

The following is a comprehensive listing of Preschool Policies and Procedures for children from Birth to twelve years of age. If you have any questions, please contact us at 530-727-9411 (Red Bluff) or 530-561-0203 (Chico).

Nurturing Children Through Fun and Learning

We are committed to providing quality, affordable services and a well-rounded schedule of daily activities to assist your child with developing important verbal and social skills. Our instructors love working with children and are equipped with skills and certifications to support their development. From reading and numbers to music and crafts, each day is filled with age-appropriate activities that are both enriching and fun.

Open communication is of the utmost importance. When a new family is accepted into our center, we ensure that we can openly share any concerns or questions that may arise. It is important to maintain a similar child care philosophy between the center and the parents.

We welcome questions, feedback, and/or discussions of any kind that are oriented toward a positive outcome for the child/ren. Sensitive topics of discussion will be addressed in private at a mutually beneficial 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.

Registration Fee

There is a \$100.00 non-refundable registration fee per family at time of enrollment. In the event that you terminate childcare services and wish to return to Preschool after 30 days, you must pay a \$25 application fee. There is a \$500.00 deposit to hold your enrollment spot, or a Subsidized Certificate in-hand.

There will be no refunds.

Licensing has the right to inspect the facility at any time and interview children.

Supplemental Services

Child Care Referral and Education and Social Services are subsidized programs to assist families with child care costs. For more information, please contact Preschool staff.

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, Venmo, 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.

The success of our center depends on the prompt payment of tuition/fees in order to facilitate the day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- Health supplies, craft, activity, and curriculum supplies, toys, computers, indoor and outdoor play equipment, and books provided for the children
- Employees' Social Security, Medicare, Workers Compensation, Unemployment Compensation, and employee benefits
- Employees' continuing education
- Employee wages
- Facility rent, heat, electricity, telephone, maintenance, and liability insurance
- Additional time spent each day dedicated to recordkeeping, pa
- rent-provider communication, clean-up from daycare, and shopping trips for supplies

Holding Spot

To hold your spot, you must continue to pay full tuition while on vacation.

Maternity Leave

To hold your spot, you must continue to pay tuition while on Maternity Leave.

Bounced Checks

If a check is returned for insufficient funds, there will be a \$35 incurred as a result of the returned check. Child care services may be halted until full payment of tuition and insufficient funds charges have been made in cash. In the event of two (2) returned checks within a 6-month period, only cash will be accepted.

Late Fees

A \$1.00-per-minute fee will be assessed for late child pickup and/or drop-off for all children dropped off after 8:30 AM or picked up after the agreed time. This fee must be paid in cash at the time of pickup. This will be strictly enforced, and habitual tardiness may result in termination of services.

Hours of Operation

We operate from 7:30 AM to 5:15 PM (Red Bluff) and 7:00 AM to 5:15 PM (Chico), Monday - Friday, and offer full-time and part-time care. Full-time care is considered 25-50 hours per week. Part-time care is considered less than 25 hours per week. Add-ons or schedule changes may be accepted on a first-come, first-serve basis and are contingent upon open positions. Changes of this nature can create disruption to the normal schedule. For this reason, we ask that you provide notice as soon as possible to ensure proper planning for meals, sleeping arrangements, and any changes in activities that may occur.

We maintain an open-door policy for parents during preschool hours. Parents are always welcome to call or drop in to see their children. We do ask that you consider our schedule when dropping or calling in, and remembering that visitors commonly cause children to react in an excited manner.

Children are to arrive clean and fed. We will try our best to send your child home with a clean diaper, and we ask for the same consideration when dropping your child off.

It is normal for children to experience difficulty separating from their parents, or crying when being dropped off. Please make drop-offs brief, as prolonged departure can be difficult for your child. A smile, cheerful goodbye kiss, and a reassuring word that you will be back is all that is needed. From experience, most children quickly become involved in play or activities as soon as their parents are gone.

Our standard procedure entails releasing the child only to their parents or those that have been designated on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. If this individual is on the list of authorized contacts, a verbal notice on that day is acceptable. If this individual is NOT on the list, we must receive written permission to release your child. In the event that staff is unfamiliar with the individual(s) on the emergency contact list, we will ask for identification as a measure of safety for the child's protection. Please notify emergency contacts of this measure prior to pickup.

Dropoff and pickup timeframes are not appropriate times to discuss serious topics, as little ears and minds hear and understand everything. Please contact the Director to arrange a time where any topics/issues can be discussed privately.

Sign-in/out

It is required by state law that all parents sign their children in and out each day. For your convenience, a sign-in/out sheet, pen, and clock are located near the door. This provides us with a written record of the child's attendance, hours, and the individual who dropped off/picked up the child each day.

Absences

Childcare fees are based on enrollment (reserved), not attendance. To maintain a reserved space, fees must be paid during holidays, vacation, the absence of a child due to illness, or for any other reason.

Holidays/Vacation

The following is a list of holidays that we observe, with tuition still due:

- New Year's Day
- Memorial Day
- Independence Day (July 3 - 4)
- Labor Day
- Thanksgiving Day & day after Thanksgiving
- Christmas Eve, Christmas Day & day after Christmas Day
- An additional two (2) weeks, or 14 operational days, may be unannounced in the event that a pandemic/health crisis occurs (ex: COVID-19), and/or if the state or local public health guidance forces a shutdown.

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 are to supply the following items in their child's backpack or in an appropriate storage area on the Preschool premises:

- A complete change of clothes (for replacement when soiled)
- Backpack (for preschool & school-age)

All personal belongings are to be marked with your child's name.

Donations assist with reducing costs and are greatly appreciated, however they are not mandatory. We accept the following items:

- Dress-up clothing, costumes, jewelry, hats, etc.
- Crayons, water paints, or any miscellaneous art supplies
- Paper plates, pipe cleaners, paper, etc.
- Kleenex tissue
- Ideas! We welcome ideas that you may have for fun activities or crafts

The preschool supplies diapers, wipes and meals at no additional charge.

Teacher-Child Ratio

In the event that an instructor calls in sick and substitutes are unavailable, parents will be contacted as soon as possible not to drop off their child on that day, in compliance with Title 22 regulations, 12:1 ratio and 4:1 alongside labor laws. Occasions when instructors are too sick to work are out of our control.

Please do not bring sick children to school, as it will affect others and instructors.

In the event of a power outage, safety will be assessed. If deemed to be safe and authorization to stay open is granted, operations will continue. If we are unable to operate, parents and/or emergency contacts will be notified for child pickup as soon as possible.

Preschool/SA Schedule

Preschoolers enjoy a structured schedule that allows for flexibility, helps the day flow more smoothly, and allows children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability, however there will be occasions when adjustments to the schedule are needed. We appreciate families considering our schedule when picking up or dropping off children.

It is preferred that arrivals and departures do not occur during quiet time, but if necessary, please be mindful that children may be sleeping. We ask that you come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over. We thank you for the information you provide regarding your preschooler's individual needs and schedule, as it will help us get to know your child better.

While flexible, our daily schedule is as follows:

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

Infant Schedule

Infants are on their own schedule. We will meet the child's needs as age-appropriate for daily activities. Diapering is done/checked every 45 minutes. The child is fed and will nap when acting hungry or tired.

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

Meals

The Center provides a nutritious morning snack, afternoon snack, and lunch. The Center provides cups used for drinking water and they are accessible at all times.

If your child has allergies requiring a modified diet, please provide notification in writing from their doctor. We require physician-written instructions describing any foods the child is not permitted to eat. Please refer to the Menu Attachment for each age group.

Cleanliness/Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed at arrival, before and after meals, and after usage of the restroom.. All employees are required to wash their hands frequently and use antibacterial gel. Infants sleep in separate cribs, with clean sheets, used only by them. Beginning at toddler age, washable cots are used. Each child has a separate cot with a sheet and blanket kept clean at all times. Cots are wiped and disinfected daily. Tables, chairs, toys, and garbage cans are disinfected after each use. Staff are to disinfect toilet seats, sinks, and surrounding areas between each use.

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/Quiet Time

There will be a designated nap/rest time each day. All children must nap, read, or play quietly during this period. Rest time provides children a much needed break during

the day. Without rest time, some children become argumentative in the afternoon, short-tempered with others, and unhappy when they go home in the evening.

Special Needs

The Center will make all reasonable modifications to our policies and practices to accommodate children with special needs.

Parental Involvement

There are times and ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of the following:

- Learning objects for units of study
- Visiting to talk about your job, when asked
- Assisting your child at home with concepts studied at School (please refer to our Monthly Newsletter)
- Assisting your child in preparation for sharing with others
- Providing treats or other items for our parties

Activities/Curriculum

Our main objective is to have fun, improve social skills, and encourage creative expression. A variety of activities will be utilized to accomplish this goal, including (but not limited to) free play, reading, arts and crafts, music and singing, dancing, dramatic play/pretend play, and puzzles. Children will be taught age-appropriate Personal Philosophy of curriculum daily.

Center Rules

There are specific Center rules that all children will be taught and expected to follow for the safety and wellbeing of everyone. Please support us in the enforcement of these rules, in order to create a better environment for all.

Respectful treatment of others and all property, toys, and furniture is expected. We recognize that a certain amount of wear-and-tear is to be expected where children are concerned, however any willful destruction of property will be charged to the parent at the cost of item replacement

Running is prohibited at the Center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will not be allowed. Standing or climbing on furniture is not permitted. There will be no usage of obscene, derogatory, or disrespectful language. Children may not walk around the Center with food, cups, or bottles.

Biting Policy

Biting is an occurrence that happens in most childcare settings. It is often observed in children who have not yet fully developed verbal skills and use biting as a means to express themselves. Our Centers take biting incidents seriously and follow specific protocols to reduce them. When a bite occurs, the classroom teacher will treat the injury, log the incident, prepare incident reports, notify the parents/guardians of the children involved, and alert their supervisor. If the biting continues, the classroom

teacher will keep a comprehensive log of the incidents to identify any patterns and take appropriate action. Strategies may include shadowing the child during targeting times to prevent biting and redirecting the child. Separating children, revising seating arrangements and changing activity times are potential strategies. All staff members at our childcare centers participate in positive behavior training.

It is important to note that biting is more common among children under 3 years of age. Parents often ask if it is normal for their toddler to bite. While it can be concerning for parents, it is a behavior that can be addressed with appropriate guidance and understanding.

Children under the age of 3 are given three (3) warnings within a two-week time period. If the child bites for a third time within this time period, their parent is called and the child must be removed from care for one (1) day. Age 3-4, the child's parent is called and the child will be removed from the center for the remainder of the day and not brought back for one (1) additional day depending on the circumstances.

Rules to review with your children:

- Keeping your hands to yourself
- Listening to teachers and friends
- Using inside voices
- Sharing toys with others
- Using nice words
- Keeping feet on the ground
- Making good choices

Reporting Requirements

As a preschool center, we are mandated reporters to the Department of Social Services if we feel a child is being abused or neglected. During drop-off, be sure to inform the Director if your child has any unexplained cuts or bruises. Injuries that children enter childcare with are logged into the child's file.

If you ever feel we are operating in an unsafe manner, please bring the matter to our attention. If you desire a copy of state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines. Our staff is highly trained in understanding and complying with all applicable state and local laws. In the event that you observe a violation of state licensing laws, please report the incident by calling Community Care Licensing at 530-895-5033.

Indoor/Outdoor Play

Indoor Play

We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use to ensure that the children do not become bored. Younger children have less-developed organizational skills and can become easily frustrated or upset when there are too many toys to choose from. It is additionally more difficult for them to assist with clean-up when there are toys everywhere because it is so overwhelming to them. For this reason, during free play, each child

may select one (1) or two (2) items to play with at a time. Children will be shown how to properly put said items away before selecting something else.

Outdoor Play

We will be playing outdoors on every day that the weather permits. Please ensure that your child is appropriately dressed for outdoor play at all times. Our activities will include games, water activities, and play. Parents who feel that their child is not well enough to participate in outdoor activities must keep their child out of childcare until they are able to participate in all activities. Sunblock spray will be provided and applied to your child's exposed skin when necessary for outdoor activities.

Discipline

We maintain a positive discipline policy with emphasis on prevention, redirection, love, consistency, and firmness. We stress two (2) main patterns of behavior: Respect to others, and respect to property. Children are frequently explained the Center rules so they are familiar with the guidelines.

Please be mindful that disagreements between children will occur, as young children experience difficulty expressing their feelings. These difficulties can present as hitting, throwing toys, biting, etc. We will try our best to prevent any problems, redirect them when appropriate, discuss inappropriate behavior, encourage making amends when an offense involves another individual, and occasionally withdraw privileges based on the principle of 'natural consequences'. For example, a child misusing a toy may not be allowed to play with the toy for a period of time. A brief cooldown period is needed using redirection. On occasions when children are fighting or throwing toys, we will place the toy in a short time-out, then bring it back into circulation at a later time. This strategy seems to work better than giving the child a time-out. Under no circumstances will there be any spanking, physical abuse, verbal abuse, name-calling, or isolation. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a disciplinary issue arises that does not respond to the aforementioned techniques, a conference with the child's parents will be held. Together, we will attempt to find a solution. Parents may be called to remove their child if their behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made for the safety and well being of all.

Discipline of infants will not be tolerated. We will ask the child to use nice hands, use nice words when necessary, and redirect when needed.

No corporal punishment/violation of personal rights will ever be tolerated.

Illness

The Center is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced for the health, wellbeing and safety of all concerned:

Sick Child Policy

Under no circumstances may a parent bring a sick child to childcare if the child presents any signs of illness, or is unable to participate in the normal routine. Sick children will expose their illness to other children and staff members who they come in contact with. In turn, these children and staff can expose other children and individuals. Sick children desire care from their parents in the comfort of their own homes. If other children become ill due to exposure from your sick child, either due to returning before full recovery or not being picked up promptly upon notice or becoming ill, other parents will be unnecessarily inconvenienced. Because this can become disruptive to other children and their families, your cooperation is imperative and is greatly appreciated.

If parents cannot be reached or have not arrived within one (1) hour, the emergency contact will be called and asked to come pick up the child. For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after their condition has returned to normal. If you are unsure whether or not to bring your child to care, please call the Director.

Symptoms requiring removal of child from childcare:

- Fever¹ and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion
- Diarrhea: Runny, watery, or bloody stools, or two (2) or more loose stools within a four (4)-hour time window
- Vomiting: One (1) time within 24 hours
 - Please do not bring your child in if they have vomited overnight
- Difficulty breathing, sore throat, swollen glands, loss of voice, hacking, or continuous coughing
- Runny nose, draining of eyes or ears
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases (including ringworm)
- Irritability of child or continuous crying that requires more attention than we can reasonably provide without jeopardizing the health, safety and/or wellbeing of the other children in our care

Medical Emergencies

Minor bumps and scratches are inevitable, however we make every effort to keep all children safe through supervision and childproofing. Minor injuries will receive appropriate first aid. In the event of an emergency injury or illness, you will be contacted as soon as possible.

If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you will not be at your usual place of employment, residence, or school, please ensure that we have a reliable contact number where you can be reached.

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.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The Preschool will not be held liable for any sickness/injury of either the parent/guardian or child while on these premises, including COVID-19.

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 at all possible, 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, lunch 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
- Note 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

No transportation is provided.

Termination Policies

We reserve the right to terminate a child's enrollment based on (but not limited to) the following factors:

- Failure to pay
- Routinely late pickup
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the Center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with Handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible in the event of termination of enrollment, and we will give you the same courtesy in return. Parents are required to provide a two (2)-week written notice when they decide to terminate child care. The two (2) weeks will be paid in full, regardless of whether the child is in attendance or is on a subsidized program. Subsidized parents (obligated to pay out of pocket) will need to pay for the two (2)-week notice if the two (2) weeks are unused and the children are not returning. This provides staff with time to arrange replacement of the child/ren who will no longer be in attendance.

We will provide a two (2)-week notice of termination for which full tuition is due, whether or not the child is in attendance. The Center reserves the right to give written notice of immediate termination when there are extreme circumstances that affect the well-being of the Center or other children in attendance.

Anyone who terminates care and has a balance that is outstanding will need to have the account settled within 30 days. All accounts unsettled within 30 days will be turned over to a collections agency, regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee, plus 35% collections' fee added to the amount due.

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to provide at least two (2) weeks' notice of changes.

Non-Early Bird Admission Agreement

Child 1 name: _____

Child 2 name: _____

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 6 Years	\$272.02	\$153.33	\$52.65	\$10.16

One-time Registration Fee: \$100 Per Family

My signature below states that I have read and understand the Policies and Procedures and Admission Contract.

Parent name (print)

Parent signature

Email address

Date

Director signature (print)

Date

Non-Early Bird Admission Agreement

Child 1 name: _____

Child 2 name: _____

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 6 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

My signature below states that I have read and understand the Policies and Procedures and Admission Contract.

Parent name (print)

Parent signature

Email address

Date

Director signature (print)

Date



Tuition Agreement

Lic. #s: 525406753 525406754 045408133 045408134



Child/ren name

Parent/Guardian name

Phone number

Email address

My child/ren will be attending the Preschool as follows:

Hours of Care	
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 will not exceed 9.25 hours each day, unless agreed upon in writing. I understand this will jeopardize my child's attendance and the Preschool could potentially withdraw my child from the program.

Parent/Guardian Signature

Director Signature

Child name: _____ Age: _____ Date: _____

Beginning Date: _____ Ending Date: _____

Potty training is an exciting time for you and your child. Throughout our experience we have found that it will only take a few weeks for your child to master potty training, if they are ready. If a longer time frame is needed, they may not be ready and we may want to try again at a future time. We want this to be a successful time in your child's life – not a frustrating one for all. To ensure successful potty training, we recognize that we must partner together in your child's best interest.

Commonly observed signs indicating your child may be ready for potty training:

- Shows an interest in the toilet
- Can recognize when their diaper is wet or soiled
- Stays dry for a long period of time
- Can undress and pull up their own pants
- Wishes to be independent
- Uses consistent words and/or gestures to communicate

_____ I will provide at least three (3) outfits and one (1) pair of shoes each day.

_____ I will not use a potty chair or child comfy training seat.

_____ I will not travel in a car for long distances, unless I am able to guarantee the use of restrooms with my child for the first two (2) weeks.

_____ I will not put diapers on my child at all.

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

_____ I will not bring my child wearing a diaper.

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

_____ I will not use Pull-Ups or similar products.

_____ I will not use a Little Swimmer or similar products.

_____ I will not use a cloth diaper.

_____ I will always praise.

_____ I will limit my child's liquid intake two (2) hours before bedtime.

_____ I will encourage my child to dress themselves.

_____ I will use the phrase "Come here", in place of "Let's go potty".

_____ I will ask for soiled clothing at the end of the day.

_____ I will provide wipes.

_____ I will only provide easy on-off clothing.

If needed, I will ask family and friends to provide assistance and ensure they will abide by the agreement. I understand that communication is key to successful potty training.

If I, _____, am unable to adhere to the aforementioned statements, this agreement will no longer remain in effect.

Signature

Date



Infant/Toddler Needs and Service Plan



Lic. #s: 525406753 525406754 045408133 045408134

Child name: _____

Birthdate: _____

Parent name: _____

Date: _____

Date reviewed: _____

Parent Initial

Instructor initial

Date updated: _____

Parent Initial

Instructor initial

Liquid Plan – My child is being fed:

- Formula: _____ ounces per day
- Breastmilk
- Other: _____

My child uses:

- Bottle – How often? _____
- Cup – How often? : _____

Solids

Has your child been introduced to solids? Yes No

Likes/Dislikes: _____

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

Food allergies (if applicable): _____

Sleeping Schedule

What time does your child nap? _____

Does your child use any transitional objects? _____

My child uses the following brand of diapers: _____

Upon agreement from the parent and provider, potty training will be introduced if my child is ready.

Additional Instructions: _____

Parent signature

Date

Director signature

Date