CPR) by a qualified staff member at Tiny Hands Villafranco Family DayCare.

I also give my permission for my child/children to be transported by ambulance, aid car, or staff car to an emergency center for treatment.

In the event that I cannot be contacted, I further consent to the medical, surgical, and hospital care treatment and procedures to be performed for my child by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health.

In case of emergency, and if emergency transportation is needed, I _____ agree to pay all costs of transportation.

Child's physician _____

Physician's address _____

Preferred hospital _____

Hospital address _____

Clinic or Hospital phone number _____

Medical insurance _____

Insurance numbers _____

Date of last tetanus (or DPT) _____

Allergies _____

Father's name _____

Father's signature _____ Date _____

Mother's Name _____

Mother's signature _____ Date _____

External Preparations Form

Child's Name

Date:

Child's DOB

Weight

Height

Hair Color

Eye Color

I hereby give Provider name permission to apply one or more of the following external preparations, in accordance with the directions for use on the container.

- ☐ *Baby wipes
- ☐ band-aids
- ☐ Neosporin, bacitrician, or similar ointment
- ☐ bactine or similar first-aid spray
- ☐ * Sunscreen
- ☐ * insect repellent
- ☐ *non-prescription ointment (such as A & D, Desitin, Vaseline)
- ☐ * Other: (please specify) _____

* Must be provided by the parent.

I hereby request that Tiny Hands Villafranco Family Daycare administer one or more of the above external preparations in accordance with the directions on the container as needed.

I release Tiny Hands Villafranco Daycare, owners Maria Villafranco & Jose Villafranco from any liability for administering these preparations.

By signing below, you agree that this is a legally binding form. Providing false information could result in termination of childcare services, forfeiture or retainer, or both.

Father/Guardian's Signature

Date

Mother/Guardian's Signature

Date

Provider name Signature

Date

ALTERNATE NUTRITION AGREEMENT

If food or formula is to be supplied by the child's parents this written agreement needs to be completed and signed by parents and providers should keep on file at that home with a copy given to the parent. This form shall define the responsibilities of the parent and the family day care home in meeting the child's nutritional needs and shall be signed by the parent and the operator of the family day care home.

Young children are growing and the food they eat is the material their bodies use to grow. The food a child eats affects his growth, energy, attitudes, intelligence and general health.

NAME OF CHILD

Indicate food allergies or special
problems

I agree to provide the following meals and/or snacks to meet the child's daily nutritional needs: (Mark P for Parent Provides or C for Caregiver Provides)

Breakfast

AM Snack

Lunch

PM Snack

Dinner

Formula

Any specific milk other than 1%

I agree to discuss any questions that might develop in the use of the Alternate Nutrition Agreement.

Signature of Parent/Guardian

Date

Signature of Caregiver

Date

MODIFIED DIET

Arrangements shall be made between the provider and parent for a child's modified diet when prescribed by a physician. The physician's order and a copy of the diet and sample meal plan for the modified diet shall be in the child's record. If a child cannot follow the meal pattern requirements, the following must be on file in Tiny Hands Villafranco Family Daycare Home.

CHILD'S

NAME _____

DATE OF BIRTH _____

This child should be served

_____ instead

of _____

Because _____

Signature of Medical Authority

Date

Address

Parent/Guardian Signature

Date

Allergy and Food Preference Information

Substances

Child's Information

(Check if allergic)

MAY

Be exposed

May NOT be exposed

IS allergic

Is NOT allergic

Not Sure

Parent(s)

Other Family Member

Foods:

Peanuts

Other nuts & seeds

Citrus fruits

Other fruits

Cow's milk

Yogurt

Other dairy

Corn

Oats

Wheat

Other grains

Yeast

Egg yolks

Egg whites

Soy foods

Fish

Shell fish

Environmental:
Dust

Mold spores

Cats

Dogs

Other animals

Pollen

Bee stings

Medical:
Penicillin

Latex

Other (please list):

TRAVEL AND ACTIVITY AUTHORIZATION FORM:

I give permission for child, _____ to leave Tiny Hands Villafranco Family Daycare for trips in a car or on public transportation, to special places, walks to the park, shopping trips, etc. I give permission for child, _____ to leave my caregiver's home for trips to the bus stop or to drop off and to pick up children who attend school, and have been placed in her care. I understand that I will be notified in advance of any field trips or special trips to places requiring use of a car or public transportation. I will also be responsible to provide any car restraints or booster seats necessary for safe traveling.

Comments or concerns noted:

Date: _____

Parent's Signature: _____

Parent's Signature: _____

Enrollment Checklist;

Handbook sign and reviewed with parent(s)
Price rate sheet
Items needed list
About your child
Health Information
Exclusion Policy
Behavior/Discipline
Activity Authorization Form
Consent for Emergency Treatment
External Preparations Form
Parent/Provider Agreement
Alternate Nutrition Agreement
Modified Diet
Allergy and Food Preference Information
Travel and Activity Authorization Form
Photo Consent
Vacation Schedule and days off
Immunization record CDPH
Evacuation Drill Permission Slip
Covid 19 Guidelines
Acknowledgement receipt of handbook
CCRC emergency information form cc

State forms

LIC 700
LIC 995A
LIC 627
LIC 282
LIC 9150
LIC 9227

Parent Handouts

LIC 995E
LIC 9212
Lead Handout
Building for the future