Parent Handbook

Preschool Policies & Procedures

Lic. #s: 525406753 525406754 045408133 045408134

Welcome!

The following is a comprehensive overview of the Preschool's policies and procedures for children and families enrolled at our three locations. Please refer to the information below for each location's address, ages served, and contact information:

Little University of Chico (LUC #1)
2010 Notre Dame Blvd., Chico, CA
Serving children from birth through 1st grade
Phone: (530) 561-0203
Licenses: 045408133 • 045408134

Little University of Chico (LUC #2)
4 Creative Lane, Chico, CA
Serving children from birth through age 12
Phone: (530) 342-2484
Licensing application in process with California Community Care Licensing.

Lacey's Lil' Learners (LLL)
645 Antelope Blvd., #34, Red Bluff, CA
Serving children from birth through age 12
Phone: (530) 526-9373
Licenses: 525406753 • 525406754

If you have questions regarding the policies and procedures outlined in this handbook, please contact the Director or the appropriate Preschool location.

Our Mission: Nurturing Children Through Fun and Learning

Our staff are committed to providing high-quality, supervised, and affordable child care in a safe, nurturing environment. Through a well-rounded schedule of age-appropriate activities, we support each child's social, emotional, cognitive, and communication development. Our teachers and staff are passionate about working with children and have the training and qualifications necessary to support their growth and development.

From early literacy and numbers to music, art, and creative play, each day offers engaging opportunities for children to learn, explore, and have fun. School-age children are also offered homework assistance after school.

Open communication and a strong partnership with families are important to the care we provide. We encourage parents/guardians to communicate openly with Center staff about their child's needs, experiences, and any questions or concerns that may arise. A cooperative relationship between families and the Center helps us provide consistent and supportive care for each child. Questions, feedback, and conversations focused on supporting the well-being and development of children are always welcome. Sensitive or confidential matters will be discussed privately at an appropriate and mutually convenient time.

Enrollment/Admission Policy

There are several forms that comprise the Preschool enrollment packet. This packet must be completed and in our possession before we are able to assume the responsibility of caring for your child. This is to ensure that your child will receive the very best care possible and satisfies the recordkeeping requirement of state licensing guidelines. All forms will be reviewed annually.

If there are changes to any of the forms in the enrollment packet, please notify the Director to update your records. Immunizations are required for your child's file prior to attendance, if not already enrolled in a public school. If you have any questions regarding the completion of these forms, please contact the Director.

Enrollment Process

The enrollment process includes:

- Parent/guardian interview
- Pre-admission appraisal
- Meet-and-greet with teachers
- Payment of all applicable fees
- Completion of required enrollment forms

Enrollment Forms

Enrollment forms are available on the Preschool's website, qualitypreschools.com.

The required licensing forms include:

- Notification of Parents' Rights
- Personal Rights Form
- Identification & Emergency Information
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History – Parent's Report
- Physician's Report – Child Care Centers
- Immunization Requirements

Registration Fee

A $100.00 non-refundable registration fee (deposit) per family is required at the time of enrollment to reserve your child's placement. Alternatively, families receiving subsidized child care must provide a valid Subsidized Certificate at the time of enrollment. **All registration fees are non-refundable.**

If child care services are terminated and the family wishes to re-enroll after more than thirty (30) days, a **$25.00 application fee** will be required.

Supplemental Services

SCOE (formerly CCRE), Valley Oak, Mechoopda Indian Tribe, and Social Services are subsidized programs to assist families with child care costs. For more information, please contact Center staff.

Licensing Inspections

Authorized licensing personnel have the right to enter and inspect the facility and interview children in accordance with applicable licensing requirements.

Tuition/Payment Procedures

Option 1 — Early Bird

Discounted rate for paying in advance is as follows: Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than the 5th day of each month. Payment may be made by check, money order, Zelle, or cash. An additional $10 daily late fee will be assessed if tuition has not been paid by the 5th. Repeated late payments may be grounds for termination. Parents who are more than two (2) weeks late on payment will be denied child care services until their account is made current.

Option 2 — Non-Early Bird Tuition is paid after the 5th of each month. Please refer to the attached rate agreement chart.

Parents/guardians will be provided with at least thirty (30) days' written notice prior to any change in tuition rates.

Prompt payment of tuition and fees is essential to the continued operation of the Center and allows us to provide consistent, high-quality care and programming for children. Tuition and fees help support the costs associated with:

- Classroom, health, curriculum, craft, and activity supplies
- Toys, books, technology, and indoor and outdoor play equipment
- Qualified staff wages, benefits, and required employment expenses
- Staff training, continuing education, and professional development
- Facility rent, utilities, maintenance, insurance, and other operating expenses
- Administrative responsibilities, recordkeeping, family communication, cleaning, and the purchase and maintenance of necessary supplies

Holding Spot

To reserve your child's enrollment during a vacation or extended absence, full tuition must continue to be paid. The Center will make reasonable accommodations whenever possible. Please contact the Director in advance to discuss any anticipated extended absence or special circumstances.

Maternity Leave

To maintain and reserve your child's enrollment during maternity leave, full tuition must continue to be paid throughout the leave period. Parents/guardians are asked to contact the Director in advance to discuss the anticipated length of the leave and any applicable arrangements.

Returned Checks

A **$35.00 returned check fee** will be assessed for any check returned due to insufficient funds. Child care services may be suspended until all outstanding tuition,

fees, and returned check charges have been paid in full. Payment of the outstanding balance may be required in cash.

Late Fees

A late pickup fee of $1.00 per minute will be assessed for each minute a child remains in care beyond the scheduled pickup time. Late pickup fees are due at the time of pickup. This policy will be strictly enforced, and repeated or habitual late pickups may result in termination of child care services.

Hours of Operation

The Center operates Monday through Friday from 7:30 a.m. to 5:30 p.m. at the Red Bluff location and from 7:00 a.m. to 5:30 p.m. at the Chico locations. Both full-time and part-time care are available.

Part-time care is defined as fewer than twenty-five (25) hours per week. Requests for additional days, hours, or schedule changes may be accommodated on a first-come, first-served basis, subject to availability and required staffing ratios. Families are asked to provide as much advance notice as possible so the Center can appropriately plan for staffing, meals, sleeping arrangements, and daily activities.

Parent/Guardian Access

The Center maintains an open-door policy for parents/guardians during operating hours. Parents/guardians are welcome to visit or call to check on their child. When possible, families are asked to be mindful of the Center's daily schedule when visiting or calling, as unexpected visits may be exciting or disruptive for children during meals, naps, activities, or transitions.

Arrival and Drop-Off

Children should arrive at the Center clean and ready for the day. Please ensure that your child has been fed as appropriate for their arrival time and arrives with a clean diaper, if applicable. Staff will make every reasonable effort to ensure children requiring diapers are sent home clean and comfortable at the end of the day.

It is normal for some children to experience difficulty separating from their parents/guardians at drop-off. To support a smooth transition, we encourage families to keep goodbyes brief, positive, and reassuring. A cheerful goodbye and reminder that you will return can help your child transition into the day. In most cases, children quickly become engaged in play and activities after their parent/guardian leaves.

Authorized Pickup

Children will be released only to their parent/guardian or to individuals designated on the child's **Authorized Pickup and Emergency Contact Form**.

If an authorized individual other than the parent/guardian will be picking up the child, please notify Center staff in advance. If the individual is already listed as an authorized contact, verbal notification on the day of pickup is acceptable. If the

individual is not listed as an authorized contact, the Center must receive written authorization from the parent/guardian before the child can be released.

For the safety and protection of all children, staff will request photo identification from any individual they do not recognize before releasing a child. Parents/guardians are responsible for informing authorized pickup persons that identification may be required.

Private Conversations

Drop-off and pickup times are generally not appropriate for discussing sensitive or confidential matters in the presence of children or other families. Parents/guardians are encouraged to contact the Director to arrange a convenient time to discuss concerns, questions, or other private matters.

Sign-in/Out and Arrival Time

Parents/guardians are required by state law to sign their child in and out each day using the **exact time of arrival and departure**. For your convenience, a sign-in/out sheet, pen, and clock are located near the entrance. This provides the Center with an accurate written record of each child's attendance, exact arrival and departure times, and the individual responsible for drop-off and pickup.

The Chico Centers are equipped with a keypad entry system. For safety and security, only parents/guardians are permitted to use their assigned PIN to access the Center. PIN numbers **must not be shared with other individuals**. Visitors and other authorized individuals should use the phone number posted at the entrance to contact Center staff for assistance.

All children must arrive at the Center by **8:30 A.M., and no later than 9:00 A.M.** If your child will arrive after 9:00 A.M., please contact the Center in advance to notify staff of the late arrival.

Absences

Child care fees are based on **enrollment and the reservation of your child's space, not actual attendance**. To maintain your child's enrollment, tuition and applicable fees must continue to be paid during holidays, vacations, illness-related absences, or any other period in which the child does not attend the Center.

Holidays and Closures

The Center observes the following holidays and scheduled closures. Tuition remains due during these closures:

- New Year's Day;
- Memorial Day;
- Independence Day and the following day, depending on calendar placement;
- Labor Day;
- Thanksgiving Day and the following day, at the Director's discretion;
- Christmas Eve, Christmas Day, and the following day.

In the event of a public health emergency, pandemic, government-mandated closure, or other circumstances beyond the Center's control, the Center may close for up to an additional two (2) weeks or fourteen (14) operational days. Advance notice may not always be possible in emergency situations. Tuition will remain due during such closures unless otherwise determined by the Director.

Clothing/Attire

Children should arrive dressed for play – we like to have fun! This involves outdoor play and messy activities, so please ensure that your child is dressed appropriately. For this reason, we advise that you do not send your child in "nice" clothing. Clothing should be comfortable and seasonally-appropriate for outdoor play. Ensure to include hats, mittens, boots, and coats for cold weather.

Supplies

Parents/guardians are responsible for providing the following items in their child's backpack or designated storage area at the Center:

- A complete change of clothing for use when clothing becomes wet or soiled
- A backpack for preschool & school-age children
- **For infants:** Bottles and any formula required for the child's individual feeding needs

The Center provides **iron-fortified infant formula**. Parents/guardians who prefer or require a different type of formula for their child may provide their own. Parents/guardians are responsible for providing their child's bottles, and Center staff will sanitize bottles as needed.

All personal belongings, including bottles, clothing, and backpacks, must be clearly labeled with the child's name.

Donations

Donations help offset the cost of classroom activities and supplies and are always greatly appreciated; however, they are entirely optional. The Center welcomes donations of items such as:

- Dress-up clothing, costumes, jewelry, hats, and other dramatic-play items
- Crayons, watercolor paints, and other art supplies
- Paper plates, pipe cleaners, paper, and miscellaneous craft supplies
- Facial tissue
- **Activity and craft ideas!** Creative suggestions from families for fun, age-appropriate activities and projects are always welcomed.

The Center provides diapers and wipes upon request by a parent/guardian. All meals are provided at no additional cost to families.

Teacher-Child Ratios

The Center is committed to maintaining all required teacher-to-child ratios in accordance with applicable licensing requirements. If a staff member is unable to work and qualified substitute coverage is unavailable, the Center may be required to limit attendance for the day in order to remain within required ratios. Affected parents/guardians will be notified as soon as possible and may be asked not to bring their child to the Center that day. While every effort will be made to maintain normal operations, unexpected staff illness or absence may occasionally require adjustments to attendance.

Families can help protect the health of children and staff by following the Center's **Sick Child Policy** and keeping children home when they are ill.

Power Outages and Unexpected Closures

In the event of a power outage or other unexpected disruption, the Center will assess whether it can continue to operate safely and in accordance with applicable licensing requirements. If conditions are safe and the Center is authorized to remain open, normal operations will continue to the extent possible.

If the Center is unable to safely continue operations, parents/guardians will be notified as soon as possible and asked to pick up their child. If a parent/guardian cannot be reached, the child's authorized emergency contacts will be contacted as necessary.

Schedules

Preschoolers benefit from a structured daily schedule that provides consistency while allowing for flexibility. A predictable routine helps the day run smoothly and allows children to anticipate activities and transitions. The Center will follow its established daily schedule to the best of its ability; however, adjustments may be made as needed to accommodate children's individual needs, activities, and other circumstances. Parents/guardians are asked to be mindful of the daily routine when planning drop-off and pickup times.

Whenever possible, arrivals and departures should be avoided during quiet time. If drop-off or pickup during quiet time is necessary, parents/guardians are asked to enter and exit quietly and be mindful of children who may be resting or sleeping. Children who arrive during quiet time will be encouraged to rest or participate in a quiet activity until the rest period has ended.

Parents/guardians are encouraged to share information about their child's individual needs and routines. This information helps staff better understand each child and provide consistent, responsive care.

Preschooler/School-Age Schedule on the next page.

Preschool/School-Age Schedule

While flexible, our daily schedule is as follows:

6:30 AM / 7:30 AM	Center opens, free play
8:30 AM	Breakfast / diapering
9:00 AM	Circle time
9:30 AM	Art/Language Arts worksheet / diapering
10:15 AM	Gross motor play (outside weather permitting)
11:15 AM	Lunch / diapering
12:00 PM	Naptime / SA quiet time
2:30 PM	Afternoon snack / diapering
2:45 PM	Math
3:30 PM	Outside free play / diapering
4:30 PM	Silent reading/choices / diapering
5:30 PM / 6:00 PM	Center closes

Infant Schedule on the next page.

Infant Schedule

Infants follow individualized schedules based on their age, developmental needs, and daily routines. Staff will respond to each child's individual cues and provide age-appropriate care and activities throughout the day. Diapers will be checked at least every 45 minutes and changed as needed. Children will be fed and provided opportunities to rest or nap according to their individual schedules and cues for hunger and tiredness.

6:30 AM / 7:30 AM	Center opens, free play
8:30 AM	Breakfast / diapering
9:00 AM	Morning nap (infants only) /outside/manipulatives
10:00 AM	Circle time / diapering
11:00 AM	Lunch
11:15 AM	Diapering
11:30 AM	Naptime
2:00 PM	Afternoon snack / diapering
2:30 PM	Free play (indoor/outdoor)
3:30 PM	Diapering
4:30 PM	Diapering
5:30 PM / 6:00 PM	Center closes

Meals

The Center provides a nutritious breakfast, lunch, and afternoon snack. Drinking water is available to children at all times, and the Center provides cups for their use. **Parents/guardians of school-age children are asked to provide a reusable drinking cup for their child to bring to the Center**.

If your child has a food allergy or other dietary restriction requiring a modified diet, written documentation from the child's physician must be provided to the Center. The documentation should identify any foods the child must avoid and include applicable dietary instructions or accommodations. Please refer to the **Menu Attachment** for age-specific meal information.

Cleanliness and Hygiene

The Center is committed to maintaining high standards of cleanliness and hygiene to provide a safe and healthy environment for children and staff. Children's hands are washed upon arrival, before and after meals, after using the restroom, and at other appropriate times throughout the day. Staff are required to practice frequent and proper handwashing and use hand sanitizer when appropriate.

Infants are provided with individual cribs and clean bedding designated for their use. Each child requiring a cot is provided with an individual cot, sheet, and blanket, which are maintained in a clean and sanitary condition. Cots are cleaned and disinfected regularly and as needed.

Tables, chairs, toys, and other frequently used surfaces and materials are routinely cleaned and disinfected in accordance with Center procedures. Restroom areas, including toilet seats, sinks, and surrounding surfaces, are also cleaned and disinfected regularly and as needed.

Fire Drills

Per state licensing, one (1) fire drill is to be initiated every three (3) months. Times will vary to assist staff and children in preparation to safely evacuate the building.

Naptime and Quiet Time

A designated nap and quiet time is provided each day to give children an opportunity to rest and recharge. During this period, children may nap, read, or participate in quiet activities appropriate to their individual needs. Children who do not sleep will be encouraged to rest or play quietly without disturbing those who are sleeping.

Adequate rest is an important part of a child's daily routine and supports their physical, emotional, and behavioral well-being throughout the day.

Special Needs

The Center is committed to providing an inclusive and supportive environment for all children. Reasonable modifications to policies, practices, and routines will be considered and provided, as appropriate, to accommodate children with disabilities or special needs and support their safe and meaningful participation in the program.

Parental Involvement

Parents/guardians are encouraged to be involved in their child's preschool experience. Family participation helps strengthen the connection between home and the Center and supports children's learning and development. Opportunities for involvement may include:

- Providing learning materials or objects related to classroom topics or units of study
- Visiting the classroom to share information about your occupation, interests, culture, or special skills when invited
- Reinforcing concepts and activities at home that are introduced at the Center (please refer to the Monthly Newsletter for current topics)
- Helping your child prepare for classroom sharing activities or special projects
- Providing treats, supplies, or other items for classroom celebrations, when requested or approved by the Center
- Sharing ideas or suggestions for activities, crafts, or learning experiences

Activities and Curriculum

The Center's curriculum is designed to make learning fun while supporting children's social, emotional, cognitive, physical, and creative development. Children are provided with a variety of age-appropriate learning experiences throughout the day, including free play, reading, arts and crafts, music and singing, dancing and movement, dramatic and imaginative play, puzzles, and other hands-on activities.

Daily activities and curriculum are planned with each child's age and developmental level in mind, providing opportunities to explore, build new skills, express creativity, develop independence, and learn through play.

Infants' Safe Sleep

The Center follows safe sleep practices for all infants **under 12 months of age**. Infants will be placed **flat on their backs to sleep** on a firm, approved sleep surface in accordance with applicable licensing requirements and safe sleep guidelines.

Cribs are provided with firm mattresses and fitted sheets. The infant sleep area will remain free of pillows, blankets, stuffed animals, bumper pads, sleep positioners, and other loose items. Sleep sacks are not permitted. Appropriate cots will be provided for children who are developmentally ready and able to stand or pull themselves up, as permitted by applicable licensing requirements.

All staff are responsible for infant care, trained in safe sleep practices, and expected to follow these procedures at all times. Sleeping infants will be regularly monitored, and required sleep checks will be documented **every 15 minutes**.

No infant will be forced to sleep, kept awake, or required to remain in the sleeping area. Staff will respond to each infant's individual sleep needs and cues while maintaining required safe sleep practices.

Parents/guardians of infants are required to complete the applicable **Infant Sleep Plan (LIC 9227)** and provide any necessary information regarding their child's individual sleep needs.

Remember: Baby BACK to Sleep.

Center Rules

The Center maintains age-appropriate rules and expectations to promote the safety, well-being, and respectful treatment of all children and staff. Children will be taught and encouraged to follow these expectations with guidance and support from staff.

Children are expected to treat others and Center property, including toys, materials, and furniture, with respect. Normal wear and tear is expected in a child care environment; however, parents/guardians may be responsible for the replacement cost of property that is intentionally damaged by their child.

There are specific Center rules that all children will be taught and expected to follow for the safety and wellbeing of both children and staff.

For the safety and well-being of everyone at the Center, children will be taught and reminded of the following expectations:

- Walking feet are required indoors; running is reserved for appropriate outdoor activities.
- Hitting, pushing, biting, grabbing, kicking, spitting, pinching, and other physically unsafe behaviors will be redirected and addressed by staff.
- Standing or climbing on furniture is not permitted.
- Obscene, derogatory, threatening, or disrespectful language is not permitted.
- Food, cups, and bottles must remain in designated eating and drinking areas unless otherwise directed by staff.

Biting Policy

Biting is a behavior that may occur in child care settings, particularly among younger children who are still developing the language and social-emotional skills needed to express their needs, feelings, and frustrations. The Center takes all biting incidents seriously and uses developmentally appropriate strategies to help prevent and reduce the behavior.

When a biting incident occurs, staff will immediately attend to the child who was bitten, document the incident, complete the appropriate incident reports, notify the parents/guardians of the children involved, and inform the appropriate supervisor. The confidentiality of all children involved will be maintained.

If biting becomes recurring, staff will document incidents to help identify patterns, triggers, and effective intervention strategies. Staff may use strategies such as increased supervision or shadowing during times when biting is more likely to occur, redirection, adjusting seating or activity arrangements, separating children when necessary for safety, and providing additional support for appropriate

communication and behavior. Center staff receive training in positive guidance and behavior-management practices.

Biting is particularly common among children under three years of age and can be a developmentally typical behavior. Although biting can understandably be concerning to families, staff will work with parents/guardians to address recurring behavior through appropriate guidance, supervision, and intervention.

For children under three years of age, three (3) biting incidents within a two-week period may result in the parent/guardian being contacted and the child being required to remain out of care for one (1) day.

For children ages three to four, a biting incident may result in the parent/guardian being contacted and asked to pick up the child for the remainder of the day. Depending on the circumstances and severity of the incident, the child may also be required to remain out of care for one (1) additional day.

The Center reserves the right to address repeated or severe biting on an individual basis, taking into consideration the child's age, developmental needs, circumstances surrounding the incidents, and the safety and well-being of all children in care.

Rules to Review with Your Child

- Keep hands and feet to yourself
- Listen to teachers and friends
- Use an appropriate inside voice
- Share and take turns with others
- Use kind and respectful words
- Keep feet on the ground and use furniture safely
- Make safe and respectful choices

Reporting Requirements

The Center and its staff are mandated reporters and are required by law to report known or reasonably suspected child abuse or neglect to the appropriate authorities. Parents/guardians are asked to notify the Director at drop-off of any injuries, including unexplained cuts, bruises, or other marks, that occurred outside of the Center. Injuries observed when a child arrives at the Center may be documented and maintained in the child's file.

The health and safety of the children in our care is a priority. If you have a concern regarding the Center's practices, facilities, or operations, please bring it to the Director's attention so it can be addressed promptly.

The Center is committed to complying with all applicable state and local licensing requirements. Copies of applicable licensing guidelines are available upon request. Parents/guardians who believe a licensing violation has occurred may also contact **Community Care Licensing at (530) 895-5033**.

Indoor/Outdoor Play

Indoor Play

The Center provides a variety of age-appropriate toys, materials, and activities to encourage learning, creativity, and development through play. Toys and materials may be rotated periodically to maintain children's interest and provide new opportunities for exploration.

To promote organization and prevent children from becoming overwhelmed by too many choices, children may be encouraged to select one (1) or two (2) toys or activities at a time during free play. Staff will teach and encourage children to return materials to their appropriate place before selecting a new activity.

Outdoor Play

Outdoor play is an important part of our daily program and will be offered whenever weather and environmental conditions permit. Outdoor activities may include games, water play, gross motor activities, and other age-appropriate recreation. Parents/guardians are responsible for ensuring that their child arrives dressed appropriately for the weather and outdoor activities.

Children attending the Center are expected to be well enough to participate in all aspects of the daily program, including outdoor play. If a child is not well enough to participate in outdoor activities, the child should remain home until they are able to comfortably participate in the regular daily routine.

The Center will provide and apply spray sunscreen to exposed skin as needed for outdoor activities.

Discipline and Positive Guidance

The Center uses a **positive guidance approach** that emphasizes prevention, redirection, encouragement, consistency, and age-appropriate expectations. Children are taught two primary expectations: r**espect for others and respect for property.** Staff regularly review classroom expectations with children in developmentally appropriate ways to help them understand and practice positive behavior.

When appropriate, staff may use **natural or logical consequences** to help children understand the relationship between their choices and outcomes. For example, if a child repeatedly misuses a toy, the toy may be temporarily removed and returned at a later time. Brief opportunities to calm down and regroup may also be provided through redirection and staff support rather than punitive isolation or "time-outs."

Infants will not be subjected to disciplinary or punitive measures. Staff will respond to infant behavior through attentive caregiving, gentle redirection, and developmentally appropriate guidance. As children develop language and social skills, staff will encourage concepts such as "gentle hands" and "kind words" when developmentally appropriate.

Under no circumstances will the Center use corporal punishment, physical or verbal abuse, humiliation, name-calling, intimidation, isolation, or any other violation of a child's personal rights. **Food, comfort, rest, or sleep will never be withheld or used as a form of punishment.**

If a behavioral concern persists despite the use of appropriate guidance strategies, the Center will meet with the child's parent/guardian to discuss the concern and work together to develop appropriate strategies and supports. Parents/guardians may be asked to pick up their child if the child's behavior creates an immediate safety concern or prevents staff from safely supervising and caring for the other children in the program.

If significant concerns continue despite reasonable efforts to address them, the Center may determine that alternative child care arrangements are necessary to protect the safety and well-being of the child, other children, and staff.

Illness

The Center is a well-child care facility and does not provide care for children who are ill. To protect the health and well-being of all children and staff, the following illness policies are strictly enforced.

Sick Child Policy

Children who are ill or unable to comfortably participate in the normal daily routine should not be brought to the Center. Children may spread illness to other children and staff, disrupt classroom routines, and require care beyond what the Center can reasonably provide. When children are sick, they benefit most from the care and comfort of their families at home. Your cooperation in following this policy helps maintain a healthy environment for everyone.

If a child becomes ill while at the Center, the parent or guardian will be notified immediately. If the child is not picked up within one (1) hour, or the parent/guardian cannot be reached, the emergency contact listed on the child's enrollment forms will be contacted to pick up the child.

Children may return to care only after they have been symptom-free for at least 24 hours without the use of fever-reducing or symptom-masking medications, are able to comfortably participate in normal daily activities, and have met any additional exclusion requirements established by the Center, applicable public health authorities, or licensing regulations. Depending on the illness, symptoms, or circumstances, the Center may require a child to remain out of care for up to 48 hours before returning.

A healthcare provider's note does not automatically authorize a child's return to care. Upon arrival, the Director or designated staff member will assess whether the child is well enough to safely participate in the daily program and whether the child continues to exhibit symptoms of a contagious illness or condition. If the child requires care beyond what the Center can reasonably provide or presents a risk of

transmitting illness to others, the Center may require the child to remain home until symptoms have sufficiently improved.

Symptoms Requiring Exclusion from Child Care:

- Fever[1] accompanied by a sore throat or rash
- Vomiting (one or more episodes within a 24-hour period)
- Vomiting overnight before attending the Center
- Diarrhea (runny, watery, bloody, or two (2) or more loose stools within a four (4)-hour period)
- Difficulty breathing
- Persistent sore throat, swollen glands, loss of voice, hacking, or continuous coughing
- Runny nose accompanied by significant drainage or drainage from the eyes or ears
- Frequent scratching of the body or scalp, head lice, ringworm, unexplained rash, or other symptoms suggestive of a contagious childhood illness
- Earache
- Irritability, unusual lethargy, confusion, or continuous crying requiring more care than staff can reasonably provide without compromising the health, safety, or supervision of other children

Medical Emergencies

Minor bumps and scratches are sometimes unavoidable; however, the Center makes every effort to maintain a safe environment through active supervision and appropriate safety measures. Minor injuries will receive appropriate first aid.

In the event of a **medical or dental emergency**, Center staff will provide basic first aid as appropriate, **call 911 when emergency assistance is necessary**, and contact the child's parent/guardian as soon as possible.

If necessary, your child will be transported to the nearest appropriate medical facility, where you will be asked to meet them. Parents/guardians are responsible for ensuring that the Center has current and reliable contact information at all times. If you will be unavailable at your usual place of employment, residence, or school, please provide an alternate means of contact.

Parents/guardians are responsible for all costs associated with emergency medical or dental treatment, including emergency transportation when required.

The Preschool will not be held liable for illness or injury sustained by a parent/guardian or child while on the premises, including illness related to COVID-19.

[1] "Fever" is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children four (4) months or younger, the lower rectal temperature of 101°F is considered a fever threshold. A child must be fever-free for a minimum of 24 hours prior to returning to care, meaning the child is fever-free without the aid of Tylenol or any fever-reducing substance.

Medication

Parents will provide any needed medications, including over-the-counter and prescription medicine. Written authorization is required for staff to administer any medication, both prescription or over-the-counter.

All medications must remain in their original container including the pharmacist or manufacturer label, child's name, dosage instructions, current date, name of medication, and times to be administered written legibly.

Incidental Medical Services (IMS)

All Medication

If possible, please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour doses from your physician or healthcare provider.

To authorize the dispensing of prescription medications, nonprescription medications and topical nonprescription medications at school, a **Form LIC9221 Request for Medication** must be completed, indicating the frequency and duration of days the child is to receive the medication. **Please ensure to:**

- Provide all information regarding possible side effects of the medication
- Bring the medication in its original container, in a clear bag
- Confirm that prescription medication includes a prescription label with specific dispensing instructions and a current date
- Avoid storing medication in diaper bags, backpacks, or any other personal belongings
- Take unused medications home every Friday, or on the child's last day of the week

Medications cannot be stored at our Centers over the weekend, with the exemption of emergency medication and medication needed by school-age children who do not arrive with their parents/guardians on their first day of the week.

Any occurrence when the manufacturer's instructions require physician dosage or differ from the age and weight information on the label requires written instructions from a physician.

A log will be kept at the Center in the child's file for the duration of enrollment and shared with the authorized representative indicating who administered the medication, dose, and time. All medication will be stored in a locked medication box. If the medication requires refrigeration, the locked storage box will be placed in the school refrigerator.

Special Medical Needs

Our employees do not provide invasive medical treatments, nor do they determine the dosage of medication. If your child requires the use of a nebulizer and/or inhaler, EpiPen Jr®, EpiPen®, etc., licensing regulations require the parent/guardian to provide the supervising staff with demonstration of proper use of the equipment. These items can be administered on an as-needed basis once the parents provide proper documentation and instruction from the attending physician.

First Aid Supplies
Supplies will be stored out of reach of children. In the event they are stored in an area children have access to, they will be in a locked cabinet and or container. The program is required to follow the policies and procedures put in place by the State Licensing Agency. Any such services requires written authorization and obtained written instructions from the child's physician. Below are the policies and procedures for TMS.

Inhaled Medication

The Center must be provided with written authorization from a child's parent or legal guardian to administer inhaled medication using form LIC 9166 Nebulizer Care Consent/Verification, authorizing Center to contact the child's healthcare provider.

The authorization shall include the telephone number and address of the child's parent or legal guardian. The Center staff will record each instance and provide a record to the parent or legal guardian daily and a copy kept in the child's file for the duration of enrollment.

The Center must comply with specific written instructions from the child's physician. The instructions shall include:

- Specific indications for administering the medication pursuant to the physician's prescription
- Potential side effects and expected response
- Dose-form and amount to be administered pursuant to the physician's prescription
- Instruction should include what action to take in the event of a side effect or when treatment is not completed as instructed by physician
- Instructions for proper storage of the medication
- The telephone number and address of the child's physician
- The instructions must be updated annually

EpiPen Jr® and EpiPen®

Center staff may administer the EpiPen Jr® Auto-Injector or the EpiPen® Auto-Injector as prescribed by a physician and in emergencies only. They only are used in the event of an allergic emergency as prescribed by a physician. Center staff must handle and administer devices as specified in California Code of Regulations and will also obtain emergency medical treatment (call 911) for the child. The use of the devices are emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

The Center will comply with the following:

- Use in accordance with the directions and as prescribed by a physician
- Keep ready for use at all times (stored in the medication box located in the program office as well as in the emergency backpack)
- Protect from exposure to light or heat
- Not the expiration date on the unit and inform the parent when it needs to be replaced prior to that date

- If the solution in the auto-injector appears to be going bad (looks discolored and/or is hardening), discard and use a differing injector
- Call 911 if the child's parent/authorized representative immediately after administering the EpiPen Jr® or the EpiPen®.

Carrying Out the Medical Orders of a Child's Physician

A licensee or facility staff person who is not a licensed medical professional or nurse may elect to administer insulin, emergency anti-seizure medication, or provide other incidental medical services only when carrying out medical orders as prescribed by a licensed physician and all of the following safety procedures are met:

- Parent/Authorized Representative Written Permission
- The Center obtains express written consent from the child's parent/authorized representative to permit Center staff to carry out the physician's medical orders
- The Center must be provided with a copy of written medical orders prescribed by the child's physician. The medical orders will include:
    - A description of the incidental medical service needed, including identification of any equipment and supplies needed
    - A statement by the child's licensed physician that the medical orders can be safely performed by a layperson
    - Description from the child's licensed physician of the training required of the Center staff
    - If the medical orders include the administration of medication by a designated layperson, the physician's orders shall include the name of:
        - The medication
        - The proper dosage
        - The method of administration
        - The time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities

The Center will be responsible to ensure the following:

- Obtained the medication, equipment, and supplies necessary to carry out the medical orders of the child's physician (from the parent or guardian)
- At least one (1) staff designated and trained to carry out the physician's medical orders will be on-site or present at all times when the child is in care

Transportation

The Center does not provide transportation services. Parents/guardians are responsible for arranging transportation to and from the Center.

Termination of Enrollment

The Center reserves the right to terminate a child's enrollment for reasons including, but not limited to, the following:

- Failure to pay tuition, fees, or other amounts due
- Repeated or habitual late pickup
- Failure to complete or maintain required enrollment forms and documents
- Failure of a parent/guardian to cooperate with Center policies, procedures, or reasonable requests
- Inability of the child to adjust to the program after a reasonable period of time
- Physical or verbal abuse, threats, or destructive behavior toward children, staff, families, or Center property
- The Center's inability to safely or appropriately meet the child's needs
- Repeated or significant failure to comply with Handbook policies
- A child's illness or medical needs when the Center is unable to safely provide the level of care required

Parents/guardians are required to provide at least **two (2) weeks' written notice** when terminating child care services. Tuition remains due in full throughout the two-week notice period, regardless of attendance during that time. Families receiving subsidized child care are also subject to the two-week notice requirement.

If the subsidy does not cover the required notice period because the child is no longer attending or otherwise eligible for reimbursement, the parent/guardian will be responsible for payment of any remaining balance. The notice period allows the Center to plan for enrollment changes and fill the available child care space.

The Center will generally provide families with **two (2) weeks' written notice** when terminating enrollment. Full tuition remains due during the notice period, whether or not the child attends. The Center reserves the right to terminate enrollment immediately when circumstances involving the health, safety, well-being, or operation of the Center warrant immediate termination.

Outstanding Balances

Any outstanding balance remaining upon termination of child care services must be paid in full within **thirty (30) days.** Accounts that remain unpaid after thirty (30) days may be referred to a collection agency, regardless of the amount owed. Accounts referred to collections may be subject to a **$20.00 per week late fee,** as well as a **35% collection fee,** added to the outstanding balance.

Handbook and Contract Updates

The Parent Handbook and accompanying enrollment contract will be reviewed annually, and all families will be required to sign a new contract each year. The Center reserves the right to modify its policies, procedures, and rates as necessary. Families will be notified in writing of any changes and, whenever possible, will receive at least two (2) weeks' advance notice. **Any changes to tuition rates will be provided in writing at least thirty (30) days in advance.**

Parent Handbook Acknowledgement

I acknowledge that I have received and reviewed the LLL/LUC Parent Handbook. I understand the policies, procedures, expectations, and responsibilities outlined in the handbook and agree to comply with them as a condition of my child's enrollment and continued participation in the program.

I understand that it is my responsibility to ask the Director for clarification regarding any policy or procedure that I do not understand. I further acknowledge that the Center may revise or update its policies and procedures as necessary and that families will be notified of significant changes.

_____
Child(ren)'s Name(s)

_____
Parent/Guardian Name (Printed)

_____ _____
Parent/Guardian Signature Date

Non-Early Bird Admission Agreement

Child name(s): _____

Child Care Centers for Butte County
Maximum Reimbursement

Age Group	Weekly Full-Time	Weekly Part-Time (Not to exceed 29 hrs)	Daily	Hourly
Birth to 2 Years	$330.99	$243.66	$81.96	$15.88
2 through 5 Years	$272.02	$153.33	$52.65	$10.16
School Age	$194.95	$140.40	$50.36	$10.28

One-Time Registration Fee: $100 per Family (Cash-Pay Families Only)

By signing below, I acknowledge that I have read, understand, and agree to comply with the Policies and Procedures and the Admission Contract.

_____ Parent name (print)

_____ Parent signature

_____ Email address

_____ Date

_____ Director signature

_____ Date

Non-Early Bird Admission Agreement

Child name(s): _____

Child Care Centers for Tehama County
Maximum Reimbursement

Age Group	Weekly Full-Time	Weekly Part-Time (Not to exceed 29 hrs)	Daily	Hourly
Birth to 2 Years	$308.50	$214.61	$72.53	$12.70
2 through 5 Years	$272.02	$163.26	$44.60	$9.92
School Age	$183.72	$125.74	$47.31	$10.29

One-Time Registration Fee: $100 per Family (Cash-Pay Families Only)

By signing below, I acknowledge that I have read, understand, and agree to comply with the Policies and Procedures and the Admission Contract.

_____ Parent name (print)

_____ Parent signature

_____ Email address

_____ Date

_____ Director signature

_____ Date

Animal Visit Authorization

The Center may periodically offer supervised educational animal visits to provide children with opportunities to observe and learn about animals. Visits may include goats, chickens, rabbits, guinea pigs, or other appropriate animals.

All interactions will be supervised by Center staff and the animal's owner or handler. The owner/handler will maintain control of the animal throughout the interaction. Children who choose to participate may be given the opportunity to gently pet or touch the animal while it is being held or otherwise safely controlled. Participation is optional, and children will never be required to touch or interact with an animal.

Please select one:

- ☐ I GIVE PERMISSION for my child to participate in supervised animal visits and to pet or otherwise appropriately interact with animals under the supervision described above.
- ☐ I DO NOT GIVE PERMISSION for my child to have direct physical contact with animals during these visits. I understand that my child may be provided with an alternative activity or otherwise accommodated during animal interactions.

Please list any known animal allergies, sensitivities, fears, or other concerns:

_____

_____

_____
Child(ren)'s Name(s)

_____
Parent/Guardian Name (Printed)

_____ _____
Parent/Guardian Signature Date

Tuition Agreement

Lic. #s: 525406753 525406754 045408133 045408134

Lacey's Lil' Learners Preschool
Child and Infant Care

Child/ren name _____ Parent/Guardian name _____

Phone number _____ Email address _____

Hours of Care – My child/ren will be attending the Preschool as follows:	
Monday	_____ A.M. to _____ P.M.
Tuesday	_____ A.M. to _____ P.M.
Wednesday	_____ A.M. to _____ P.M.
Thursday	_____ A.M. to _____ P.M.
Friday	_____ A.M. to _____ P.M.

I understand that my child/ren may not attend the Center for more than 9.25 hours per day unless otherwise approved in writing by the Director. I further understand that failure to comply with this agreement may result in my child/ren's disenrollment from the Preschool.

Parent/Guardian Signature _____ Director Signature _____

Infant Needs & Services Plan

Lic. #s: 525406753 525406754 045408133 045408134

Child name: _____ Birthdate: _____

Parent/Guardian name: _____ Date: _____

Date reviewed: _____ _____ Parent/Guardian Initials _____ Staff initials

Date updated: _____ _____ Parent/Guardian Initials _____ Staff initials

Feeding Plan – My child is being fed:

☐ **Formula** – Brand: _____ Amount per feeding: _____ oz

Approximate feeding schedule/frequency: _____

☐ **Breast milk** – Amount per feeding: _____ oz ☐ **Other:** _____

Approximate feeding schedule/frequency: _____

My child currently uses a:

☐ Bottle – How often? _____ ☐ Cup – How often? _____

Solid Foods

Has your child been introduced to solids? ☐ Yes ☐ No

Foods currently being introduced/eaten: _____

Likes: _____

Dislikes: _____

Does your child use a spoon and/or fork? ☐ Yes ☐ No

Food allergies, sensitivities, or dietary restrictions (if applicable): _____

Sleeping Schedule and Routine

Approximate nap time(s): _____ Typical length of nap(s): _____

Please describe your child's usual sleep routine or other relevant sleep information:

_____

Infant sleep practices at the Center will follow applicable safe sleep requirements and the Center's Infant Safe Sleep Policy. Parents/guardians must also complete any required infant sleep documentation.

Diapering and Personal Care

My child uses the following brand/ of diapers/wipes: _____

Additional Instructions

Please provide any additional information that will help staff understand and meet your child's individual needs and daily routine:

_____

_____ _____

Parent/Guardian signature Date

_____ _____

Director signature Date

INDIVIDUAL INFANT SLEEPING PLAN

Date of plan: _____

SECTION A: INFANT'S INFORMATION

Infant's Name	Gender	Birth Date
Authorized Representative's Name (Primary Contact)		Phone Number
Authorized Representative's Name (Secondary Contact)		Phone Number

SECTION B: SLEEPING ENVIRONMENT INFORMATION

At home, the infant sleeps in: ☐ Crib ☐ Play Yard ☐ Other (Specify) _____	What are the Infant's usual sleeping hours? _____ _____ _____ _____
What is the infant's average length of the Infant's nap(s) during the day time? _____ minutes _____ hours	Does the infant use a pacifier? ☐ Yes ☐ No ☐ Sometimes If **yes**, brand: _____

SECTION C: INFANT'S ABILITY TO ROLL

My child, _____ is able to roll from their back to their stomach and stomach to their back beginning _____ / _____ / _____.

Authorized Representative Signature	Date

SECTION D: INFANT'S ABILITY TO ROLL IN CHILD CARE

Provider observed the infant is capable of rolling from their back to their stomach and stomach to their back.

Provider Signature	Date
Authorized Representative Signature (To be completed no later than the next business day following observation)	Date

SECTION E: MEDICAL EXEMPTION

Does the infant have a medical exemption? ☐ Yes ☐ No

If the infant has a medical exemption to sleep in a position other than on their back a licensed physician must provide instruction on an alternate sleeping position.

The following shall be included with the medical exemption:

- Instructions on how the infant shall be placed to sleep, including sleep position.
- Duration the exemption is to be in place
- The licensed physician's contact information
- Signature of the licensed physician and date of signature

ATTACH REQUIRED DOCUMENTS TO THIS FORM AND MAINTAIN IN THE INFANT'S FILE PURSUANT TO TITLE 22, SECTION 101429(a)(2)(c) FOR CHILD CARE CENTERS OR SECTION 102425(c)(2) FOR FAMILY CHILD CARE HOMES.

I certify that all information contained in this form is complete and accurate to the best of my ability.

Authorized Representative Signature	Date

LITTLE UNIVERSITY OF CHICO
INFANT AND PRESCHOOL

Safe Sleep Log

Lic. #s: 525406753 525406754 045408133 045408134

Lacey's Lil' Learners Preschool
Child and Infant Care

Name of child _____ **Date of birth** _____ **Date** _____

	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.
DATE:												

	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.
DATE:												

	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.
DATE:												

	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.	TIME	INIT.
DATE:												

Potty Training Agreement

Lic. #s: 525406753 525406754 045408133 045408134

Child name: _____ Age: _____ Today's Date: _____

Beginning Date: _____ Ending Date: _____

Potty training is an exciting developmental milestone for children and their families. When a child demonstrates readiness and receives consistent support at home and at the Center, the potty-training process can often progress successfully within a relatively short period of time. Every child develops at their own pace, however, and some children may need additional time before they are ready.

If a child experiences ongoing difficulty or does not appear ready to continue potty training, parents/guardians and Center staff may discuss pausing the process and trying again at a later time. Our goal is to make potty training a positive and encouraging experience rather than a source of frustration for the child, family, or staff. Consistency and communication between home and the Center are essential, and we ask families to partner with us throughout the process.

Common signs that a child may be ready for potty training include:

- Shows an interest in the toilet
- Recognizes when their diaper or clothing is wet or soiled
- Remains dry for extended long period of time
- Is able to lower and pull up their own pants with minimal assistance
- Demonstrates an increasing desire for independence
- Uses consistent words, signs, or gestures to communicate toileting needs

Parent/Guardian Agreement

To provide consistency between home and the Center during potty training efforts, I agree to the following:

_____ I will provide at least three (3) complete changes of clothing and one (1) additional pair of shoes each day.

_____ I will use a standard toilet rather than a potty chair or child training seat.

_____ During the first two (2) weeks of potty training, I will avoid extended car trips unless regular and reliable restroom access can be provided.

_____ I will not use diapers during the potty-training period, including during naps, sleep, or travel in a car seat.

_____ I will not put diapers on my child during naps or when sleeping.

_____ I will bring my child to the Center without a diaper.

_____ I will not put my child in a diaper while in a car seat.

_____ I will not use Pull-Ups, swim diapers (such as Little Swimmers), cloth diapers, or similar products during the potty-training period.

_____ I will praise and encourage my child's potty-training efforts and progress.

_____ I will manage my child's evening fluid intake as appropriate to support nighttime potty training.

_____ I will encourage my child to dress and undress as independently as developmentally appropriate.

_____ I will use consistent, positive language when prompting my child to use the restroom, including the phrase **"Come here"** rather than repeatedly asking, **"Do you need to go potty?"**

_____ I will collect my child's soiled clothing from the Center at the end of each day.

_____ I will provide wipes as requested by the Center.

_____I will dress my child in clothing that is easy to pull on and off independently. Clothing that is difficult to remove may interfere with successful toileting.

Consistency and Communication

If family members, friends, or other caregivers assist with my child's care during the potty-training period, I will communicate these expectations to them and encourage them to follow the same routine. I understand that consistency, patience, positive reinforcement, and ongoing communication between caregivers and Center staff are important to my child's success.

If I am unable to follow the expectations outlined in this agreement, I understand that the current potty-training plan may be discontinued. The Director and I may discuss my child's readiness and determine an appropriate time to resume potty training.

_____ _____

Parent/Guardian Signature Date