

Berumen's Childcare
168 Fireside Street, Oceanside, CA 92058
760-231-1995
mariaisabellberumen@gmail.com
License # 376300619

Parent Handbook Policy
Parent - Provider Child Care Contract

Welcome to Berumen's Childcare, the purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

State Licensing Requirements:

Berumen's Childcare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials.

Termination Policy:

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, a two week written notice from parent or provider is required to terminate the contract, with the exception of (provider's) family emergency, gross misconduct on part of the parent or child, or failure to follow the rules as stated in this handbook and agreement. This is grounds for immediate discontinuation of service. In-lieu of written notice, two weeks of pay may also be given to terminate the contract. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Enrollment/Registration Fee:

A non-refundable enrollment fee of \$100.00 is charged upon registration of each child.

Payment:

Weekly payment is due regardless of attendance and is due on or before Friday at pickup or the last day of that week care for the following week of child care. If payment is not made by such time without prior arrangements, you will be considered late and a fee of \$5.00 will be applied. If this should occur, payment with late fee is expected to be made by drop off time the following Monday or child care services may be suspended until such payments are made. Payments may be made by cash, check (made out to Berumen's Childcare L.L.C.) or automatic payment. Receipts are available upon request. A \$35 fee will be charged if your check is returned. The parent must pay the amount of the check plus the \$35 fee immediately upon notification of a returned check. The child will not be permitted to stay in care until all fees are paid in full in cash or money order. The parent will be responsible to pay for any time your child misses while

“catching-up” on tuition. The parent will be required to pay by cash or money order after the first returned check.

Overtime Fee:

A late fee equal to \$5.00 per child shall be made per 15 minute intervals for pick-ups outside of contracted hours. Example 1 to 15 minutes early/late, \$5.00 per child will be incurred, 16 to 30 minutes early/late, \$10 per child will be incurred and so on. If prior notice of early drop-off (evening before or earlier) or late pick-up (morning of care or earlier) is arranged late fees may be waived, but regular overtime charges may occur.

Hours of Operation:

Berumen's Childcare is open from 6:30am to 5:30pm Monday thru Friday. Full-time care is the only option, part-time slots are not available. Please be mindful this is a daycare out of our family home and respect the time you are picking up your child by not monopolizing more than a few minutes of "small-talk".

Authorized Release:

The child will ONLY be released to the parent/guardian with legal custody or persons over the age of 18 who are designated by the parent on the Emergency Contact Form. The provider will refuse to release the child to anyone not on the list. The provider will require photo identification from anyone that it is not recognized.

Sign In/Sign Out:

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of an emergency. Every Time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider is in compliance with any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

Open Door Policy:

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions, we ask that you keep your visiting to a minimum.

Reporting Child Abuse:

Berumen's Childcare is a mandated reporter and is required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Privacy and Discrimination:

I will abide by the state privacy law. All records and information about your child and family will be kept confidential, unless I have your written permission to reveal specific information (i.e. Speech or Developmental delays). I also ask that you respect my privacy and that of my family by not sharing any information you learn about my family without my written permission. For example, the contents or layout of my home, vacation schedule, routines, posting pictures without prior consent, etc.

I do not discriminate based on race, color, gender, disability, national origin, sexual orientation, or public assistance status.

Smoking:

This is a non-smoking facility. Smoking is strictly prohibited on the premises. Please inform spouses or those on your pick-up list about the policy. In addition, smoking is prohibited on field trips. If you need to excuse yourself from the field trip, please let the provider know so that they are aware of your absence.

Daycare Holidays/Closures:

I realize your need for reliable daycare and will attempt to give as much notice as possible whenever I must close for any reason. In order to spend quality time with my own family, I will be closed for the following holidays.

Daycare will be closed **with pay** on the following holidays:

New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day & the Day after Thanksgiving
Christmas Day & the day after Christmas

If a holiday should land on a Saturday, Berumen's Childcare reserves the right to close the Friday before. And if the holiday should land on Sunday, Berumen's Childcare reserves the right to close on the Monday after.

Birthday/Holiday Parties:

You may bring a small, healthy snack to share for your child's birthday, but it is not mandatory. We do celebrate holidays with a small party; a sign-up sheet may be posted on the parent board if you wish to donate. For Christmas, I ask that instead of gift buying for other children in care, that each parent purchase a gift for the daycare that the children may open and share here, but is not mandatory. You can spend as little or as much as you would like. I will give out a "wants

and needs" list to offer suggestions of the children's wants and interests. Some of the things the list might include are: a replacement of a broken toy, educational video or cd, books, games, art supplies, etc. I would prefer your child not know what you are buying to make it more special. Gifts are to be wrapped and labeled "Berumen's Childcare" and have no "from" on it.

Medical and Dental Emergency Procedures:

Emergency information is kept on file at the childcare center. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made.
- Child's parents (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Evacuation Procedures:

Berumen's Childcare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the Elks Lodge located at:
(444 Country Club Lane , Oceanside Ca. 92054)

Illness:

For the health and safety of your child and all of the children in our facility, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set at Berumen's Childcare. We can only care for children with mild cold-like symptoms that are otherwise feeling and acting well. Mild cold-like symptoms are a clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents

need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

Medication:

Both nonprescription and prescription medications, ointments, and creams may be given to your child by Berumen's Childcare if needed. Parents are required to fill out the proper form and to supply all medications in their original container. Medications must be labeled with the child's name, weight, and dosage amount. I suggest keeping a supply of fever reducer of your choice and Benadryl at daycare to be kept for emergencies.

Child's Absences and/or Vacations:

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending childcare for any reason, you are still required to pay.

Diaper Policy:

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). Each child has his or her own clearly labeled diaper bin. Diapers are checked frequently, and changed every two hours or more often if

required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of the childcare provider and child is performed after each diaper change.

Toilet Training:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups, wipes and extra clothes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Television Viewing:

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to PBS or an educational video. On occasion, usually only on Fridays, we may pick an appropriate children's video to watch. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Toys:

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Miscellaneous:

Understand that your child may be included in classroom evaluations by State Licensing officials, USDA Food Program, and other parents observing their right to our open door policy. Understand that your child may be included in pictures connected with our childcare care program, unless otherwise specified by you the parent.

Behavior Management & Discipline:

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set.

We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurting others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

- Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
- Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
- Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Cleanliness:

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Staff washes their hands:

Before beginning work

Immediately before handling food or feeding children

After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers

After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit

After handling a pet or pet equipment

Whenever hands are visibly dirty

After cleaning a child, the room, toys, or bathroom

Before giving medication or applying ointment

After work

Children wash their hands:

As we enter each morning

Immediately before and after eating

After using the toilet or having soiled clothing or diaper changed

Before and after using water tables

After using play-dough or other substances

After playing on the playground

Whenever hands are visibly dirty

Before going home

Arrival and Departure:

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed (if arriving after meal time), and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parents and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. Do not allow your child to run out to your vehicle while you are still inside or in the play yard. The safety rule is "No one goes outside without me or a parent with them." Drop off and pick up times are usually hectic times of the day, so this is not the time to discuss problems. If there are any problems you feel need to be addressed, please feel free to set up a time that is convenient for the both of us to discuss these matters. Parental communication is vital, it is the key to a successful child care and I encourage any feedback you may feel relevant. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Supplies Needed at childcare:

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, weather appropriate clothes and a change of clothes, jacket, and shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), pacifier (if needed), a swimsuit, and sunscreen. For the older children sleeping on a cot: a crib sheet and a blanket are needed. If necessary a comfort object for rest-time, and anything else your child may need. A supply list is provided for your convenience. All bedding will be washed by the provider at a minimum of once per week. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. If your child should require a change of clothing, we will send home the soiled clothing and you will need to replace them with clean ones the next day. We are not responsible for replacing stained or soiled

clothing. Furthermore we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

Note: Please periodically check to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.

Meals/Snacks:

Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 8:00am, lunch at 12:00pm and afternoon snack at 3:00pm. You are responsible for feeding your child if he or she will arrive after the set meal time. Infants are always fed on demand. Except for special occasions and when requested, please do not send food, drinks, or sweets with your child. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. We also provide baby food and formula for infants. Written feeding instructions are required from parents of infants, including type of formula and/or food, amount of formula and food and feeding times. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

Special Diets:

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating the fact. At that time it will be determined if your child can participate in the USDA Food Program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the USDA Food Program. However, if a viable solution can not be reached between parent, provider, and the USDA Food Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

Nap Time:

Infants and toddlers sleep in a separate room from the preschoolers. The infants sleep in provider provided cribs, and the toddlers and preschoolers sleep on cots. Our goal is to have the two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 12 months and older is during the time between 12:30pm and 2:30pm each day. Typically children 12 months and younger will take a morning nap as well. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. The State of California requires that all children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time.

Communication:

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

A Final Note:

Please remember that although I chose this profession because of my love of children, it is also my job. My family depends on my income as I am sure yours does also. Prompt payment, adherence to drop-off and pick-up times, consideration of your sick child, and consideration of my personal family time is very much appreciated. I take my job very seriously, and am committed to the very best care of your child. I consider it a privilege to have been entrusted with the care of your child, and I will always treat him or her with love and respect. It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Thank you,

Maria Isabell Berumen
Berumen's Childcare

Note: By signing the Parent Handbook Policy, it is understood that all of the policies and procedures in this handbook are understood and agreed upon.

Parent / Guardian Signature: _____

Printed Name: _____

Date: _____

Berumen's Childcare L.L.C.
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760-231-1995
Mariaisabellberumen@gmail.com
License # 376300619

PARENT-PROVIDER CHILD CARE CONTRACT

The following contract is between

(Parents of child(ren) in care)

and **Berumen's Childcare**

Located at: 168 Fireside Street, Oceanside CA, 92058

Children listed below:

Child's Name _____ Date of birth _____

Child's Name _____ Date of birth _____

The child care provider will provide: Breakfast, Lunch, Afternoon Snack

The parent(s)/guardian(s) will provide the following: Change of Clothes, Diapers & Wipes.

Payment Policies:

A deposit of \$100.00 is required in order to hold a spot for the child and register the child.

The fee will be \$_____ per week

Days and hours of care provided will be: Monday through Friday from 6:30am to 5:30pm

Payment is to be given: Weekly at pick up on the Friday or last day of care of the week. By Check, Cash, Money Order or electronic money transfer. Checks payable to: Berumen's Childcare LLC

Two weeks late with scheduled payments by parents/guardians, Berumen's Childcare may terminate the contract without notice. Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.

Signatures:

By signing this contract, all parties agree to all of the above terms and policies in the Parent-Provider Child Care Contact including financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract.

Provider's Signature: _____

Date: _____

Mother/Legal guardian Signature: _____

Address of Mother/Legal guardian: _____

Date: _____

Father/Legal guardian Signature: _____

Address of Father/Legal guardian: _____

Date: _____

