

Parent Policy & Handbook

Philosophy

At SugarBear Day Care I offer a secure place for your children to learn, work and play with other children and adults. I value diversity, and welcome children between the ages of 2 and 7 years old regardless of race, gender, religion or disability. I believe that children learn through active exploration and play, and that self-esteem is built on mutual respect between us all, adults and children. I plan my program to be responsive to the needs of each child and offer opportunity for both group activity and privacy to play or work alone. I have an open-door policy. You should always feel welcome into my home to visit with us.

Staff

SugarBear Day Care is owned and operated by myself, Erica Morgera. My husband, Pete Morgera helps me when he is able or not working at his own job outside of our home. Additionally Leticia Delgado Rosales comes to my home to help me on an as needed basis. This may be for appointments or when an additional pair of hands or eyes is needed. Occasionally, Karen Barbre, also a licensed family childcare provider helps me as well. I will try to let you know ahead of time (but can not guarantee) when I will need Leticia's or Karen's help. PLEASE NOTE THAT: Neither party should be considered backup care if SugarBear Day Care is closed. If SugarBear Day Care is closed it is because care cannot or will not be provided (in the case of illness or vacation, respectively). It is always the client's responsibility to have backup care as emergencies can and will happen. All persons that would have contact with your child while at SugarBear Day Care have been fingerprinted and have completed a thorough background investigation. I carefully weighed whom I wanted working with me and sought out persons whose caretaking styles mimicked my own. Clients should have piece of mind knowing that the persons I have working with me are those whom I trust my own children to be with and cared for. All staff is more than qualified to care for children and are authorized to carry out the terms of this handbook and contract. By signing my contract you authorize any of the above persons to provide care in my absence as I deem necessary and that advance notice of the substitute care is not required. **Initials** _____

Registration

A registration fee is due at signing of the contract. This fee will go towards materials necessary for enrollment of your child. (I.E. paperwork, nap mat, playpen, high chair, art supplies, etc.) Items will be purchased and accessible to the child on the first day of care. The fee is \$25.00 per child and is NON-REFUNDABLE at any time. **Initials** _____

Enrollment

All forms must be completely filled out, returned and the **registration fee paid** before a child will be considered enrolled in the program. All forms are subject to yearly renewal and must be kept up to date. Any change in personal address or phone numbers will be given to provider as soon as possible. Names on emergency forms will be kept current. **All children enter the program on a two-week trial basis, during which either party may cancel without notice.** At the end of this period, the parent(s) and provider will talk about how the child has adjusted to the new setting. **Advance payment is required for the entire two-week period, but there is no obligation to continue in the program after the period has ended. This fee is due no later than the day before care begins. ABSOLUTELY NO EXCEPTIONS.**

Due to numerous requests for childcare and limited spaces I don't hold spaces without pay. Each space represents a percentage of my income. **If you choose to place your child in my care I will reserve the slot for you as soon as, but not before, all completed paperwork is returned to me along with the registration fee and the full first 2 weeks tuition.** This acts as a commitment to me on your part. Until that time I will continue to interview for other clients. If paperwork (including signed contract) registration fee and tuition are returned to me, I will hold your slot for up to 4 weeks, (the first two weeks have been paid and the remaining 2 weeks will be at one half normal fees and payable in accordance with your payment agreement). After the 4th week has passed, fees will adjust to the regular rate and will continue to be due in accordance with your payment agreement. These fees are non-refundable, even if other childcare arrangements are made. Late payment policies will apply to fees not received as described below.

Initials _____

FEES/ Early Arrival-Late Departure/Payment Arrangements/Late payments

Provider will receive a cost of living raise every January. A notice will be given to parents at the beginning of December as to the increase amount and any other specifications. **All payment is due in advance for the following week/s of care.** This avoids any possibility of me not being paid for services rendered. Once a schedule is adopted, drop-off and pick-up time is observed. I charge \$1.00 for every minute per child that a parent/guardian is late picking up his/her child or early in dropping off his/her child. **This payment is due upon arrival of the late pickup or early drop-off. (NO, YOU CANNOT PAY ME LATER. IT IS LATER!)** I realize that emergencies do happen and a quick phone call to let me (and your child) know is important. NOTE: Emergencies do not include shopping, getting your hair done, going to the gym, etc. There is a \$5.00 every 15 minutes late charge for parents who do call also payable at the time of pick-up. If a pattern of late pick-ups develop, your child will be removed from the program. I plan my own family activities and appointments according to each child's hours and it really inconveniences my family and myself if you don't show up on time. Payments will be made as indicated on your Provider-Parent Agreement payable **Friday morning at drop off time** and can only be changed with the provider's prior approval. **I do not accept personal checks. Payments are accepted in the form of cash, money order or cashiers check made payable to Erica Morgera.** I don't carry change for cash payments but will deduct any due change from the following payment. When SugarBear Day Care is closed on the normal payday, you are responsible for making sure payment is made the last day the daycare is open. For example if SugarBear Day Care is closed on Friday you are responsible for making payment no later than Thursday of that week. If SugarBear Day Care is closed on Thursday and Friday you are responsible for making sure payment is made by Wednesday. This will eliminate the problem of payments that were made but not received by the provider should the provider be out of town. If your child fails to attend on your contracted payment date you are still required to ensure that full payment is received in accordance to your payment agreement. For every payment that is made, a receipt will be given. If fees are not received when due (Friday Morning) a \$25.00 charge will be applied to the amount owing plus an additional \$15 per day including holidays and weekends that fees remain unpaid. This charge will be in effect until all monies plus late charges are paid in full. The 2nd time payment is late there will be a \$50.00 late fee plus an additional \$15 per day including holidays and weekends that fees remain unpaid. The 3rd time payment is late all future payments will be made one month in advance. If the child's slot is not filled and you wish to continue any fee increases will apply plus a \$50.00 deposit. **** I will take all outstanding accounts to court and collections adding any attorney fees and court costs to your bill. Additionally, you shall be responsible for all my costs and expenses, including reasonable attorney's fees, incurred in defending any lawsuit brought by you in which I prevail. *** ***This is a NO PAY-NO STAY PROGRAM! Childcare will not be provided unless full payment for the following week of care has been received Friday Morning as outlined in your Provider/Parent Agreement*** (including late fees if applicable). The success of my business depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. I ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed? ***There are no refunds in fees for absences due to a child's illness or any other reason. **Full fees are required regardless of whether or not your child attends the full amount of contracted hours. Initials_____**

Schedule/Hours of Operation

SugarBear Day Care is open from Monday through Friday 6:00 a.m.–5:30 p.m. and 9 p.m.- 7:30 a.m.I provide childcare during your contracted working hours or if attending full time school only. Your child shall be present during their contracted hours and days only. The National Association for the Education of Young Children recommends a restriction of ten (10) hours per day for a child in daycare for the welfare of the child. Therefore children may be in attendance for a maximum of 10 hours a day. I will provide care for your child as per the hours listed within the contract, which is based on your work hours and commute time. We will figure your hours plus fair commute time (up to 30 minutes) and this will become your "scheduled hours". If you have the day off or get off early, I expect your child to be with you. Children grow so fast; take this opportunity to spend time bonding with your child. Ultimately the care of the child is the parent's responsibility. For parents not attending work or school, but needing care, we will discuss this together and determine hours based on my present scheduling.

Parents/guardians must phone if they will be late in arriving. If the child will be absent for the day please call me by 8:00 am so I may plan accordingly. If you bring your child(ren) late you will still be charged for

the full day. Late arrival does not justify a later departure time. **If you arrive late without a phone call, I may not be present.** It will then be the parent's responsibility to find and finance an alternate for their child for the day. I ask that you also phone me if you will be picking up your child(ren) earlier than usual so your child/ren may be ready when you arrive. If care is needed on a non-contracted basis it will be in accordance with the drop-in rate. **Initials** _____

Termination By Provider

If I find it necessary to terminate care because I feel your child would be better served with other arrangements, I will provide you with two weeks notice so other childcare arrangements can be made. Lack of consideration for my childcare business and me is a good way to be terminated as well as disrespecting my childcare policies. It will not be tolerated. In the unlikely event that any of the following occur, I reserve the right to terminate care immediately (**without 2 weeks notice**) & without refunding fees: **for any of the following reasons (but not solely limited to)**

- Failure to comply with the policies set forth in this book or contract
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior, including violent, sexual or other detrimental actions by the child
- Recurring non-payment and/or late payment of childcare fees.
- Physical/Verbally Abusive behavior/language and/or aggression by **PARENT/GUARDIAN OR CHILD** towards me, my own family, my staff, other children enrolled, and their families
- Failure to show up for 3 days in a row without any communication
- Parent/Guardian found to be dishonest about child's abilities, habits, personality or behavioral issues. False information given by parent/guardian (Verbally or Written).
- Three late pick-ups in a 60-day period
- Consistently bringing sick children to care or failing to notify the provider when a child is staying home sick
- Unwillingness to work with the provider on issues relating to the child **Initials** _____

Termination of care by Parent/Guardian

Parents/guardians are required to give a written two week notice for which they will be charged the normal child care rate. Advanced payment is required for the entire two-week period and is due upon SugarBear Day Care receipt of written termination notice. Termination notices will not be accepted while Provider or parent/guardian is on vacation. Parents/guardians may pay 2 weeks fees in lieu of 2 weeks notice. ****By giving two weeks notice, unused vacation time and personal days are forfeited and therefore will not be applied to the last two weeks when giving notice . Initials** _____

Holiday's / Sick days / Vacation/ Time Off

Provider's Holidays * I am closed on the following Holidays, with pay: New Year's Day, Martin Luther King Jr. Day, Valentine's Day (closing at 4:30), President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Day after, Christmas Eve (closing at 3:00 pm) Christmas Day and the Day after, New Years Eve (closing at 3:00 p.m.). Additionally the program is closed on **12/21, 01/19, 04/19 and 05/06 at no charge.** If a holiday falls on a Saturday or Sunday, the holiday will be taken on either the Friday before or on the following Monday at my discretion. If you will be working on any of these holidays and are unable to find alternate care, care may be provided for an additional \$5 per hour per child (minimum of \$20 per child) IF I AM AVAILABLE. ******* Vacation time:** I will notify parents/guardians in writing, with at least **4 weeks** notice, of any Vacation time (10 days) a year. **This vacation time is paid. (you may wish to coordinate your own vacation days in lieu of payment -see parent holidays vacation time)** *******Provider's Children's School Functions:** Provider **may** take up to **6** days a school year to attend important school functions or events. You will be notified as soon as possible as to what days they will be and will not be charged. *****Personal days:** Up to **6** paid days a year **may** be used as, sick days (see Provider/Family Illness), funeral leave, or to attend professional training. You will be notified at least 2 weeks in advance as to when I will not be available due to professional training and notified as soon as humanly possible in the case of a funeral or illness. *******Provider/Family Illness:** There may be occasions when my children or I am too ill for me to provide childcare. The Parent should always have an alternate in place for emergencies such as these. If and when illnesses exceed the **6** paid days as described above, you

are not expected to pay and will receive a credit towards your next payment when it becomes due.

Initials _____

Parent Holidays/Vacations/Personal days

Parents/guardians will receive double the number of vacation/unpaid days that their child is contracted for in a normal week. For example, if the child were contracted for 5 days, then the parent/guardian would receive 10 vacation/unpaid days. Vacation days may be used at the client's leisure as long as two weeks notice is given. If all vacation days have been utilized at the time of provider's vacation you would still be required to pay for the time provider is on vacation. In other words, you may wish to coordinate your own vacation days with the Providers vacation in lieu of payment for provider's vacation. Anytime in excess of the contracted days will be paid and due prior to your vacation. Even while you are on vacation I am still holding the child's space. **No exceptions.** If you schedule a vacation and later need to cancel, please give me one week's notice so that I can make any necessary adjustments. Vacation days may not be used for days when the child is in attendance or for paid holidays or paid sick days as described above. It will be parent's/guardian's responsibility to keep track of the remaining vacation days and they may not be carried over to the next year. Parents will also receive 3 personal days a calendar year. A one weeks notice must be provided when scheduling these days. As with vacation time these days may not be carried over to the next year ****By giving two weeks notice, unused vacation time and personal days are forfeited and therefore will not be applied to the last two weeks when giving notice.** **Initials** _____

Work Schedule

I require two weeks notice if you need to change your contracted hours. I also reserve the right to terminate care if the new hours will not work well for my childcare business. If your schedule varies from week to week, (shift work) you are responsible for providing me with your upcoming work schedule no later than Friday (of the current week). Additionally if you have a rotating or changing schedule and do not need care every day each week, but require that every day of the week be held open for your child, you must pay for the full week. **Initials** _____

Arrival/Departure

Please send your child clean, dressed appropriately (including underwear) for the day, and fed if it's past the scheduled mealtime. **Upon entering you will be required to sign in/out your child everyday on the attendance sheet.** Log the time that is shown on the microwave. This is the clock that will be used in adherence to the \$1 per minute late fee.

Back Up Care

It is the clients' responsibility to have a backup provider when a child is ill, unruly* (see discipline policy) or SugarBear Day Care is closed. (No reduction in fees if child is not in attendance) **Initials** _____

Pick/Verification of legal custody

To ensure the safety of your child only those you designate may pick up your child. The child will still need to be signed out by that person. Phoning me to let me know someone other than yourself will be picking up your child is fine if I know that person otherwise I will ask for ID. Moreover, I must have a copy of the court order recognizing the parent or legal custodian of the child, as well as a visitation schedule. Otherwise, I have no choice except to release the child to his/her parent. If I do have copies of papers, I can then call the police if the non-custodial natural parent does try to remove your child. If the non-custodial parent attempts to pick up a child or makes an un-scheduled visit during day care hours, the custodial parent will be verbally advised. **Initials** _____

Meals

All meals meet the state and federal standards for children. **If you expect your child to arrive at the end of a meal or just after, please feed them before you come. Please do not show up with food in hand for your child. This causes distress for the other children. Meals times are as follows: Breakfast 7:00-8:30, Lunch 11:00-11:45, Snack 2:00-2:30, and Dinner 4:30-6:00.** If your child arrives to SugarBear Day Care after the scheduled mealtime, he/she will not be served until the next meal/snack. Exceptions will be made for infants who will be fed on demand. No special meals will be provided to any child except those who have a medical condition or allergies (doctors slip required) indicating that a special

meal must be served. I am a part of a food program and I am required to feed your child a well- balanced meal. I do not offer a second choice if a child won't eat what is offered. Please do not send gum or candy with your child. We observe special days (birthdays) so you may bring cake, cookies or other treats to help celebrate. Please let me know what you have planned in advance.

Subsidies/Third Party Payment

All paper work for assistance programs/third parties must be filled out before I start caring for a client's child. If for some reason I do not receive payment from this program the fees incurred then become the client's responsibility to pay in full. Clients using a third party as a form of payment are still responsible for paying registration fees which will be reimbursed upon the first third party payment. *Any late fees, sick child fees, or drop- in fees are the clients responsibility to pay as most third party entities will not cover these forms of care when applicable.* **Initials** _____

Touch Policy/Discipline/Child Abuse Reporting

It is my policy to inform parents/guardians of the nature and type of routine physical contact their child(ren) will experience while in my care. No corporal punishment will be used, even at request of parents/guardian. It is my belief and practice that children need nurturing, adult physical contact for their care and healthy development. This contact can be described in three ways:

- 1). Nurturing: This includes hugs and non-intimate kisses, hand holding, gentle tickling, caring and cuddling. This type of contact is never made against the expressed wishes of the child.
- 2). Safety and Guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading or guiding them and
- 3). Hygienic: This includes face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), diaper changes, examining rashes or unusual marks, nose blowing and assisting with or conducting necessary clothing changes.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and handholding. This type of contact is never made against the expressed wishes of the child. **Discipline** is a learning process and not a punishment. Misbehavior will be handled in a FIRM, CONSISTENT and POSITIVE manner. Age appropriate time-out procedures work well. If timeouts are not effective, some sort of consequence will be imposed. This may range from a favorite toy being taken away for a period of time, to being excluded from a favorite activity. Naturally, parents will be advised. **If unruly behavior (i.e., hitting, kicking, biting, spitting, profanity) continues to be a problem I will call the parent/guardian and they will be required to remove the child from the program for the day (no reduction on fees if this occurs).** Temper-tantrums and accidents among children are to be expected and common. However, deliberate assaults against myself and other children in care will not be tolerated. This type of behavior is unacceptable. Both sets of parents will be advised when deliberate assaults occur. Children in my care have a right to enjoy themselves and have a day of fun free from harm. No child will be hit, slapped, or spanked in any manner while attending SugarBear Day Care by staff or myself. My philosophy on discipline is to help children gain respect for each other and to teach constructive and positive alternatives when conflicts arise. ***** AS A CHILDCARE PROVIDER, I AM A MANDATORY REPORTER OF ALL CHILD PROTECTION CONCERNS. I MUST REPORT ANY CONCERNS OR ANY SUSPICIONS OF CHILD ABUSE, NEGLECT, SEXUAL, MENTAL, EMOTIONAL, OR PHYSICAL ABUSE.** If I notice any signs of what I believe to be abuse at any time, I will alert the child's parent(s)/guardian immediately both verbally and in writing, along with a full description of the symptoms (bruising, sores, sudden extreme behavioral changes, etc.). I will document the same information for myself and, if necessary, the proper authorities will be contacted. This includes forms of neglect, such as not using a proper child restraint in a vehicle or not seeking adequate medical attention for a sick child. You may get notes about your child having bruises or scrapes without needing to fear that I suspect you of abusing your child. The notes I send home are just to alert you in general of any injuries noticed, and also to protect myself from mistaken accusations of abuse. **PLEASE PROTECT YOUR CHILDREN AT ALL TIMES.** **Initials** _____

Toilet Training

Procedures for and expectation of toilet training must be consistent between parents and provider. A child

can be considered ready when they are dry for long periods of time and/or indicating with facial expression or other gestures that they are ready to urinate or have a BM. Once training begins at home and the child has had some success, I will work with individual families to make sure I am consistent with the home environment. Pull-ups/diapers must be used (no cloth underwear or plastic pants as they are not effective) as needed and supplied by parents. My main goal is for toilet training to remain positive and low-key. I am not willing to rush a child before they are ready.

Preschool/Kindergarten Tuition

Preschool and Kindergarten: Any child entering preschool or kindergarten, will not be given a lower rate even if they will no longer be here the entire day. The main reason for this is if the child needs care on a non-school day, or such, the spot is still reserved for them. The rate will not go down until the child is in school all day.

Leave of Absence (current clients)

In the event your child needs to be absent for an extended period of time, longer than 2 weeks (i.e. teacher summer break, maternity leave, unemployment, lay offs), you will be charged at half the weekly fee for no longer than 6 weeks if you wish for me to hold a spot for your child. Payment is expected in accordance with your payment agreement. After 6 weeks fees will adjust to the regular rate and will continue to be due in accordance with your payment agreement. Late payment policies will apply to fees not received as described above. **Initials** _____

Children's Clothing & Supplies

Children's belongings should be labeled with the child's name. The program is not responsible for lost or broken articles. Bringing things from home (toys, stickers, coins, jewelry with small pieces) is strongly discouraged - except for naptime necessities, which will be kept in the child's cubby. These things get lost, broken, may pose a choking hazard, and the children tend to not want to share things from home. Bring disposable diaper/pull-ups for children still wearing them. If supplies are requested and parents fail to bring them, they will be purchased and the cost added to your bill. On the first day, parents need to bring **two** complete changes of clothes including underwear and one extra pair of shoes for the child regardless of age or toilet skills. Accidents can and will occur and I do not loan out my own children's clothing. These clothes are to be left at the program. I suggest you not bring something you may want back every week. A small cubby will be provided to keep items. **Any items left at SugarBear Day Care one week after care has ended will become the property of SugarBear Day Care.**

Smoking, Alcohol & Litter

Neither the parent/guardian nor myself will drink alcoholic beverages or smoke on my property. Smoking is not allowed and I would appreciate if you would not throw your butts on to my property. PARENTS/GUARDIANS will not dispose of litter on my property. **Initials** _____

Naps/Quiet Time

All children will be required to lie down for a nap/quiet time each day. I will not force your child to sleep but they must lie down quietly. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not very happy when they go home in the evening. Bedding is washed weekly or more frequently as needed.

Damages

We all realize there will be wear and tear on all the childcare equipment. If a child intentionally damages our toys, furnishings, equipment or property, through destructive or rough behavior, the parents/guardians will be liable for the damages payable in one week from the time of notice. The child could be removed from the program immediately depending on the severity. **Initials** _____

Alcohol on Breath or Under the Influence

Any person picking up your child in an impaired condition (in my estimation) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a legal guardian, but if I feel the child is in jeopardy, I will not hesitate to call the police. The safety of the children comes first in this situation. **Initials** _____

Administering Medications

Please note: A signed authorization form is required any time a provider is asked to give a prescription medicine to a child while in my care. Medicine will only be give if it is the original container. Prescription medication will only be given if accompanied by written instructions from a licensed physician or dentist. Medication with the child's name and current prescription information on the label constitutes written instructions. Parents/guardians will supply all prescription and non-prescription medications. **Initials** _____

Transportation

Your child will be transported only in an automobile in safe operating condition that is covered by insurance and operated by a licensed and safe driver. Understand that we travel daily to and from school. Your child will at all times be in a seat belt or other protective device suitable for his or her age and weight. You will be responsible for providing a car seat (if age appropriate) that will remain in my van at all times. We frequent local parks, weather permitting for a change of scenery and extra room to move around. We will also take field trips to the zoo or other fun spots. No additional equipment (other than regular outdoor wear) will be required for field trips. You will be notified of any filed trips in advance as well as any associated fees. If you do not wish for your child to participate in a field trip, you will be required to make other arrangements for child care for that day. There will be no reduction in tuition for the field trip day.

Initials _____

IMMUNIZATIONS

Upon enrollment parents must provide documentation of their child's immunization records in accordance with the State of California's 1994 Health and Safety Regulations for Family Child Care Homes. Children must keep current with any remaining immunizations in order to stay enrolled. **These must be completed before your child can be admitted into my day care.**

Hygiene

In an effort to maintain cleanliness' of the program proper hygiene is of the utmost importance. Please make sure you children come to SugarBear Day Care clean, odor free, hair combed and with weather appropriate clothes. Taking these measures can dramatically cut down on illnesses and undue embarrassment.

Health/Illness Sick Policy

SugarBear Day Care maintains a sick-free zone. Please keep children home whenever they are ill. If there is any question regarding whether or not you should bring your child, please call me first (916-369-8582). I have the right to refuse to care for a sick child. I am responsible for the health and well being of many children so I will closely follow health department regulations when it comes to illness. Ill children expose other children, as well as the provider, to the spread of the illness and require additional care and attention that I am unable to give. **Moreover, sick children want care from their parent in the comfort of their own home.** I understand and respect your need to be at work, but your cooperation is extremely important on this. If you are unable to stay home with your sick child it will be necessary for you to make other arrangements at your own expense.

I reserve the right to determine if your child is too ill to be in my home daycare. Children may attend with minor cold symptoms (clear, watery, runny nose, happy and playful, no fever). However, if symptoms persist for more than the usual 7-10 days or are worsening (runny nose becomes thick, green, or yellow, child is irritable, fever over 100 degrees F) you will be asked to remove your child and seek medical attention and return with a doctors note clearing your child for care. Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is unacceptable and could be cause for immediate termination.

Parents/guardians should notify me if the child has been ill during the evening, morning or weekend before returning and I will give you the same courtesy if my own children are ill. If you child develops symptoms in my care, I will notify you and you or someone from your emergency list will be required to pick up him/her up in 40 minutes from the time of call. This also applies when my own children or myself become ill. Every minute thereafter a \$1.50 charge per ill child will be due at the time of pick up. **IF I HAVE TO**

CALL A PARENT TO PICK UP A CHILD THAT IS TOO ILL TO PARTICIPATE IN THE DAY'S ACTIVITIES THE CHILD WILL ALSO BE REQUIRED TO STAY AT HOME THE FOLLOWING DAY. Initials _____

I must know if you have given any medication during the 24 hours prior to coming to SugarBear Day Care. If there is an emergency, I need to inform the doctor of all medications taken. This will also prevent overdosing in the event that your child is very ill! Please also inform me if any contagious diseases when they occur in your family. If your child becomes ill or is injured at the program and you cannot be reached, the physician on the "Consent for Emergency Medical Treatment" form will be called. I recommend that you also leave a signed authorization form with that physician. **Initials _____**

If your child is suffering from excessive crankiness, irritability, whining or crying, wants to be constantly held, or requires more attention than I can provide without jeopardizing the health, safety, or well being of the other children in my care, you must keep your child home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to come pick up your child.

THE HEALTH DEPARTMENT REGULATIONS PROHIBIT THE ADMITTANCE OF ANY CHILD INTO A FAMILY CHILDCARE HOME THAT EXHIBITS ANY OF THE FOLLOWING SYMPTOMS BUT NOT LIMITED TO:

Fever (100 f. or higher), Diarrhea, Vomiting – child must be symptom free for 24 hours (This means fever free without the aid of medication!)

Obvious Pain

Uncontrolled Coughing

Runny nose with colored discharge –check with doctor

Unexplained Rash –check with doctor

Discharge from eyes or ears

Lice – child needs to be treated before return (no nits at all)

Ring Worm

Communicable diseases – chicken pox, measles, mumps, strep, conjunctivitis (pink eye), influenza etc. A child with a contagious disease must have written release from a physician indicating the incubation and contagious period has passed before returning to daycare. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children.

If your child has an ear infection please keep the child at home for a minimum of 24hours after the first dose has been given. The same rules apply for any antibiotic/new prescription medications that have been prescribed. The child may return 24 - 48 hours (depending upon the illness) after they have received the antibiotic/medication for 24 hours, from the time the first dose was given. **An allergic reaction will probably show up within this timeframe.** Additionally, if the child has received multiple immunizations please keep them home for the day and watch for any adverse side effects. *****There are no refunds in fees for absences due to a child's illness. Full fees are required regardless of whether or not your child attends. Initials _____**

Injuries

Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, 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 are not going to be at your usual place of employment, or at home, please make sure that I have a number where you can be reached. If I cannot contact either parent/guardian, I will call the emergency contact numbers supplied to me to make the medical decisions for the child. Parents/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of SugarBear Day Care, (Erica Morgera) her family or staff, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings. **Initials _____**

Miscellaneous

It is necessary, if my program is to continue to exist, that neighbor's parking spaces (driveways) be respected and that parents/guardians park only in legal spaces. Help me maintain good relations with my neighbors. There may be future changes at any time, if so all parents/guardians will be informed in writing and a signed copy will be kept in you child's file.

Summation

My handbook is a guide AND an outline of my rules and policies. The policies have been well thought out and have come from either personal experiences or situations I feel necessary to avoid in order to run a serious and successful business. Further, the policies are designed to help things go smoothly in developing a good working relationship. I back up everything in my handbook and I am strict with all things outlined in it. Each family must follow the same rules and guidelines. My family is asked to share their home and mommy with many others throughout the day, please respect the sacrifices they make for me to pursue my career in childcare and be understanding. This isn't a hobby; it is my chosen career. I am a family daycare provider. Because I have my own life and my own family to consider, it is important that all of the parents respect my hours, sick policy, and need for prompt payment in addition to other policies. I reserve the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect. Ask me if anything is unclear. The policies have been implemented for my protection (including my family) as well as yours. If any of my policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation... I'm sure it will make sense in that light. These policies are enforced for the same reasons policies are enforced in any job situation—For fairness and respect.

By signing a contract with me, you are agreeing to abide by it, in any situation that comes up. Please read and understand my rules and policies for future need. Thank You!