

Happy Times Family Child Care Maria Saucedo Family Child Care

License Number: 376619741

(760) 560-7031

Where Children Learn Through Play!

Give Your Child the Gift of a Second Language!
We are a bilingual program - English and Spanish

A High Quality Program

Monday through Friday
7 :00 am to 5:00 pm

(If care needed outside these hours, additional overtime fees apply and previous
arrangements with provider needed)

Please read this Parent Handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding my policies, please do not hesitate to ask. We will go over this Parent handbook during your interview.

Financial and Admission Contract:

Child's Name: _____ DOB: _____

Parent's Name: _____ Cell Phone _____ Other _____

Driving License Copy _____

Parent's Name: _____ Cell Phone _____ Other _____

Driving License Copy _____

Mother's Maiden name _____

Maria Saucedo FCC Child Care Agreement - Parent and Provider Contract

I/We agree to enroll _____ DOB _____.

At Maria Saucedo Family Child Care / Happy Times Family Child Care.

This enrollment shall begin on _____ Your weekly rate: \$_____.

The child’s normal attendance will be on: (No make-up time is allowed)

Monday Tuesday Wednesday Thursday Friday

The child’s normal drop off time will be: _____ a.m./p.m.

The child’s normal pick up time will be: _____ a.m./p.m.

Overtime / Early drop-off / Late pick-up fees:

Early late pick-up means drop off before _____ or pick-up after_____.

Late pick-ups:

I agree to pay \$15.00 for overtime for first 1 - 15 minutes or any part thereof, of unscheduled time. Each additional 1 to 15 minutes block will be charged an additional \$15.00. Late fees are due at pick up time or during drop-off the following day. _____(initials)

I don't want your late fees money, I just want to enjoy my own family.

Late child pickup procedure:

Happy Times FCC closes at 5:00 p.m. Parents are asked to plan sufficient time to dress their child, collect the child’s clothes, artwork, speak to provider (if necessary) **and leave the center by 5:00 p.m.,** If the parent/guardian is aware that they are going to be late, it is the parent responsibility to contact their emergency contact person(s) so child can be picked up by your contracted pick -up time. Provider should be informed, but if late, late fees will be charged.

When a child is not picked up by 5:00p.m. we will follow the following procedure:

When the parent/guardian is late:

1. Contact the parent/guardian at the numbers on the child’s emergency list.
2. If contact with parent/guardian is not established, call the emergency contact(s) on the child’s emergency list and make arrangements for the child to be picked up.
3. In the event that the parents/guardians/emergency contact(s) are not available and it is 6:00pm, Maria Saucedo FCC / Happy Times FCC, will contact Child Protective Services and follow their instructions. (Licensing Procedure)

Families receiving subsidized funds are responsible for ALL unpaid fees by program (child's sick days, days off, holidays, late fees, provider's vacations and provider's personal days). ALL Absences must be paid. (_____).

Tuition fees are due every Friday, the week before services.

A \$15 fee will be charged if payment is not received Friday, by closing time, 5:00pm. Care will not be provided on Tuesday if the weekly fee and late fees are not paid by 5:00pm on Monday. (_____)

We charge by the slot, not by days of attendance:

Although I realize daycare is a major expense for most working parents, Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. Your weekly rate guarantees your child a position (as scheduled) at Maria Saucedá's Family Child Care. Variations of schedules to avoid payment of holidays or vacation charges will not be allowed.

If any charges and/or late fees are unpaid at the time of termination all legal fees and court costs necessary to collect the outstanding charges will be the responsibility of the parents/guardians.

ACCEPTANCE:

By signing below the Parents / Legal guardians acknowledge that we have received and read Maria Saucedá FCC / Happy Times FCC Child Care Agreement . My signature signifies my understanding and agreement to all the above terms and conditions.

Parent(s) or Guardian (s)

Date

Parent(s) or Guardian (s)

Date

Provider

Date

This agreement is subject to review and renewal annually (01/01/2021)

I will receive a copy of this child care agreement which consist of 2 pages.

Maria Saucedo Family Child Care

Happy Times Family Child Care - Child Care policies and procedures

ENROLLMENT:

Your child's spot is NOT secured until we have received both the one week non-refundable deposit and the signed Parent-Provider Contract/Enrollment application. Happy Times FCC, will apply the non-refundable deposit towards the first week of care. NO REFUNDS WILL BE GIVEN. (_____)

FINAL TWO WEEK'S PAYMENT:

Last two weeks of enrollment should be deposited within a month of enrollment and it will be applied to the final two weeks of care or in lieu of the final two weeks. (Extended payment plan available up to 12 weeks)

The first ten days of enrollment shall be considered a probationary period for the provider, parent and child. The child may be removed from the daycare by the parent (s) or the provider, without cause , during that probationary period only. After that period, a two (2) week written notice MUST be given prior to stopping scheduled care. The parent or guardian may terminate this contract upon submitting a two weeks written notice to Maria Saucedo FCC /Happy Times FCC. Two weeks of fees will be accepted in lieu of two weeks' notice.

Termination of care by the provider may be immediate in instances of neglect or inappropriate misconduct by the parent or child or failure to full fill your financial agreement.

DEFINITION OF CARE:

Full Time: It means that your child will be attending day care more than 3 days per week. (25+ hours per week or more not to exceed 50 hours per week and up to 10 hours per day) After any of these happens, see hourly rate for additional fees incurred.

Part Time: It means that your child will be attending day care 25 hours or less and less than 3 set days per week and up to 10 hours per day.

Part-time schedules: Unfortunately, we cannot switch around children's scheduled days of enrollment on an occasional or semi-occasional basis. In other words, your days contracted are your days and cannot be altered on a weekly basis. If you feel you need or want a more flexible schedule, then you may want to consider full- time care.

Drop in care: Your child will be attending daycare on an as available basis.

PAYMENT:

Tuition fees are due every Friday the week before services.

I realize child care is a major expense for most working parent, but since I will be holding your child's space for you to use at will, I need to charge for full time care whether you use it or not. **We charge by the slot, not by days of attendance.**

Payment must be in cash, debit card, credit card or Money order.

No checks accepted. (_____)

HOLIDAYS

No child care will be provided on the following legal holidays. Parents are responsible for finding alternate care and having a back- up care plan for your child. (Holidays, vacations, sick days, etc)

There will be no adjustment in fees for holidays that fall during the child's attendance schedule. Attendance schedules will not be changed to avoid payment for holidays. If the holiday falls on a weekend the daycare will be closed either the Friday before or the Monday after. Parents will know in advance what day will be taken as the holiday.

New year's Day, Martin Luther King Jr., President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day
Thanksgiving (Day before & day after) Christmas Day

VACATIONS

Provider:

The provider will take 10 paid vacation days off per year, paid in full at the weekly rate. Payment is due the Friday prior to providers' scheduled vacation.

I will close for 2 weeks during Winter Break to spend time with my own family.

The childcare will follow the Vista Unified School District calendar to plan for provider's vacation. Parents will be notified at least 30 days before closing for provider's Winter break. **Full fees will be charged when closed for Winter break. (10 days will be paid in full at the weekly rate)**

In Addition, the provider is entitled to 3 personal / sick days and 3 professional growth days per year at full pay.

Parents are responsible for finding alternate care.

Parent/Child:

Parents will be required to pay regular fees in advance for vacation time to ensure that a child's spot is held for them while they are off on vacation. Parents are asked to give advance notice of their vacation periods. This helps in planning of meals, activities, and special projects. (_____)

MANDATED EMERGENCY CLOSURES/ NATURAL DISASTERS

Enrolled families would still be required to pay full tuition even when the service is not provided because of a public health emergency or natural disaster. In this case, parent may terminate enrollment contract with a two week notice in writing. Please notice that two week payment is required. Two weeks of fees will be accepted in lieu of two weeks' notice. (_____)

PRE-EXISTING CONDITIONS:

Parents MUST notify provider of any pre-existing conditions / injuries occurred at home while in parents care. A pre-existing condition report must be filled out before you leave the child at Happy Times Family Child Care. If Provider is not notified parents will be asked to come and pick up the child or fill out the report. (_____)

MEDICATIONS:

At Happy Times FCC / Maria Saucedo FCC, we do not give medications to the children to get through the day. If your child needs to be medicated in order to be able to comfortably participate in our daily routine activities, then, it is quite possible your child may be too sick to attend our childcare program. Please keep your child home. (_____)

We will however give certain doctor prescribed medications to your child, of course given that they are no longer contagious and only if the medication consent form has been signed. (Ex. antibiotics for ear infections, Tylenol for teething and not to bring down a fever) Parents need to authorize "Maria Saucedo Family Child Care" or her designated alternate to administer medication prescribed to the enrolled child. All prescription medication and over the counter too, shall be labeled and have a physician's name and information on it.

(Doctor's note should be given to provider before medication is given to child.

PROVIDER WILL NOT GIVE MEDICATION TO CHILD WITHOUT IT. NO EXCEPTIONS WILL BE MADE.

WHEN A CHILD IS SICK – SICK POLICY

I will not send a child home with a common cold, unless accompanied by a fever or other symptoms. However, many times when young children are ill, they may not exhibit "classic" signs of the illness (fever, vomiting, etc.) but will be excessively fussy and/ or require constant cuddling and attention. While I believe in providing as much cuddling as desired, if a child is ill and requires my undivided attention this distracts from my ability to provide quality care to all the children in the group. Therefore, **if your child reaches a point when he/she requires constant attention will not play, cries continuously, wants to be held constantly, etc., then your child will need to go/stay home.**

The parent/legal guardian has 1 hour to pick-up sick child. (_____)

WHEN A CHILD IS SICK – SICK POLICY...

Although it may seem inconvenient when your child is sent home, you will appreciate knowing your child's exposure is minimized when other children become ill. In the event your child is sent home, **your child may return to the daycare 24 hours after the symptoms of the illness have subsided without the aid of medication**, or until accompanied by a signed note from your child's physician stating that the child can participate in childcare activities without transferring any sickness to another child. **Please note, if you bring a physician's note but the childcare provider deems that the child is not well enough to attend child care and follow the group routine, the child is to be taken home.** (_____)

This policy is intended to help prevent the unnecessary spread of infections / sickness to the other children in my care.

IMMUNIZATIONS: No Childcare until at least 24 hours after immunizations.

***If your child is ill, or going to be absent notify me before 9am.**

SYMPTOMS FOR EXCLUSION:

A child will not be able to attend daycare if he/she exhibits any of the following symptoms for exclusion:

Those include, but are not limited to:

- Head lice, nits or scabies / chicken pox
- Watery stools / •severe diaper rash / •any type of body rash.
- Vomiting •Hand, Foot and Mouth disease
- Conjunctivitis (pink eye). •Ringworm • Flu
- Mumps, measles, influenza, pertussis (whooping cough), coupe, impetigo.
 - Tuberculosis, rubella, rosella, etc. •Severe sore throat • Continued, deep coughing
- Cold in early stage with a lot of mucus or congestion • strep throat
- fever of 100°F or above.
- Green/yellow discharge from nose or eyes / •ear discharge
- Child is tired/achy / not feeling well / anything contagious and transmittable

In order to help prevent the unnecessary spread of infections / sickness to the other children in my care. Happy Times FCC, will not make exceptions to this "When a child is sick policy" (_____)

CHILD BEHAVIOR / DISCIPLINE POLICY:

Parents are NOT allowed under any circumstances to discipline anyone else's child while in custody of Happy Times Family Child Care. Bring the issue to the caregiver's attention and let them handle the situation. (_____)

- It is important to allow children to express their emotions and feelings. However, inappropriate behavior cannot be tolerated. It is the policy of the "Maria Saucedo Family Child Care" to use "Redirecting Behavior" and "Consequence Concepts" to help children with inappropriate behaviors. I believe the concept "Time Out" should be used to calm children and to begin redirecting the child behavior.
- In working with children for so many years, I find it more effective to remove the child from the situation and redirect their attention elsewhere. I will explain to the child that that behavior was inappropriate. Fortunately, at this age, attention span is usually shorter than older children and by simply showing them a different toy or activity, that usually does the job!

- **To a point, kids will be kids – but only as long as the emotional and physical safety of all of the children in my care is protected. In the rare instance that I feel a child in my care has a serious behavior problem, or needs I will request a conference with the parent(s). If an understanding can't be reached, I deserve the right to terminate our contract immediately in order to guarantee the comfort and safety of the other children in my care. (Licensing Regulation - Personal rights)**

MEALS

Happy Times FCC has a "No outside food" policy, except for infant food or special dietary needs. It is the intent of "Maria Saucedo Family Child Care" to provide appetizing and nutritious meals for your child. To ensure quality meals your child may be enrolled in the "Child Nutrition Program" (_____)

It is impossible to prepare different or special foods for every child. When a child has a special dietary need, it is the parent's responsibility to make those needs known at enrolment time, and parents must bring a physician's note stating the special dietary need, before first day or attendance.

Any special foods required by the child shall be provided by the parent. (vegetarian, allergies, or religious beliefs) All meals and snacks would have to be provided by the parent.

Dietary needs for infants such as formula, bottles, and baby food shall be provided by the parent.

MEALS...

The following schedule is the normal meal times.

If the child does not arrive within the designated meal times then the feeding of the child becomes the responsibility of the parent.

| | |
|-----------|----------|
| Breakfast | 8:00 am |
| AM Snack | 10:00 am |
| Lunch | 11:30 am |
| PM Snack | 2:30 pm |

PERSONAL ITEMS:

Remember that it is your responsibility to provide ample diapers, wipes and clothing for your child, and to make sure your child has them available on the cubby. Parents should provide items like diapers, wipes and 2-3 changes of clothing,. **Please no toys from home.** (_____)

DRESS CODE:

Children must be dressed and ready to begin the day.

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. (_____)

NAP:

By licensing regulations, ALL children under the age of 5, shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. Children who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities. Parents should provide a small blanket, and a crib size fitted sheet for nap. (_____)

POTTY TRAINING:

We will begin assisting parents with potty training once it is being consistently implemented at home for a minimum of 3 weeks. We know children do better when parents/guardians start potty training at home instead of our group setting. (_____)

PARKING:

For safety and consideration of others, please do not block other vehicles in the driveway when dropping- off or picking- up your child. Parking is available in the driveway or in the street. (_____)

SUBSTITUTIONARY CARE

This may be necessary for personal illness, professional growth or other personal needs that may arise. Substitute providers will meet all guidelines required by the state. (_____)

CONTRACT:

Contract will be reviewed annually in January. At least 30 days written notice will be given to the parents before making adjustments in the contract. If any portion of this contract should be found improper, illegal or unenforceable only that portion will be affected and the remaining portions of the contract shall remain in effect. (_____)

RATE CHANGES:

Changes in rate may be necessary from time to time. When a rate change is necessary, parents will be given at least 30 day notice before a rate change takes effect. (_____)

EXPECTATIONS OF PARENTS OR GUARDIANS:

Excellent child care takes a cooperative effort. To provide the best care possible for your child I ask that parents and guardians do the following:

Pick-up your child on time, so I can enjoy time with my own family.

Let me know immediately when you have a change of address, telephone number, or changes of emergency contact names and numbers.

Let me know if someone other than a parent or guardian is coming to pick up your child. They must be in the emergency release list and have a valid, photo ID.

Provider may terminate the contract without notice if I feel that continuing care would be detrimental to the other children, providers or business.

If any charges and/or late fees are unpaid at the time of termination all legal fees and court costs necessary to collect the outstanding charges will be the responsibility of the parents/guardians.

By signing below I / We acknowledge receipt and understanding of Maria Saucedo FCC /Happy Times Family Child Care policies and procedures. Your signature signifies your understanding and agreement to abide to ALL the above terms and conditions.

Parent or Guardian _____ Date _____

Parent or Guardian _____ Date _____

Provider _____ Date _____

I will receive a copy of this agreement.

**Maria Saucedo Family Child Care
Happy Times Family Child Care**

Holiday Calendar

Provider's Paid holidays:

New year's Day
Martin Luther King Jr.
President's Day
Good Friday
Memorial Day
4th of July
Labor Day
Veteran's Day
Thanksgiving (Day before & day after)
Christmas Day

***New Year's Day and Christmas Day holidays fall into provider's
Winter Break.**

*If the holiday falls on a weekend the daycare will be closed either the
Friday before or the Monday after. Parents will know in advance
what day will be taken as the holiday.

Parent Signature _____ Date _____

Schedule of Fees

Tuition fees are due every Friday, the week before services.

Maria Saucedo Family Childcare

Facility # 376619741

Maria Saucedo

348 Encino Dr.
Vista, CA 92083
(760) 560-7031

Schedule Information:

Days of Operation: Monday thru Friday

Hours of Operation: Regular hours: 6am - 5pm (Inquire for after hours care)

Services provided outside regular hours are consider after-hours and additional fees apply.

License Capacity: 14

| Age | Daily | PT Weekly | FT Weekly | Hourly |
|----------------------|-------|-----------|-----------|--------|
| Infants 0- 24 months | \$70 | \$250 | \$250 | \$15 |
| 2 through 5 years | \$70 | \$210 | \$230 | \$15 |
| School Age 6+ | \$70 | \$210 | \$230 | \$15 |

Full Time: 25+ hours per week, not to exceed 50 hours per week. Up to 10 hours per day. After 50 hours see hourly rate for additional fees incurred.

Part Time: Less than 25 hours per week, up to 10 hours per day. **Three set days.**

After Hours: Extra fees apply, see hourly rate and previous arraignments with provider needed.

Late pick-ups: \$15 for overtime for first 1 - 15 minutes or any part thereof, of unscheduled time. Each additional 1 to 15 minutes block will be charged an additional \$15.00.

If any charges and/or late fees are unpaid at the time of termination all legal fees and court costs necessary to collect the outstanding charges will be the responsibility of parents/guardian.

Late fees: A \$15 fee will be charged if payment is not received Friday, by closing time, 5:00pm. Care will not be provided on Tuesday if the weekly fee and late fees are not paid by 5:00pm on Monday.

Absence Policy: Require payment in full for all absences.

Families receiving subsidized funds are responsible for ALL unpaid fees by program. (child's sick days, days off, holidays, late fees, provider's vacations and provider's personal days)

Parent's Signature _____ Date _____

Schedule of fees to be reviewed annually 01/01/2021 ms

OUR DOOR IS ALWAYS LOCKED!

Dear parents:

Our doors are always locked for the safety of our children!

For the safety of all the children in our care we **MUST** keep the doors lock at all times because that way we know who comes in and who leaves the daycare.

We apologize for the inconvenience this may cause, **BUT THE SAFETY OF YOUR CHILD IS A MESURE WE TAKE VERY SERIOUSLY!**

Just ring the door bell and we will quickly let you in!

Thank you!



Happy Times Preschool & Daycare

Daily Schedule

*Schedule can change without notice according to the children's needs

*Hand washing happens before meals & as needed

*Diapering and using the bathrooms as needed by children

| | |
|-----------------|--------------------------------------|
| 7:00 - 8:15am | Arrivals and Welcomes |
| 8:15 - 8:30am | Group Time |
| 8:30 - 9:00am | Breakfast |
| 9:00 - 9:15am | Group Time |
| 9:15 - 10:00am | Creative Play ,Art, Science, Sensory |
| 10:00 - 11:30am | Outside Exploration / Play |
| 11:30 - 12:00pm | Lunch |
| 12:00 - 2:30pm | Nap Time |
| 2:30 – 3:00pm | Snack |
| 3:00 – 4:00pm | Outside Play |
| 4:00 – 5:00pm | Inside Free Choice Play/ Departures |

Daily schedule 2020ms

Happy Times Preschool & Day Care
Maria Saucedo Family Child Care
License Number: 376619741

Permission to film and photograph

I understand that my child may be included in pictures/videos connected with Happy Times FCC/Maria Saucedo FCC

I _____, the legal parent/guardian

Of _____,

Give permission to photograph and film child while he/she is at the child care, Happy Times Preschool & Child Care / Maria Saucedo Family Child Care.

The images may be used for the following activities:

Please initial

_____ Arts and craft projects

_____ Classroom Activities

_____ Shared with parents/ guardians via text/email

_____ Training videos

_____ Happy Times Preschool & Child Care Website

_____ Advertising Happy Times Preschool & Child Care

The child's name will not be disclosed.

Signed _____

Date _____

Provider Signature _____

Date _____

I understand that is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. _____

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Happy Times Family Child Care
Maria Saucedo Family Child Care
License Number: 376619741

Permission for transport/ Fieldtrip

I, _____ the parent/ legal guardian of _____
Give Happy Times FFC and or staff permission to transport my child.
By _____ (car, bus, walk, etc.) for the following.

Initial:

_____ short trips, in general as part of the childcare program
_____ an specific field trip to _____ on this day _____
_____ other: _____.

Child's allergies _____ on this day _____
Child's physician: _____ Physician's # _____
Parent Name: _____
Parent Address: _____
Parent Phone Number (work) _____ (Cell) _____

I am aware of and accept that Happy Times FCC, personal vehicle Insurance policy does not include coverage for transportation, in the event of an accident or injury. For this reason I assume all responsibility of my child's medical welfare and have provided her with a copy of my child's medical card and information.

- **Happy Times FCC**, transports at parent responsibility
- **Transportation** is an additional service provided at no extra cost
- **Automobile liability insurance** as required per state of CA. only

Parent Signature _____ Date _____

Provider Signature _____ Date _____