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Capitola Child Care: A Play Care Daycare

838 Monterey Ave

Capitola Ca 95010

831-247-8925

7:30am-6:00pm

Parent Handbook

Welcome to Capitola Child Care! I am Teresa Maguire and I look forward to serving your family! While mom and dad are away, we are focused on learning through playing! My in-home playcare daycare is designed for each child to learn through exploration of the world around them. I strive to provide a safe, secure, and structured environment which promotes caring for others, self-confidence, and communication! This parent handbook is designed to ensure you understand the policies in place in this playcare daycare to further earn your trust in me to care for your child in the same manner as you would.

Program and Philosophy:

We are open Monday through Friday, 7:30 pm – 6:00 pm. Capitola Child Care (CCC) serves children 1 month old and up. CCC believes each child is a unique and precious individual created in the image of God, who will learn and develop at his/her own pace through the world around them. We provide a loving and structured day of play alongside a preschool curriculum including crafts, songs, Bible stories, and other activities.

Enrollment Policy and Requirements:

It is our policy that parents come to visit our site prior to child enrollment and hopefully with the child of whom will attend CCC. Parents will be given a tour of our site and an overview of daycare policies and procedures. After the tour overview and review of policies and procedures, enrollment can be made if both parties agree that CCC is a place that is most beneficial for the child. When enrolling in CCC, there is a two-week trial period; if it is decided by either party that CCC is not a suitable match, a refund for the remaining tuition for that month will be issued. After the two-week trial period, all other termination and drop policies will be in effect (Please take a look at that section in the handbook for further explanation).

By California Law, all registration forms including Personal Rights, Parents Rights, Child's Preadmission Health History, Identification and Emergency Information, Consent for Medical Treatment, Immunization Requirements, Admissions Agreement, Illness Policy and Two-week Policy must be signed and returned to CCC BEFORE the child's first day of school. Failure to provide all required information will result in postponement of the first day of attendance.



Arrival and Departure:

Sign in/out - California state law requires that the person dropping off a child must sign his/her full name and time. There is a sign-in sheet by the door. You MUST sign in and out the child on the daily sheet every single day. If you find it necessary to pick up your child early, please remember once she/he is signed out she/he must remain in your care the rest of that day. For your protection, ONLY persons listed on the enrollment form will be allowed to remove your child from school. If for some reason you wish to authorize someone else to pick up your child, please fill out one of our release forms and return it prior to the new authorized person pick-up date. We will then ask for identification from that person when they arrive before releasing your child.

Please take a few minutes each morning to let me or one of my assistants know how your child is doing that day! Let us know if something new is going on in your child's life. This brief update can give us important information on how to help your child have a successful day. When leaving your child, it is important to develop a routine with your child. Parents are always welcome to stay and smooth the transition, but sometimes a quick goodbye is easier for the child. It is essential that you pick up your child on time! Due to the additional staff costs, pick-up is at or before 6:00 pm. If an emergency occurs, please inform us prior to 6:00 pm if you will be late. Late fees of a dollar per minute will be enforced and added to your account, due at the time of tuition. I am happy to talk with each parent regarding their child's day. Capitola Childcare encourages good communication between parents and staff so that we can offer consistency in care.

Tuition and Late Fees:

We accept cash, visa, master card, and checks. Monthly statements will be sent out on the 25th of the month prior, detailing your account. Payment is due on the first of each month. (I.E January is due January 1st; invoices went out December 25th). Payment is delinquent on the 6th of the month, and a late charge of 5% of the outstanding balance will be charged on 6th. If the 5th falls on a weekend or a holiday, tuition is then due on the day PRIOR. Enrollment in CCC will be jeopardized if the payment is not received by the 15th. The student will be considered dis-enrolled by the parent on the 15th. We can no longer take the child until funds are received. A history of frequent late payments will require an additional one month deposit. Any items returned NSF will acquire a 25 dollar charge. If your bank returns 1 or more checks, you will be subject to a cash-only account. Due to complications involved in billing two parties, we will bill all incurred charges to the parent who has enrolled the student, unless we are notified otherwise. When your child is not in attendance due to illness, vacation, etc., you are still responsible for paying for your child's scheduled days. You are paying for a space that we are holding for your child in their absence. We are a fee-based childcare, and there are no exceptions to this policy. All days listed as CCC off days are paid. Your tuition for the month will be the same. Capitola Child Care also reserves the rights for five paid sick days, as well as two paid bereavement days.



CCC will be closed on the following dates:

*Specific days are sent out in our Newsletter, including Thanksgiving, Christmas eve, day, New Years...)

Fee and Drop-in Care

Drop-in care is available at our daycare on any day that we are not at full capacity. Drop in care is an optional service, and available for children who are registered with our daycare prior to drop off date. CCC fees are as followed for full time care: Note we do not have half days.

	Infants	Toddlers
5 Days / Week (Monthly)	1350	1050
4 Days / Week (Monthly)	1080	840
3 Days / Week (Monthly)	810	630
2 Days / Week (Monthly)	540	420
Drop-in (Full day)	67.50	52.50

Schedule Change:

All schedule changes need to be submitted to the daycare director two weeks prior to the desired date change. We will do our best to accommodate any changes needed. Changes will be subject to the availability for the days you request. If the days are not available at the time of the request, you will be notified as soon as it becomes available.

One Month Policy:

Because our daycare budget is based on our facility being at full capacity, we ask that all families give us a written One Month notice prior to pulling their child out of care.

Grounds for Termination:

Our goal at CCC is to provide a safe and healthy platform for your child to grow and thrive. On rare occasions, it is necessary to discontinue childcare to a family. Termination may be determined by, but not limited to, these reasons:

- ∴ Disruptive or disrespectful behavior by a parent or legal guardian .
- ∴ Violation of the childcare policies and procedure
- ∴ Accounts that are continually delinquent. This includes delinquency due to NSF checks .
- ∴ The child is consistently or repeatedly harming him/herself or others .
- ∴ Continuous disruptive behavior by a child after efforts have been taken to change the behavior .
- ∴ A child is picked up late from school more than four times .
- ∴ The daycare can no longer meet the needs of the child or family.

Medications:

We will never give the first dose of a new medication. All medication must be “signed in” by a parent at the childcare facility. Please fill out the medication form for all the dates you wish your child to take the medication. After administering the medication, the staff will initial and put the time it was given. Under NO circumstances can medication be stored in a child’s cubby or diaper bag; please hand directly to a staff member. All prescription medication must be in its original bottle from the pharmacy, complete with the doctor’s name and instructions. We will not administer any medication that is not properly signed in and labeled. This includes all oral and topical non-prescription medications. Items like Tylenol must be accompanied with a doctor’s note.

Discipline:

Infants and Young children are just learning to communicate their needs and wants, as well as the use of their body and actions. Helping guide children through this learning process can be accomplished with an environment that supports safe and secure learning for young infants and toddlers. When a child’s behavior is disruptive to other children, we will help redirect that child to positive situations. We will always communicate what is proper behavior and what is hurtful behavior. After redirecting and teaching, if the child’s behavior continues, we will use a time-out. Time-outs are one minute per age of the child. We will always remain in clear communication with the parents and if need be the parents will be contacted and included in deciding how to best handle the situation, should redirecting and time out not be affective. Corporal punishment will NEVER be administered.

Labeling Clothing:

All clothing, blankets, pillows, diaper bags, etc., must be clearly labeled with the child’s name or initials. We cannot be responsible for lost items. It is very important not to bring toys from home. The comfort of a snugly security blanket is fine, but please be sure to label it clearly. We request all parents to bring their child’s diapers and donate a package of wipes per month. It is important to have a change of clothes for children here at CCC.

Naptime:

Naptime will begin at 12:45-1 PM and for those who do not require a nap, will have quiet time (games, books, movies, and with parental permission: non-violent video games).

After School Pick-up and Field Trips:

We will be picking up kindergartners from Main street elementary school at 12:45 and 11:30 on Fridays and minimum days. Other than our daily trip to Main Street, our childcare will be taking field trips on occasion. For these trips, we need each child to have a signed permission form before the event. Most of the field trips will be in walking distance from the facility (Cortez Neighborhood Park, New Brighton field, New Brighton beach, etc.).



Nutritious Food:

The daycare will provide breakfast at 8:30 am, snack at 10:15 am, lunch at 12:15 pm, and an afternoon snack at 3:15 pm, or as soon as nap time is over (kids are awake). We are a part of the Community bridge food program and there are additional papers we will have each parent sign for their child. This money allows us to provide primarily organic foods to the children in CCC. We will provide the 'Up and Up' brand of formula. If you choose to feed your infant other formula, you will need to supply us with a can. A menu will be sent home on Monday indicating the menu for that week.

Movie/ Video Game/ Computer Policy:

Educational shows, videos with music, dancing, and exercise will be shown on rare occasions, especially during rainy weather. Video games are reserved for children 5 years of age and older, who do not nap and are given parental permission. All games and videos that are shown will be age appropriate.

Dental and Medical Emergencies:

We would hope that dental and medical emergencies will never happen, but in the event that they do, we as a childcare provider reserve the right to call 911. If we determine that it is in the best interest of the child to call 911, we will notify the parent as soon as the child is stable. If we are unable to reach the parent, we will then notify persons listed on the child's emergency card. CCC and its staff members are not responsible for the cost related to any dental or medical emergencies. For minor injuries such as scrapes, cuts, etc., we will wash with warm water and soap and then apply a band aid if necessary. If your child should fall and get a bump, an ice pack will be applied. For every minor injury, we will fill out the bottom portion of your child's day sheet with what happened, which will then be put in your child's cubby with any other information we might have for you.

Photos and Nanny Cam:

We will take photos of the children doing various activities and milestones. CCC is a nanny cam friendly facility. We have one nanny cam located in the play room as a way for parents to bond and watch their children learn and play while at work. The nanny cam is a tool to help see and experience what your child's day is like, thus providing another way to bond with your child. Its sole purpose is to allow Mommy and Daddy a peak into their day and help bridge the feeling of missing your child. Parents of children attending CCC have access to a secured website with the ability to view your child in his/her childcare atmosphere. By signing the agree slip, you agree to allow your child to participate in a closed-circuit nanny cam childcare.

Hiring CCC Staff:

CCC requests that you don't attempt to hire our staff outside of daycare hours, as our staff does need to have time to relax and refresh for the next day/week of work. Should you choose to hire CCC's staff, Capitola Child Care is not liable for any damages or losses caused by said staff member's actions outside of CCC.



Closing for Emergencies or Infestation:

In the case of a natural emergency, CCC will close and provide instruction of reopening via email or text message. When lice or other infestations occur, CCC will close down to perform necessary duties to protect further spreading. When CCC is closed due to an emergency or infestation, it will be paid. There will be no refunds for CCC closure due to natural emergencies or infestation.



Admission Agreement

By initialing the following, you are stating that you have read, understand, and agree to the policies set forth by Capitola Child Care, as stated in the Parent Handbook.

_____ I received, read, and understand the parent handbook

I, _____, the parent of _____,
agree to the monthly fee of _____ for childcare _____ day(s) a week.

X _____
Parent / Guardian Signature Date

Receipt of Handbook Acknowledgement

By signing below, I agree that I have received the 2014 Parent Handbook for Capitola Child Care.

X _____
Parent / Guardian Signature Date



Permission Slips and Consents

Photos:

I, _____, give Capitola Child Care permission to take photos of _____ for art projects and childcare use only (Please sign on line(s) below).

X _____
Parent/guardian

X _____
Parent/guardian

I give Capitola Child Care permission to use photos of my child for advertising purposes.

X _____
Parent/guardian

X _____
Parent/guardian

Nanny Cam:

The nanny cam is a tool to help see and experience what your child's day is like, thus providing another way to bond with your child. Its sole purpose is to allow Mommy and Daddy a peak into their child's day, and help bridge the feeling of missing your child.

X _____
Parent/guardian

X _____
Parent/guardian



Excursion & Transportation Consent

I, _____, the parent/guardian, hereby give permission to Teresa Maguire of Capitola Childcare for my child, _____, for the following:

To participate in excursions not involving transportation such as (but not limited to) walks in the neighborhood, walks to the playground, pools, parks, Main Street Elementary School and libraries.

To participate in excursions involving private transportation to locations such as (but not limited to) libraries, parks, pools, schools, playgrounds, Main Street Elementary, museums, and pet stores.

I understand that if consent is not given that my child will not be able to attend child care on any days that involve excursions and/or transportation and that it is my sole responsibility to provide and pay for alternative care for my child and that I will still be expected to pay [CCC] for these days missed. This form is valid from the above mentioned date until the date of termination.

Parent/Guardian signature: _____ Date: _____

I, Teresa Maguire, the provider for the above mentioned child, will transport the child to special trips. I will use safety seats/devices necessary and good judgment. This form is valid from the above mentioned date until termination.

Provider signature: _____ Date: _____



One Month Notice Policy

Because our daycare budget is based on our facility being at full capacity, we ask that all families give us a written one month notice prior to pulling their child out of care. For any unused portion of the month after your notice day is up, you will receive a refund on the child's last day. By signing and dating below, you agree to pay and attend the childcare for one month prior to pulling your child out of the care of this facility.

I, _____, the parent/guardian of _____, agree to give written notice one month prior to my child leaving Capitola Child Care. I understand that after my one month, I receive a refund for my remaining tuition.



Capitola Child Care Wellness Policy

In order to create a healthy and welcoming environment at Capitola Child Care, we ask that you please keep your child home if she/he has any of the following symptoms:

- ❖ Your child has a fever of 99 or more in the last 24 hours
- ❖ Your child has a runny nose consisting of yellow and green snot
- ❖ Your child has a consistent cough
- ❖ Your child has come down with a rash in the last 24 hours (unless allergic reaction or consistent and not related to an illness)
- ❖ Vomiting in last 24 hours. If your child vomits during care they will be sent home, not to return until a full 24 hours has passed since the last vomiting episode.

Health Policy:

Each day before leaving your house, we urge you to please take note of your child's health. We cannot accept a child with a temperature of 99 degrees or more, contagious illness, vomiting, diarrhea, rashes, or other signs of illness. Please do not "mask" symptoms of illness with medication in order to make your child appear well. Please call if your child will not be attending daycare for any reason. If your child becomes ill at daycare, your child will be isolated and the parents will be notified and provision to pick up child must be done immediately. Exposure notices for contagious diseases will be posted as precaution any time an enrolled child may have been exposed.

Thank you for your cooperation in keeping all kids at Capitola Child Care as healthy as possible!!

By signing below, I agree to the terms stated above in regards to the Capitola Child Care policy and procedure.

x

Name

Date

x

Child's Name

Parent/Guardian Occupation: _____

Work Phone Number: _____

E-mail Address: _____



FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION

Family Child Care (FCC) is provided by the home of a licensed provider for up to eight children with one adult or up to 14 children with one adult and one assistant. FCC homes provide a home like setting. Making sure that the licensed FCC homes are providing safe care is the job of the licensing agency, the parents and the provider.

HEALTH and SAFETY CHECKLIST

You should check for basic health and safety practices in the home. Your FCC Provider, by state law and regulation, must do the following:

- Get a license from the local licensing agency.
- Provide care to no more than eight children (with no more than two children under age 2) or 14 children with an assistant (with no more than 3 children under age 2).
- Make sure the home has heat in cold weather and is cool in hot weather.
- Keep detergents and cleaning products out of children's reach.
- Make sure swimming pools are fenced or have a pool cover.
- Baby gates must block stairs in facilities when children less than five years old are in care.
- Store guns, other weapons, and poisons in locked areas.
- Have an emergency plan in case of fire or earthquake.
- Keep an emergency information card on every child in care.
- Keep a fire extinguisher and working smoke alarm in the FCC home.
- Provide a smoke free environment.
- Not use baby walkers, bouncers or similar items.

WHAT SHOULD THE FAMILY CHILD CARE HOME PROVIDE?

You should get answers to these questions before placing your child in the home:

- Is the home clean and safe?
- Are there enough toys and games?
- How will my child be disciplined? (**Spanking, hitting, slapping, shaking and so forth are not permitted in licensed homes.**)
- What meals will my child be given?
- How will the food I bring be stored and prepared?
- Is there enough room (*indoor and outdoor*) for my child to play?
- What activities are planned for my child?
- How will my child be cared for when he or she gets sick?
- How many other children will be in care?
- What ages are the other children?
- What are the sleeping/naping/rest arrangements?
- How will I find out if my child is hurt or injured while in care?

DISCUSS THE FOLLOWING WITH THE PROVIDER:

- **Setting times** for arrival and pickup.
- **Bringing items** from home (*food, toys, change of diapers, change of clothes, toothbrush, infant furniture, and so forth*).
- **Providing instructions** for giving medicines or special food.
- **Providing telephone numbers** for home, work, spouse's work, doctor and neighbor.
- **Providing a list of names** and telephone numbers of people who may pick up your child.

GOOD CHILD CARE INCLUDES THESE THINGS:

- **A provider** who provides warm and loving care and guidance for your child, and who works with you and your family to make sure your child grows and learns in the best way possible.
- **A home** that keeps your child safe, secure, and healthy.
- **Activities** that help your child grow mentally, physically, socially and emotionally.
- **Your involvement** in your child's care.

WHAT ARE PARENTS' RESPONSIBILITIES?

The California Department of Social Services licenses homes to provide child care, and wants you to understand the licensing laws and the ways in which you can check the quality of care your child receives.

WHAT SHOULD PARENTS DO?

- **Ask** to see the FCC home license. Homes caring for children from more than one family must be licensed.
- **Check** the condition of the FCC home frequently. Parents have the legal right to "drop in" at any time care is being provided.
- **Know** your rights as a parent by reading and keeping the Notification of Parents' Rights form.
- **Make sure** the Parents' Rights Poster is displayed in the home.
- **Watch** how your child acts in the home.
- **Listen** to what your child tells you about the care received in the home.
- **Talk** with the provider about any problems. Inform the provider of anything in the home which could hurt your child.
- **Call or write** the licensing agency if the provider fails to fix a hazard or if you believe your child has been harmed while in the provider's care. (See "How to file a complaint")
- **Ask** to see the licensing reports on file in the home.
- **Call or visit** the licensing office and ask to look at your provider's licensing file
- **Ask** if there are any adults in the home that have a criminal background.

PARENTS OF BABIES SHOULD ENSURE THAT:

- The baby receives **good nutrition** and is fed at the proper times.
- **A stimulating environment** is provided.
- The provider gives **emotional support**, and holds the child regularly.
- The provider cares for **no more than four babies**.
- Babies are **placed on their backs** when put down to sleep or nap.

HOW TO FILE A COMPLAINT ABOUT A FAMILY CHILD CARE HOME

COMPLAINT PROCESS

1. If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office. You can find the address and telephone number in the following ways:
 - the provider's license
 - your copy of the Parents' Rights Notification form
 - the telephone book under:

**STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING**

OR

**COUNTY OF Santa Cruz
WELFARE OR SOCIAL SERVICES DEPARTMENT
CHILD CARE LICENSING**

- The California Department of Social Services Community Care Licensing Division's website at www.cclid.ca.gov
2. Call or write your local licensing office and explain your complaint. Your name will remain anonymous unless you give us permission to use it. You will be notified of the results when the investigation is done.
 3. If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.
 4. Contact the local licensing office about any issues or questions you may have.
 5. To learn more about the Child Care Licensing program and services, please visit our website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

WHEN YOU REPORT SUSPECTED VIOLATIONS YOU NOT ONLY PROTECT YOUR CHILD BUT ALSO PERFORM A SERVICE TO YOUR COMMUNITY.

WHAT THE LICENSING AGENCY DOES

- Visits each FCC home before issuing a license to operate.
- Does criminal background checks and child abuse index checks on all adults in the home.
- Requires tuberculosis (TB) tests of providers.
- Investigates complaints.
- Makes unannounced visits to the FCC home.
- Denies applications and revokes licenses when necessary.

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.