

## Tiny Toes LA Handbook and Contract Agreement 2012-13

### **Welcome**

Welcome to Tiny Toes LA. To facilitate greater understanding between us I have created this handbook. It covers my childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

### **My Childcare Philosophy**

As a family child care provider, my goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. my goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. I believe children learn through play and benefit from a structured yet flexible schedule. \_\_\_\_\_

### **Communication**

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. Conferences will not be scheduled as a routine part of your child's care; however, should you like to have a conference, you may request one at any time. \_\_\_\_\_

I will be posting our daily activities and meals in a daily blog that can be found at [www.tinytoesLA.com](http://www.tinytoesLA.com) and/or on the Tiny Toes LA Facebook group. \_\_\_\_\_

### **Enrollment Policy**

There are several forms that I must have completed and in my possession before I can assume the responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from me. The forms are as follows:

- \*Childcare contract agreement
- \* Caregiver/parent agreement
- \*Admissions Form
- \*Permission to Photograph
- \*Discipline and Guidance Policy
- \*Child Assessment Form

**Deposit**

A deposit in the amount of one week's tuition is required upon enrollment. This will go toward your child's first week in care. \_\_\_\_\_

**Trial Period**

All new children will be cared for on a two week trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours notice. If the agreement is terminated by the parents there will not be a refund for the remainder of the week in which the agreement was terminated. If the agreement is terminated in this time by the Primary Caregiver for reasons that are not at fault by the parents then the remaining portion of trial period payment will be refunded. \_\_\_\_\_

**Payment Procedures**

Full time care \$-\_\_\_\_\_ (weekly, biweekly, monthly)

Part time- case by case depending on days (specific amount will be in individual's contract). All payment must be made prior to child's care. If paying weekly or biweekly then payment will be due on the Friday prior to the next weeks care. If paying monthly your monthly tuition will be due on the first business day of the month. If payment is not made on the date it is due a \$5 a day charge will be due (this does include weekends.)

Payments may be made by electronic payment (a \$1 transaction fee will be applied) cash or check, as long as no checks are returned to me for non-payment. Repeated late payments may be grounds for termination. Checks are to be made payable to Andrea Ugalde. The child(ren) will not be accepted into care if payment has not been made. \_\_\_\_\_

**Taxes**

I will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time. \_\_\_\_\_

**NSF Checks**

If a check is returned to me for non-sufficient funds, you will be required to pay all fees that I incur as a result of the returned check. Childcare services will be immediately halted until full payment of tuition and NSF charges have been made, in cash. If I receive a second check with NSF all payments from that day forward are to be made with cash. \_\_\_\_\_

**Hours of Operation**

Normal hours of operation are Monday through Friday from 7:30 a.m. to 6:00 p.m. Please allow yourself plenty of time to arrive at daycare by 6:00pm as late fees are applied at 6:01pm. Your specific hours will be outlined in your Contract and Rate Agreement. I require two weeks written notice if you need to change

your enrollment hours. I also reserve the right to terminate the agreement if the new hours will not work well for my childcare business. I reserve the right to change my hours, in the event that my hours change I will give you a minimum of two weeks notice. \_\_\_\_\_

### **Open Door Policy**

I maintain an open door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular childcare hours. You are required to let me know of your presence before entering the premises. Open door policy does NOT mean that my door will be kept unlocked. I believe that it is extremely important to keep the doors locked for the safety of the children. I do not want unwanted or unexpected visitors to enter without my permission or knowledge. Your child's safety is my first priority.

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### **Late Fees**

Pick up time is no later than 6:00 pm. After this time a late fee of \$5.00 per each 15 minutes will be applied starting at 6:01 pm. Please as a courtesy notify me ASAP if you feel you are going to be late or early to picking up or dropping off your child(ren). \_\_\_\_\_

### **Signing in and Out**

I am required to have all parents sign in and out for pick-ups and drop off each day. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day. \_\_\_\_\_

### **Persons Authorized to Pick Up Child**

I will only allow persons who have been authorized by the parent to remove the child from my care. I will ask to see photo ID of the person picking up your child if I have not yet met them before. This is for your child's safety and will be strongly enforced. \_\_\_\_\_

### **Absences**

There will be no refunds or adjustments made to your child care fee for your time missed due to holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis. Please be sure to contact me via phone or email to let me know when your child will be out. \_\_\_\_\_

### **Holidays and Vacations**

The following are paid holidays when they fall on a day regularly scheduled for care:

January- New Years Day  
January- Martin Luther King Day  
February- Presidents Day  
March/April- Good Friday

May- Memorial Day  
July- Independence Day  
September- Labor Day  
November- Thanksgiving and the day after  
December- Christmas Eve and Christmas Day

Should any of the above holidays fall on a weekend the previous Friday or Monday will be taken off.

I will be taking 10 days paid vacation yearly. You will receive a minimum of 2 weeks (14 calendar days) notice prior to my taking any vacation time.

In the event of an early release day I will give a minimum of 1 weeks notice.

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### **Sick Leave**

If the need arises for me to take a sick day either for me or my children I will notify you as soon as possible. Three sick days per year are paid, anything beyond 3 days will be credited back to you for the following weeks care.

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### **Supplies**

Parents are responsible for supplying diapers, wipes, ointments, and sun block. Two changes of clothing at all times must remain at the childcare. Your child will be given his/her own cubby in which to keep there belongings. \_\_\_\_\_

### **Clothing**

Child must arrive at childcare with weather appropriate clothing and shoes for that given time of year (or that given day). Please be sure that clothing and shoes fit the child comfortably. Velcro or slip on shoes are strongly recommended. \_\_\_\_\_

### **Items from Home**

Please refrain from allowing your child to bring items from home that are not required for care such as: toys, candy, gum, small chokeable items etc.

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### **Meals**

Parents are required to fill out a food program participation form prior to enrollment. The following meals will be served daily:

Breakfast 8:30am

Lunch 11:30

Afternoon Snack 3:00pm

### **Cleanliness and Hygiene**

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after all meals, after playing outside, and after diapering or using the toilet. I use paper towels for drying hands, so children do not have to use the same towel. I wash my hands frequently and also use antibacterial gel. All napping areas including mats and pack n plays are washed regularly and pillows and blankets for each child will be washed weekly (unless soiled, then they are washed as often as necessary). \_\_\_\_\_

### **Toilet Training**

Toilet training will be done in a relaxed manner with the cooperation of the family. If potty training is begun when your child is ready, the task is easy and quick. Please provide an extra change of clothing (possibly two) as well as pull ups or thick cotton training pants. \_\_\_\_\_

### **Naps and Quiet Nap**

All children over the age of 18 months old are required to have a rest/sleep period not exceeding 3 hours. If a child cannot sleep after one hour I will provide him/her with a quiet time activity until the rest of the children have awoken. Nap mats and pillows are provided for each child. Please provide your child a blanket from home. \_\_\_\_\_

### **Activities and Curriculum**

The main goal of this childcare is to have fun, improve social skills, and encourage creative expression. I will use a variety of activities to accomplish this goal. Free play, reading, art, music, and dramatic play are just some of the activities children will participate in daily. Every week children experience a new theme in which they are encouraged to participate. \_\_\_\_\_

### **Stretch N Grow**

Weekly your child will be taking a Stretch N Grow class, this class teaches the importance of exercise and nutrition in a fun manner. Class price is included in your tuition. \_\_\_\_\_

### **Yoga**

Weekly your child will be taking a Yoga class. Class price is included in your tuition. \_\_\_\_\_

### **Birthday Parties**

Each child's birthday is his/her "Special Day." I will buy the child a gift that is from all of us. Upon your permission, I will provide a small cake or cupcakes for this special event for all to enjoy. \_\_\_\_\_

## **Discipline**

Corporal punishment will not be used at any time. Only positive methods of discipline and guidance will be used including: Redirecting, using praise for good behavior, and (when necessary) supervised separation for the group for some quiet time. \_\_\_\_\_

## **Behavior of Child**

Children occasionally will act out in their behavior which is very normal. However, dangerous behavior to the other children or destructive behavior to personal property WILL NOT be tolerated. The childcare provider reserves the right to terminate the care of any child if this behavior is to occur. Any personal property destroyed will be the responsibility of the parent or guardian to replace.  
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## **When is your child too ill for Child Care?**

A child will not be admitted into care if one or more of the following exists. The illness prevents the child from participating comfortably in child-care activities, including outdoor play. The illness results in the greater need for care than I the caregiver can provide without compromising the health and safety of the other children in care. The child has one of the following: Oral temperature of 100.4, rectal temperature of 101.4, underarm temperature of 99.4., Vomiting or diarrhea, Greenish or yellowish discharge from the nose, Pink Eye or eye drainage, Head Lice or nits, Unexplainable rashes or open sores, Severe or heavy cough that interferes with normal activities, Chicken pox, measles or other communicable disease

Child may only return to care under these circumstances: Child must be symptom-free (without fever-reducing medication) for 24 hours before returning to care. OR The child has already ingested a prescription medication for 24 hours and is no longer contagious and has a note from the Dr. stating the child is no longer contagious. \_\_\_\_\_

## **Medication**

If possible please give required medication at home before childcare and when they return home in the evening, if your child must have additional doses I will only do so under the following guidelines:

- ⌘ Parent signs an authorization including times to administer each medication according to the label direction
- ⌘ Medication is in original container labeled with the child's full name and the date brought to the home
- ⌘ Only given to the child for whom it is intended in the amounts according to the label directions or as amended by a physician.
- ⌘ Administering of medicine will be documented with date, time, and amount, name of medication, name of child and sign name.
- ⌘ No medication will be given after the expiration date. All medication will be stored out of reach of children and separate from food when refrigeration

is needed.  
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**Emergency Medical Attention**

In the event your child requires emergency medical attention 911 will be called. First Aid or CPR will be administered if needed. Parents will be contacted immediately! If parents cannot be contacted I will contact the emergency contact you have listed. \_\_\_\_\_

**Fire Safety**

I have a written fire evacuation plan and practice a fire drill with the children at least once a month. \_\_\_\_\_

**Mandatory Reporting**

I am required by law to report any suspected or known child abuse, child sexual abuse, and child neglect, including medical neglect. To avoid misunderstandings, please inform the daycare if your child has sustained an injury before arrival. Parents will receive an accident report if the child receives an injury at daycare, and an immediate phone call if it is a serious injury. A copy of the accident report will be placed in the child's daycare file. \_\_\_\_\_

**Immunization Records**

Shot records must be on file before child attends daycare. Each time a child receives new immunizations, a copy must be brought to daycare for the child's file. State law requires records be current at all times. If Licensing inspects Tiny Toes LA and a child's shot records are found to be in violation, the parent will be required to pick up the child immediately. The child will not be allowed to return to care until immunization records are in compliance. Documentation must have been validated by a physician or other health-care professional with a signature or rubber stamp and include:

- \*The child's name and birth date
- \*The number of doses and vaccine type
- \*The month, day and year the child received each vaccination

Documentation may be the original record, a photocopy, or a handwritten copy that the parent has signed and dated. \_\_\_\_\_

**Vision and Hearing Screenings**

State law requires that all children 4 years of age and older have a vision and hearing screening on file, please be sure to have this done at your child's 4 year well check and provide me with a copy of the screening. All that applies to Immunizations records above applies to vision and hearing screenings as well. \_\_\_\_\_

**Licensing Information**

Parents may review the Minimum Standard Rules for Registered and Licensed Childcare Homes and the most recent Licensing inspection report. Parents may contact the local licensing office. \_\_\_\_\_

**Daycare Pets**

This childcare is also home to one dog that are all current on their rabies vaccinations as required by California Standards. All animals are very healthy and have a statement of health. Hands are washed after any child comes into contact with animals. \_\_\_\_\_

**Termination Policy**

I reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the child care after a reasonable amount of time
- My inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- False information given by parent either verbally or in writing

I appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. You are required to give one month's written notice when you decide to terminate childcare. The one month will be paid in full regardless of whether or not your child is in attendance. If monthly payment has been made at the first of the month there will be no refunds for the remainder of that given month. \_\_\_\_\_

**Release of Liability**

Parents enrolling there child in Tiny Toes LA and signing this contract, hereby release Andrea Ugalde and her family members of any financial responsibility in the case of any accidents and/or illnesses occurring on the childcare premises.  
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**Changes to Childcare Contract**

The policies and procedures contained herein are subject to change at the childcare provider's discretion, and parents will be given advance written notice regarding any changes made to this contract.

Changes to this contact may ONLY be made my Andrea Ugalde of Tiny Toes LA.  
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**Parent and Provider Agreement Acknowledgment**

I am enrolling my child \_\_\_\_\_ in the care of Andrea Ugalde. I have read and understood all information provided to me in this Contract. I agree to abide by all policies and procedures as outlined in this contract and as initialed by me. I understand that these policies and procedures are subject to change at the provider's discretion, and that I will be given advance written notice regarding any changes.

_____ Father's Signature	_____ Father's Printed Name	_____ Date
_____ Mother's Signature	_____ Mother's Printed Name	_____ Date
_____ Caregiver's Signature	_____ Caregiver's Printed Name	_____ Date