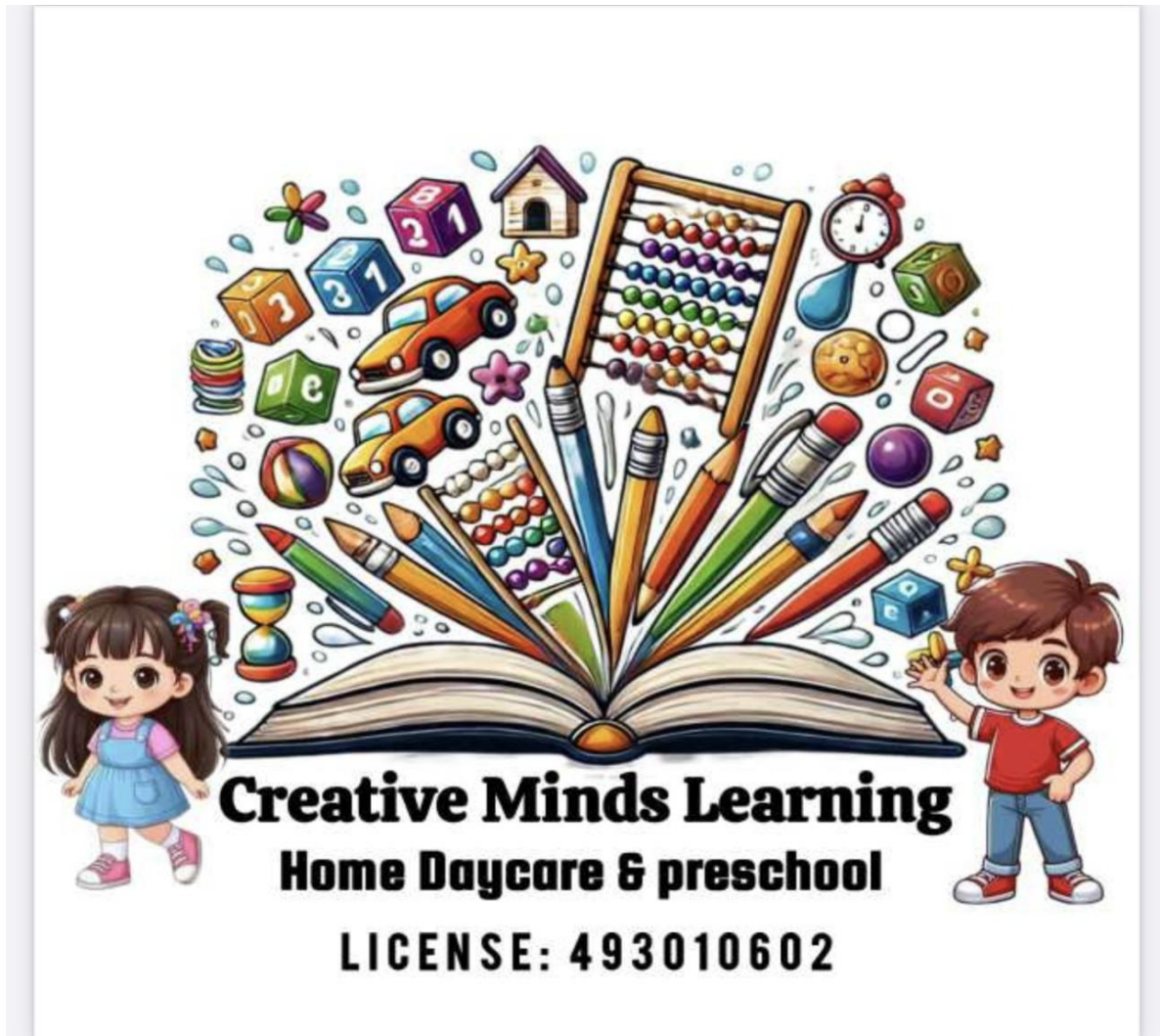


Creative Minds Learning Home Daycare & Preschool
LIC#493010602

Handbook of Policies and Procedures



ONLINE VERSION:

LOCATION:SANTA ROSA CA 95404

Main: 707-997-3311

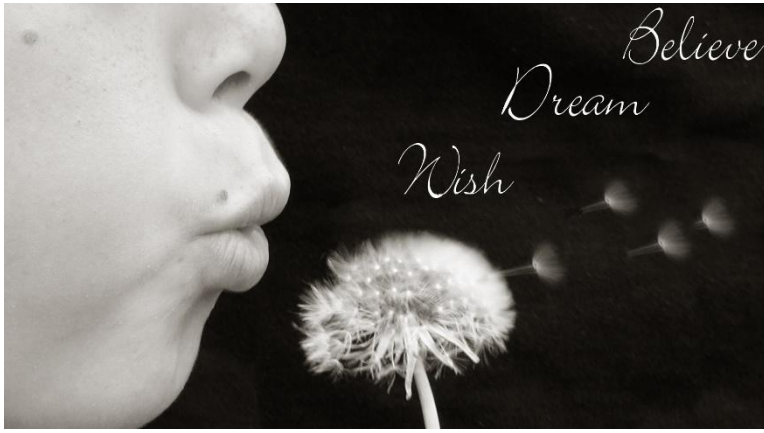
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INTRODUCTION Welcome to Creative Minds Learning Home Daycare & Preschool

Creative Minds Learning Home Daycare & Preschool. We are a year- round bilingual English/ Spanish program for children 2 months to 12 years we provide full- time or part time care. Our Child Daycare is unique for several reasons. The care is conducted in a loving family atmosphere, where children are allowed to play as well as participate in age-appropriate activities. It is our intention to work as closely as we can with every family and make a reasonable effort to accommodate the needs of every child and parent.

This handbook is intended to provide you with an opportunity to

become familiar with our program, philosophy and policies.

Our Childcare is licensed for a maximum of 8 Children at a time, with a ratio of 8:1 per provider. As such, our curriculum is much more student based and our children learn and grow at their own pace, usually faster than the average child their age does. Our Childcare encompasses students ranging in age from two Months to twelve years, allowing children to grow at their own pace, mentoring and challenging each other.

To facilitate greater understanding between parent(s) and provider, we have created this handbook covering childcare philosophies, business policies and expectations. Please read this carefully, and feel free to discuss with the Director any questions that you may have.

ADMITTANCE POLICY: Parents wishing to enroll their child(ren) to Creative Minds Learning Home Daycare & Preschool we must first schedule a tour of our facility and interview with our Provider. Our Home Daycare is small and close-knit, and it is imperative that any new family accepted to our Daycare understands and believes in our unique philosophy and environment. Communication is of the most importance, not only for the betterment of your child's care and education, but for the school environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. An interview allows both parties to decide if our Childcare is the best fit for each family individually. Please note that we do not accept children who are not immunized.

WAITING LIST: Creative Minds Learning Home Daycare & Preschool is a unique Childcare home environment. As such, admittance to our school is in high demand. If space is at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located on the last page of this handbook or at our website When enrollment is offered to an applicant, we require a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If later it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed, and applicant will be placed on the waiting list based on the date recorded on this new form.

CHILDCARE PHILOSOPHY: Creative Minds Learning Home Daycare & Preschool mission is to provide a loving, quality educational program for children ages two months to twelve years. We intend to fulfill this mission by giving extra effort to the fundamentals in preparation for formal schooling, while providing a nurturing, safe, unique and creative environment for children to grow and explore in. By having open communication between parents and caregivers, we will create a more cooperative and hands-on approach to education.

COMMUNICATION: Good communication between parent and provider is essential to any childcare program. When a new family joins our daycare, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar childcare philosophy. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

ENROLLMENT POLICY: There are several forms that we must complete and, in our possession, before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Contract and Rate Agreement
- California Pre-Kindergarten and School Immunization Record
- Emergency Medical Authorization Form
- Parent Notification Additional Children in Care
- Affidavit Regarding Liability Insurance for Family Child Care Home
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Form
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Pick-Up Authorization Form

- Allergy and Food Preference Form
- Immunization Form

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask. I am a facility that does not accept non-immunized children, due to confidentiality constraints, will not disclose immunization.

TRIAL PERIOD: The first two weeks (14 calendar days) of the child's enrollment will be considered a trial period. During that time the parent or provider may terminate the childcare agreement at any time. After the trial period is complete, three weeks' written notice is required to terminate the agreement (see Termination Policy).

TUITION/PAYMENT PROCEDURES: Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than drop off time the first contracted care day of each week. We do not deduct for days your child(ren) is sick, vacations or days just taken off. The weekly rate is a flat fee and is due each week. Before and after childcare children will pay full time rates on school breaks and vacations. Payment may be in the form of cash, credit card (Visa or MasterCard) or check (please make check payable to: _ as long as no checks are returned to me for non-payment. There will be a late fee of \$ 20 for each day that payments are not received. Repeated late payments may be grounds for termination.

REGISTRATION FEE/LATE FEES: A deposit of one week's tuition is required when your child registers, which will be applied to your child's last week of enrollment. This deposit will be forfeited if the care is terminated with less than three weeks' notice.

This contract may be terminated at any time, for any reason, by either party with proper notice. Proper notice will consist of written or verbal notice to the provider not less than two weeks prior to the child's last day of care. If you choose to terminate care with less than proper notice, you agree to forfeit the entire deposit.

If at any time, after consultation with the parent or guardian, I feel that you or your child poses a safety risk to any of the children in my care, we will give you as much written notice as possible that the care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at our discretion.

LATE FEES: late fee equals \$15/per child/per each 15-minute interval that pick-ups are late, from the contracted hours, even if parents call/ text /email advising they will be late will be charged. Example: 1 - 15 minutes late, you owe \$15 per child; 16 - 30 minutes late, you owe \$20 per child. Late fees will be added to your account and must be paid when the parent arrives. Failure to pay will result in children not allowed to come back until balance is 0 no exceptions or excuses . . This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our childcare longer than 3 hours past closing, the local county department of Social Services or police will be called. During this time, I will provide appropriate activities and snacks for your child.

NSF CHECKS: If a check is returned for non-sufficient funds, you will be required to pay all fees that are incurred as a result of the returned check and subject to a \$25.00 service charge. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.

HOURS OF OPERATION: Normal hours of operation are Monday through Friday from 5:00 a.m. – 5:00 p.m

SATURDAYS & SUNDAYS SERVICES ARE AVAILABLE PER REQUEST OF PARENTS ONLY WHEN THE DAY IS REQUESTED WITH AT LEAST A WEEK IN ADVANCE IF PROVIDER IS AVAILABLE!

Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first serve basis. The only purpose for accepting add-ons or schedule changes will be as a service to our families. Please remember that schedule changes of this nature create some disruption to our normal schedule. Please provide as much notice as possible, so that we can accommodate for meals, sleeping arrangements, and any changes in activities that may need to occur.

Children of Subsidized Programs: Subsidized programs are not to be used for anything other than work. If you are not working Under no circumstance will children be cared for unless approved and confirmed by a social worker to provide care for that day for that specific activity. If you are signed up in a subsidized program such as 4c, CalWORKs or any other government program that covers childcare and would like to do something other than work you will be required to pay out of pocket at regular contract rate based on age of children and hours the day of care, no later than drop of time. If absent due to not working payment will still be required as well as copayment for the week. Subsidized programs will not cover to do something other than work and it is against our policy to falsification of any legal document such as certification forms will be reported to the subsidized program that you are signed up for.

Transportation: Provider does not offer pick up or drop off services. Parents should have transportation to daycare and from daycare to the children's home or designated spot by the time that pick up and drop off is over that parent and provider have agreed to in contract.



ARRIVALS and DEPARTURES: It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Our normal procedure is to release the child only to his/her parents, or someone else the parents designate. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if I do not know them, and the child is too young to recognize them ("Hi, Grandma!"), then I will need to ask for identification as well. We do not mean to offend but we take the safety of our children extremely seriously. Pick up should be about or less than 10 minutes if passed 15 Minutes you will be asked to politely leave.

ABSENCES: There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so it is necessary for you to pay for all days scheduled whether your child is in attendance. Due to ratio constraints, make-up days are allowed only if there is room on another day. Make-up days do not apply to paid holidays. Children from subsidized programs will be required to pay for spring break, winter break and holidays if you would like to continue childcare.

CLOSED HOLIDAYS: The following is a list of the paid holidays that Morales Family Home Child Daycare will be closed for each year days are subject to change:

Holidays 2025

New Year's Day: January 1

Martin Luther King, Jr. Day: January 15

President's Day (George Washington's Birthday): February 19

Memorial Day: May 27

Personal Days June 20-23

Independence Day: July 4

Labor Day: September 2

Personal day September 4th-7

Veterans Day: November 11

Thanksgiving Day: November 27-29

Christmas Holiday: December 23-30

All sick days are all paid unless there is a prolonged ongoing emergency of illness.

Please have back up child care!! Thank you,



CLOTHING/ATTIRE: Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into.

PERSONAL BELONGINGS: We are not held responsible for the toys and electronics the child brings from home, so we advise them not to bring any toys/ electronics.

SUPPLIES: You are responsible for supplying diapers, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored here and we will let you know when your supply runs low. Good clothing is not recommended. Soiled clothing will be sent home, and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after childcare or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be left here at the childcare home in the summer. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must always maintain these items. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

DAILY SCHEDULE: Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule (see Daily Schedule) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. 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.

Our normal daily schedule does not include any trips, and any field trips planned will be given with written consent, several weeks in advance.

MEALS: There will be a one -week trial of observation of the child to be able consider the child and to qualify for the food program. If a child seems open to what is offered and has a good appetite 80% of the time he will qualify for the food program. This includes breakfast, lunch and two snacks per day. If Child is too picky with what is offered 90% of the time he will not qualify for the program, and parents will have to pack breakfast, lunch and two snacks per day. All children must eat and if they don't like what is offered parents will have to provide their meals based on what they like and will eat to ensure everyone stays healthy. Our Program is signed up for the food program through 4c's for the children that qualify. For Children Ages 0-12 months require 8 oz of milk for breakfast 8 oz for lunch and 4 oz for snack 20 oz of milk will be required to be sure the child thrives for that day failure to provide what is needed will result in termination of child. You will need to bring breast milk/Formula, baby food either homemade or jars and infant cereal from home. Babies will be fed on demand as needed throughout the day. This ensures nutritious meals are provided to the children in our care.

CLEANLINESS/HYGIENE: We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. Staff wash their hands frequently and also use antibacterial gel. Washable cots are used for naptime. Each child has a separate nap cot with blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water.

Children use separate cups, plates, bowls and eating utensils. Labeled water bottles are provided, and washed frequently, for your child to drink from throughout the day, whenever they choose. Children will also be provided with the use of a cubby, for their personal belongings to be kept. This maintains healthy sanitary conditions, while also providing the benefit of personal space for each child.

TOILET TRAINING: Toilet training will be done in a relaxed manner with the cooperation of the family. Thirty months of age is a good rule of thumb to start checking for signs of readiness. Toilet training cannot begin until the child is old enough to have independent urges. The child must also be ready in three areas. First, the child must be physically ready (meaning he or she can "hold on" for a period of at least an hour or more, although several hours is a better indicator of readiness.) Second, the child must be intellectually ready (that is, he or she understands when and how to use a toilet). And third, the child must be emotionally ready (in other words, he or she must be willing to use the toilet). When the three areas of readiness occur together, toilet learning is usually easy and rather quick. When the time is right for your child, and until he/she is totally successful in his/her toileting, he/she should wear clothes that promote their independence. In addition, your child must have two complete changes of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove "in a hurry". Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We ask that you begin toilet training at home during a weekend or vacation after which, we will follow through and encourage your child here. When a child is ready, the process should go quickly. The child must be always kept in pull-ups or 5-ply training pants. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom

(not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

NAPS/QUIET TIME: There will be a designated nap/rest time each day (see Daily Schedule). All children must either nap or rest quietly during this period. 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.

I did it!



CORE KNOWLEDGE CURRICULUM: Our Daycare. It's our number one priority. We know that in most cases, we are your child's first experience away from home. Home is a safe, fun place where mom and dad tell us what we can and can't do. School should just be an extension of this. If it is not fun, safe, and nurturing, your child will associate with school negatively, and fail to thrive and grow to their

potential. At Morales Family Home Child Daycare, we make learning fun. If your child wants to color, why not color an Elmo page for E? If your child wants to play on the computer, why not play a Hooked On Phonics® games, or Reader Rabbit? When playing tag, why can't we call out letter sounds to unfreeze? Strategically planned curriculum creates easy avenues for your child to learn without a negative association. We set the foundation for positive school experience that they will take with them through the rest of their education.

Call us crazy, but we love math and reading! We've encountered so many parents who fail to realize their child's potential. It's not because they don't love their child, but it's hard to see their baby as anything other than just that, their baby. That's where we come in.

We believe every child has a right to learn at his/her own pace and should not be categorized solely by their age. In our unique class setting, we are able to teach and challenge your child according to his/her abilities. If by two-and-one-quarter, she knows her letters, then by three-and-one-half, she can probably grasp most of the phonetic sounds as well. If by three-and-three-quarters, your child can count and recognize numbers from 1-20, he/she should also be able to start doing simple addition and subtraction. Age does not dictate your child's capabilities.

Our children are able to learn and acquire so many skills through strategically planned curriculum and repetition. Your child grows within the same classroom, with the same teachers, so we really get to know your child and his/her best learning method. Never is your child forced to do something boring like sitting at a desk and memorize flashcards. We make learning fun and you'll be surprised what your child can accomplish and enjoy doing. We are all born innately with a desire to explore and learn, and it is only when we have failures, struggles and boredom within a classroom that we begin to dislike education. Our students look forward to our programs and will miss school on days off. Please note: the following is a list of skills our students acquire before entering kindergarten from our school and are not requirements for kindergarten.

1. Recognizes, states, and properly writes all 26 letters (lower & uppercase) of the alphabet.
2. Phonetically sounds out all 26 letters of the alphabet.
3. Recognizes, states, spells and properly writes his/her first & last name (using lower & uppercase letters).
4. Completes first level of Hooked on Phonics® reader program.
5. Recognizes and states phone number and address.
6. Recognizes, counts and write numbers from 1-20, forwards and backwards.
7. Can do simple addition and subtraction.
8. Can recite the days of the week & months of the year.
9. Can say the Pledge of Allegiance.
10. Is independently able to dress himself/herself (except for tying shoes).
11. Is potty trained.
12. Is socially able to interact in a group setting.
13. Feels confident when speaking in front of a small group.
14. Able to jump, hop, skip, climb, & walk backwards.
15. Knows how to count to ten in Spanish, and may have a small vocabulary of other Spanish words.
16. Can cut, glue, and color independently.
17. Able to follow 3 sentence instructions.
18. Is able to sit quietly during story/group time.
19. Knows how to stand in a line.
20. Knows a large assortment of animal sounds.
21. Can categorize where an object belongs.

BIRTHDAY PARTIES Birthdays are a special time and we like to really celebrate them! On your child's special day, we will have a small party and recognize the milestone they have achieved. Feel free to send treats, such as cookies or cupcakes. Please let us know ahead of time what you are planning so that we do not duplicate sweets.

FIRE SAFETY: I have a written fire evacuation plan, and I incorporate fire safety curriculum into my program.

HOUSE RULES: There are certain house rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone.

Discipline: I will handle inappropriate behavior situations calmly and promptly when they arise. Effective methods of discipline include acknowledging undesired behavior, redirecting children towards appropriate activities and helping children discuss their conflicts. Sometimes children need time aside to regroup if all the other methods do not solve the problem. In that case we would resort to time apart, often referred to as a time-out.



There will be no running permitted in the house. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Respectful treatment of other people and all property, toys, and furniture is expected. No smoking is permitted on the premises. Children and families are welcome in any areas of the home that are used for preschool purposes only.

INDOOR/OUTDOOR PLAY: Indoor play: We provide a variety of age-appropriate toys for indoor play. Although the toys are categorized in centers, during free play time we believe it is an important part of your child's learning to explore outside the confinements of structured areas. Barbie's may ride on trains, or Legos built into racetracks need cars to drive on it. Limiting imagination only stifles creativity, and we believe this to be a fundamental part of your child's education. After play time, all toys will return to their designated areas. These activities help promote good health in our children. We try to instill a love for physical movement early on, so that they carry it with them into adulthood.

Outdoor play: We will play outdoors every day that weather permits. Other outdoor activities will include walks within the neighborhood, playground time at the park closest to our school, and water play (sprinkler and small pool during summer). When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside.

Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

We understand that abusive treatment of children is prohibited by law and by the licensing regulations with which a child care provider or authorized agent is required by law 26-6-102, C.R. S 1973. To report evidence or knowledge of suspected child abuse or child neglect, call the State Department of Human Services at **707-565-5800**.

ILLNESS

*Mary had a little cold, but wouldn't stay at home,
And everywhere that Mary went, the cold was sure to roam
It wandered into Molly's eyes & filled them full of tears-
It jumped from there to Bobby's nose and thence to Michael's ears-
It painted Anna's throat bright red, & swelled poor Jennie's head
Dora had a fever and cough put Jack to bed.
The moral of the little tale is very quickly said,
She could have saved a lot of pain with just one day in bed!*

Morales Family Home Child DAYCARE is a "well-child" preschool facility. At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to day care, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILDCARE), or is unable to participate in the normal routine and regular day care program. Sick children expose other children, as well as staff, to the spread of their illness and require additional care and attention that we are unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced and exposed. Because this is disruptive to other children and their families, as well as our own, your cooperation on this issue is extremely important.



Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

If your child is unable to participate in the normal activities of the day care (including being able to play outside), then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come and pick the child up.

A sick child will not be permitted to return to care for 24 hours after their condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, (s)he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether to bring your child to care, please call to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion.

Symptoms requiring removal of child from day care:

The list Below outline the guidelines for illnesses not permitted at childcare. The parents will be contacted to come and pick up their child. The Guidelines are also for you, to help prevent receiving a phone call to come pick up your child.

Temperature of 100 degrees, Difficulty breathing or shows signs of acting lethargic, Vomiting, Diarrhea, Redness, sores and crusting of the skin around eye nose or mouth, Infants that are ill should always be home with parents, Ear pulling, Chicken pox, mumps measles, headache, Lice and nits, Unable to participate in activities, Skin rash, Consistent cough, Abnormal fussiness, eye infection

Note: A child must be free of fever for 24 hours prior to re- entering my home. Please contact us with information when your child is ill so that we can let other families know when contagious illness is running through our group.

MEDICATIONS:By law I am not allowed to give your child medication (herbal, over the counter or prescription) parents authorization is needed for me to administer ANY medication, prescription or over the counter. All medicines must be in their original container with pharmacist or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

MEDICAL EMERGENCIES: Minor bumps and scratches are inevitable, but we 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 we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of Morales Family Home Child Daycare, or her family will not be held liable for any sickness or 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.

Suspected Child Abuse: As a licensed home Provider , and mandate reporter we are required to report all suspicions of child abuse or neglect of any child to our local police department or child protection agency.

EMERGENCY PROCEDURES: In the event of an emergency concerning the safety of the children in our care, such as a fire, flood or evacuation of the home for any natural or unnatural reasons, we will take the children out of the affected area. Parents will be notified by telephone where the children will be taken. My cell phone number is 707-997-3311

Our primary point of contact will be at Santa Rosa Veterans Memorial Building located at 1351 Maple Ave Santa Rosa CA 95404 The telephone number is 707- 568- 4338 If for some reason this is not far enough, we will then take the children Sonoma County Library located at 211 E Street Santa Rosa CA 95402 The telephone number is 707-308-3020

In the case of a lost child, the authorities will be notified first, and then the parents.

A conscientious effort will be made to secure the safety and well-being of your child(ren) and you will be notified as soon as possible of any such emergency and the location in which we are at.

Lockdown drills are becoming more common as individuals continue to attack schools and school grounds. In the case of an intruder or other criminal emergency, we will take the children to the upstairs bedroom, lock it, and call for help. All windows and doors will be locked and secured until law enforcement assures us that it is safe to come out. During lockdown, parents can be contacted but will be unable to pick up or drop off children. This type of drill will be done at least twice a year.

DISASTER PLAN OUTLINE: Tornadoes: If a tornado warning occurs, we will take the children downstairs to the basement and we will sit as far away from the windows as possible. We will maintain a tornado/hailstorm kit (flashlights, blankets, books, radio, water, snacks) that we can use to get through the storm. Maintaining a calm environment in all emergency situations is essential.



Communication between us will be maintained through telephone as much as possible. Earthquake: In the event of an earthquake, we will all go underneath the kitchen table, away from windows and glass as well, so as nothing can fall upon us. Once the quake has subsided, we will immediately notify parents.

High winds/Hail: In the case of a severe hail or windstorm, we will take the children to the hallway between the bathroom and basement, where we will be away from the windows. Once the storm passes, we will notify all parents.

Blizzard/Power Outages: During a blizzard or power outage, we shall remain calm and go about our daily business as best as possible. If the power outage is for longer than an hour, or the heat in the home is no longer remaining (whichever may come first), we will notify parents.

Emergency Substitute Care: In an extreme emergency, when the provider or comparable teacher is unavailable, a back-up provider will be called and then I will immediately notify parents of the situation and ask that you come and pick-up your child early.

DAYCARE DISASTER PLAN
Main phone number: (707)-997-3311 Cell: 707-997-3311
Address: Santa Rosa California 95404
<i>Primary Emergency Meeting Place:</i> Santa Rosa Veterans Memorial Building 1351 Maple Ave Santa Rosa CA 95404
<i>Secondary Meeting Places:</i> Sonoma County Library Central Library 211 East Street Santa Rosa CA 95404

In an emergency, we have vehicles equipped to transport your child to the safest location, following all vehicle restraint requirements. We have the capacity to transport up to 8 Children.

TELEVISION/VIDEO POLICY: Television will only be allowed for transition time between lunch and naptime and end of day. At no other time will children be permitted to watch television. We believe that you are bringing your child here for education and social interaction. Television diminishes both elements. We are by no means saying that television should not or does not play a role in your child's life. We just do not have time for it in our busy daily schedule.

TERMINATION POLICY: We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay.
- 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 or provider
- Part Time spot needed for a Full-Time spot.
- Failure to take care of their children's Physical and Emotional needs
- Consistent Neglect of children's daily needs
- Consistent Late Arrival to pick up Children
- Intimidating Atmosphere for provider or other parents

We appreciate as much advance notice as possible when terminating. Parents are required to give three weeks written notice when they decide to terminate childcare. The three weeks will be paid for in full, regardless of whether the child is in attendance. We will give three weeks written notice of termination for which full tuition is due, whether the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. In this situation, the three weeks payment of tuition is still required.

FEEDINGS: Although we accept infants, if a child needed to transition from breast feeding exclusively to a bottle, we would work directly with you, the parents, to find the most suitable solution for the infant. The transition of a toddler from bottle feeding to a cup would consist of the main feedings from the bottle until both we as the provider and you as the parent were comfortable that the child was able to receive the majority of the nutrients needed daily from a cup. Children Ages 0-12 months require 8 oz of milk for breakfast 8 oz for lunch and 4 oz for snack 24 oz of milk will be required to be sure the child thrives if what is required for infant is not provided child will be sent home after the 3rd Warning Childcare will be terminated.

Emergency/ Substitute Care Parents must have arrangements for substitute care in the event that you are unable to care for their child. The parents, not the provider, is responsible for arranging substitute care.!

REVISIONS TO THE HANDBOOK/CONTRACT

All families will sign a yearly revision to this handbook and the accompanying 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 give at least two weeks' notice of changes.

To file a complaint about this facility, contact:
The Department of Social Services: Community Care Licensing
1450 Neotomas Ave # 100

Or call: 707-588-5026

LETTER OF INTENT FOR Creative Minds Learning Home Daycare & Preschool

Today's Date: _____

I hereby state my preference to waitlist my child(ren) on the Morales Family Home Child Daycare waiting list. Child(ren)'s name(s) and age to be listed below. I understand before final acceptance of my child(rens)’s enrollment, I will schedule a tour of the facility and interview with the Director.

Name of Child	Date of Birth	Current Age	Date Wishing to Enroll On

Signed_____ Date_____

Parent Names_____

Address_____

Phone(s)_____Street_____City_____Zip_____

Email (s)_____

Back To Basics Family Preschool is a unique full-time childcare environment servicing children ranging in age from two months to twelve year olds. Our curriculum is Core Knowledge based, tailored to your child’s skills and natural learning tendencies.

Waiting List

Students will be considered for admission on a first come, first serve based on date of Letter of Intent. The child will stay on the waitlist until admitted to our daycare or upon parent declining position for child.

I acknowledge that I have a duty to read and understand the contents of Morales Family Home Child Daycare Parent Handbook. Creative Minds Learning Home Daycare & Preschool admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Morales Family Home Child Daycare and the recipient of this Parent Handbook. I also understand that Morales Family Home Child Daycare, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

I acknowledge that I have a duty to read and understand the contents of Morales Family Home Child Daycare Parent Handbook. Creative Minds Learning Home Daycare & Preschool admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Morales Family Home Child Daycare Parent Handbook and the recipient of this Parent Handbook. I also understand that Morales Family Home Child Daycare, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

Parent Signature:

Date:

Parent Signature:

Date:
