



## **Curious Little One Child Care Center Parent Handbook**

### **Welcome**

Welcome and thank you for choosing Curious Little One Child Care Center for your child. We are here to provide a high-quality, integrated program in an atmosphere of respect and love. Your child will be in a safe environment where he or she can grow intellectually, physically, and socially.

We strive to provide opportunities for your child to develop skills in each domain. With curiosity, he will be learning through hands-on exploration and creative expression in a structured environment. Our staff will be planning monthly activities based on our monthly theme which will integrate numbers, letters, music, life skills, science, cooking and other concepts.

We are truly excited to partner in this new adventure with you and encourage you to contact us at any time.

### **Mission Statement**

Curious Little One is a home child care center which provides opportunity for children to explore and connect with peers while developing their skills. We strive to provide different ways to assist your child to become a whole child who has curiosity, creativity, communication, team building, respect, and manners.

### **Medication Policy**

If your child needs to be given medication during center hours, we are required to have the following:

Medication Release form filled out and signed by the parent

Directions for administering the medication

Medication in the bottle from the pharmacy stating name, dosage, time to be given and any side effects to watch for.

**All medication including over-the-counter and prescription medications will only be administered according to written physician instructions.**

**Emergency Procedure** In case of sickness or injury that requires a doctor's or dentist's attention, we will do our best to contact you or your emergency contacts. In the event we cannot reach you or any of your listed contacts, or it is a life-threatening situation, we will call 911 for emergency assistance.

We have a disaster plan in place and regularly practice fire and earthquake drills so that the children know how to respond in case of an emergency. We will purchase an emergency kit for each child and store it in the shade.

In case of evacuation, we will be meeting at California High School located at 9870 Broadmoor Drive, San Ramon, CA 94583.

### **Discipline Policies**

We believe encouragement and consistent adult guidance, children can learn better and feel better about themselves. Corporal punishment and other humiliating or frightening techniques are not allowed.

When we feel a child's behaviour or action is going to be harmful to the child or others, here are the steps we will provide to prevent things from happening again.

First time: The child will be told, very seriously, that this behavior is not allowed. An incident report will be written and parents will be notified.

Second Time: An incident report will be written and parents will be asked to pick up the child from school. A conference will be held before the child can return to school.

Third Time: An incident report will be written and parents will be asked to pick up their child from school. The child will be suspended from school for three days.

Parents will be told that if the behaviour occurs for the fourth time, the child may be dismissed from school.

Fourth Time: The child may be dismissed from school.

Curious Little One child care center reserves the right to immediately dismiss the child if, in the school's sole discretion, it determines that the welfare of the child or school requires such dismissal.

### **Health Requirements**

The following guidelines have been developed in order to provide a safe, healthy environment for all our students. If a child has one or more of the following symptoms, he or she will be sent home and not be allowed to return to Curious Little One until free of symptoms, have been on medication for 24 hours, or have a physician's release form.

Fever in excess of 100 degrees Fahrenheit

Excessive sneezing with cold-like symptoms

Excessive coughing or difficulty breathing

Unidentified rash

Ear infection that has not been treated by a physician

Vomiting one time with a fever, vomiting two times in one day without a fever

Diarrhea once a day with a fever, diarrhea twice in one day without a fever

Excessive runny nose with colored mucus

If your child has any symptoms of illness not mentioned above (listlessness, pla, flushed, stomach ache, etc.) the staff will contact you to discuss whether or not your child needs to go home. You will need to have three days on file to call if you are not available to pick up your child in case of illness.

### **Communicable Disease**

Exposure to communicable disease is reported to parents immediately. We will post a notice in the classroom.

Your child may return to school:

Fever            When fever free for 24 hours without medication

Ringworm        When the infected area has disappeared

Scabies          Five days after second treatment

Chicken Pox	When the scabs are completely dried
Pinworm	With a doctor's release form
Impetigo	When the skin is clear of all sores
Head Lice	When the nits are completely cleared off the hair
Pink eye	48 hours with medication.
	Strep throat After the 3rd day of medication, fever free for 24 hours. Medication can be brought to school and administered by the teacher.
HFM	One week until child is back to normal self

As it is not possible to list all illnesses or symptoms, we reserve the right to make individual decisions about children needing to go home.

### **Personal Property and Dress Code**

Please label all your child's belongings with his or her name. If an item is misplaced, please check the "lost and found". Children should not bring toys to school. We are not responsible for lost or broken belongings.

Each child is required to have a set of change of clothes in the classroom. Full-day student must provide a crib sheet and small blanket for nap time. Linens will be sent home weekly for cleaning.

### **Food service**

We provide two snacks and one lunch a day for our students. If your child has allergies that prevent him or her from eating snacks and lunch we provide, we ask you to send in a substitute snack or lunch for your child. Lunch menu will be posted on the wall. We are a Nut Free center.

### **Parent Communication**

Parent-Teacher Conference will be held when the child enters our school and also in Jan before registering your child for kindergarten.

We will send photos and video clips from time to time to our parents. Newsletter and food menu will be sent out monthly.

### **Hours of Operation**

We are open from 7:30 to 6:00 Monday through Friday. Full-day and half-day programs are available. There will be a late charge if your child is left after scheduled hours in the amount of \$1 dollar for every minute.

**Holidays Observed** ( Normal tuition rate apply during holidays

New Year's Day

Martin Luther King Jr.

President's Day

Memorial Day

Independence Day

Labor day

Vetereans's Day

Thanksgiving Day and Day after

Winter break from Christmas eve until the first working day after New Year's Day

**Provider Vacation**

Daycare providers will take 15 paid days off during the year, always parents will be informed in advance.

**Pick up and Drop off procedures**

Our operation hours are from 7:30-6:00 Monday through Friday. When dropping off or picking off your child, please make sure to come at the scheduled time. Due to limited parking spaces, I want to make sure no more than two families come at the same time. We can work out the schedule so that each family can have the time to talk with me regarding your child's day and also by doing this, we won't be disturbing the quiet neighborhood we are in.

The followings are some rules I want all parents to be aware and follow:

- 1) Please only park your vehicle at the designated driveway prior to parking within legal off-site spaces
- 2) No double-parking or illegal parking will be allowed
- 3) Always turn off your engine when dropping or picking up your child
- 4) When you enter the cul-de-sac neighborhood, please make sure to slow down

If we feel that these rules are not being followed, we will be able to terminate your child due to not respecting our rules.

### **Tuition/Late Fees**

Tuition is payable in advance and is due on the 1st of each month. Please make the check payable to Curious Little One LLC. A late charge of \$50 dollars will be assessed if tuition payment is not received when due. Tuition in arrears more than thirty days is subject to a finance charge of 3 % per month on the unpaid balance, in addition to the \$50 dollar late charge. A \$30 dollar fee will be assessed for returned checks. If collection or legal action is instituted on this contract, s parent(s) agree to pay all costs and disbursements including all attorney and legal fees incurred to collect and enforce this indebtedness. Any litigation or civil action concerning this agreement shall be venue in a court of competent jurisdiction in Contra Costa County.

We ask for 50 dollars registration fee (none refundable) and two week deposit (half of the monthly tuition) to secure the space for your child. The two weeks deposit can be refunded back to you when the center receives your two weeks notice before withdrawing your child.

There will be no make-up days/hours, vacation credits, or vacation time-offs.

# Acknowledgement and Receipt of Parent Handbook

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I, \_\_\_\_\_ have received a copy of the Curious

(First and Last Name)

Little One Child Care Center Parent Handbook. I hereby acknowledge that I have read the handbook and any or all questions regarding the policies of Curious Little One Child Care Center have been answered to my satisfaction.

I understand that any policy changes or additions to policies at Curious Little One Child Care Center will be made and I will be notified in advance.

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Date

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Signature