

2023 Parent Handbook

Honey Bubble's Home Daycare
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Dear Parents,

Welcome to Honey Bubble's Home Day Care and thank -you for your interest. I know for all of us as parents, it can be a difficult time choosing a daycare that we are comfortable with and I understand that completely. I would like to take a moment to just let you know that I realize daycare, as with any other business is a choice, and it is extremely important that you and your child feel respected and cared for while in our home and at the same time understands that there are rules, for the safety and well being of all the kids in our childcare home.

On the past my very own kids as well needed to attend a daycare, and I know for personal experience the one is choose truly makes all the difference in the world! It truly does make it much easier on everyone involved; parents can go to work and not worry all day long about your child! So again, thank-you for your interest and if you have any questions or concerns, please feel free to contact me.

When you place your child here, you have entered into a partnership with me for the benefit of your child. Our primary goal is to support each child in a safe and loving home that builds self esteem, encourages home living skills, and actively promotes each child's sense of curiosity and discovery.

ENROLLMENT PROCEDURE

NOTE: Full time and part time:

There are several forms the make up the honey bubbles enrollment packet. This enrollment packet must completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your child care provide to update your records.

If you have any questions regarding the completion of these forms, please feel free to ask your child care provider.

CHECKLIST:

NOTE: Applied full time and part time:

1) Registration Fee: There is an annual \$60 Non-Refundable registration fee per child at time of enrollment. Due in July before the traditional school year begins.

2) First two weeks of care deposit: Each parent when enrolling must pay an amount equal to two week's childcare to secure spot for each child.

3) All forms must be dated, signed and completed and payments delivered prior to start date.

OUR PHILOSOPHY

As research has proven, children do their most important learning from birth to the age of five. At Honey Bubble's, we believe that as Early Childhood Educators, it is our job to provide children with an age appropriate environment that encourages them to learn, play, and explore.

We believe that every child needs hands-on experiences, warmth, attention, enthusiasm, and encouragement. Most of all, they need the joy and challenge of doing things for themselves.

We further believe that parents are the child's most important significant adults in a child's life. We strive to create mutual respect between parents and Child Day Care Provider. We encourage open communication.

COMMUNICATION

Good communication is of the utmost importance. When a new family is accepted into our home daycare, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is a similar childcare philosophy between Honey Bubbles home day care and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private at a mutually beneficial time.

Daycare Hours of Operation

We are open **Monday through Friday 7:00am to 5:00pm** with the following exceptions.

****Only 9 consecutive hours per child, per day.**

SIGN IN / OUT

To help with our record-keeping we require signing in and out of for each child every day of childcare in our home. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

ARRIVAL AND DEPARTURES

Children are to arrive clean and fed (unless arriving just before a meal time).

We will try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, 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 my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. 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 we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed 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 parent 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.** 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.

HOLIDAYS AND SICK LEAVE DAYS

Note: Applied Full time and part time:

According to the terms of this contract, the provider is entitled to a guaranteed wage and therefore will be paid at the regular rate for the following circumstances. Child absence due to illness, vacation, doctor appointments or any other reason. There will be no makeup days or refunds. **Honey Bubble's Home Daycare will be closed on the following paid Federal Holidays which will include, but, not limited to:**

New Years Eve Day/ New Years Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day/Day after Thanksgiving
Christmas Eve / Christmas Day

Note: Applied Full time

If the holiday falls on a Saturday, daycare will be closed on the Friday before. If the holiday falls on a Sunday, daycare will be closed on the Monday after

PROVIDER VACATION DAYS

Note: Applied Full time and Part time

Provider will take two weeks (10 business days) paid vacation per year. You will be notified of those days at least one month in advance. Provider is compensated for these days include if those days land on days your child doesn't attend.

NOTE: several times on the year our home day care we going to have irregular schedule like open and closed on different hours (**open late and close earlier**) (**please note the this time or hours doesn't count like a vacation hours**) Regular payment rates apply for provider's vacations, **your (parents vacations,)** weekends landed with holidays, Holidays landed on days your child doesn't attend, holidays, provider's sick/personal days, irregular schedule, and any child absences.

PROVIDER SICK/PERSONAL DAYS

Note: Applied Full time and part time

As strong as my immune system has become over the years, I unfortunately still get sick from time to time. Because of this I allot myself **five sick/personal days per year.**

NOTE: Sick days going to be hard to give previous announce We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc) in order to keep our childcare license in good standing. Of course we will give you as much of an advance notice as possible.

Note: Applied full time and part time:

Parents are responsible for finding back-up care for their children during provider's vacation and holidays resulting in daycare closing.

PARENTS/CHILD'S ABSENCES AND/OR PARENTS VACATIONS**Applied Full time Note**

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 daycare for whatever reason, you are still required to pay.

DEFINITIONS

Note: 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 served basis. Please remember that schedule changes of this nature create some disruption to our normal schedule. We would appreciate as much notice as possible, so that we can plan for meals, sleeping arrangements, and any changes in activities that may occur.

FULL TIME Monday to Friday excluding holidays

AGE	DAILY
2 months – 23 months <u>OR NONPOTTY TRAINING</u>	\$65.00
24 months – 60 months <u>FULL POTTY TRAINING</u>	\$60.00

Direct deposit by Zelle payments under Maria E. Yepez at (760) 644-5580

PAYMENT POLICY

Option One: Payment is due in ADVANCE by Friday morning before the following two-weeks of childcare, unless another arrangement has been agreed upon in writing. If payment is received after Monday of each week, a \$60.00 late fee will be charged (\$60.00 late fee per calendar day) – see *Payment Procedures* below.

Option two: Payment is due on the first business day of each month or on the first day of the month attending daycare. If received after the second business day of the month, a late fee will be charged.

Your daycare tuition will remain the same (AKA grandfathered in) through your child's first day of enrollment to their **last except in the following scenarios:** (A) If child was Infant/Young Toddler (0-24months) and turned into an Older Toddler/Preschooler (25-60 months). (B) When changing contracted days of attendance. (C) Stopping and then restarting paid attendance in our daycare. In all scenarios your new payment will default to the current price of the newly enrolled schedule.

TUITION / PAYMENT PROCEDURES

Applied Full time and part time Note:

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than **12 NOON** on Friday each week for the following two-weeks of childcare daycare, unless another arrangement has been agreed upon. Payment may be made **ZELLE** at Maria E. Yopez (760) 644-5580 (**PLEASE NO CASH**). There will be a late fee of \$60.00 for failure to pay by noon on Friday. An additional \$60.00 late fee will be assessed if not paid by closing time on Friday. (total \$120.00) will be charged if payment is not made by closing time on Monday. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed?

The success of our home day care depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

1. Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
2. Outside play equipment
3. Employees' Social Security, Medicare, Workers Compensation, Unemployment Compensation and employee benefits
4. Employees' continuing education
5. Employee wages
6. Building rent, heat, electricity, telephone, maintenance, and liability insurance

7. Additional time spent, each day, on record keeping, parent-provider communication; clean up from day care, and shopping trips for food and supplies

(7)

FORM OF PAYMENT

Honey Bubbles Home Daycare only accepts the following forms of payment:
direct deposit on **ZELLE** use the follow information
(Maria E.Yeppez (760) 644-5580
We do not accept payments on cash.

ATTENDANCE

Full time and part time:

It must be understood that to hold your child's space, payment must be paid whether your child attends or not, regardless of reason. Payment is based on contract, not attendance.

The following paragraph only concerns part-time schedules. **Unfortunately we cannot switch around your child's schedule 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 and/or want a more flexible schedule then you may want to consider adding days or going full time. **However, keep in mind you can also pay for extra days on as needed basis** for the cost of your current daily amount.

Full time and part time:

Parent Vacation: You must continue to pay your tuition on your vacation to hold your daycare spot.

Full time and part time:

Maternity Leave: To hold a spot you must continue to pay while you are on maternity leave. **(Any change on the spot schedule one month announcement is required)**
State Licensing Requirement

Honey Bubble's Home Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver 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.

(8)

AGES ACCEPTED

Applied Full time and part time:

At Honey Bubble's Home Daycare, we specialize in childcare for **children ages two month to five years old (aka 2 month – 60 months)**. That is to say that when your child turns 5 they will receive a diploma saying they graduated from Honey Bubble's Home Daycare. At this age we suggest your child moves on to a preschool typesetting in order to help them get used to being around a larger group of children and experience new teachers, in a continued effort to ready him/her for kindergarten. If you believe your child needs a little extra time with us then just discuss that with us prior and accommodations can be made. Additionally, we use a preschool curriculum specifically geared towards ages 2 and 3. This allows us to focus more on the younger age group of children we have in our care, and therefore betters the childcare experience for all involved.

TERMINATION POLICY

The first month will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first month of enrollment, one month written notice from parent or provider is required to terminate the contract**, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred. If parent terminates childcare agreed upon, without notice of one month, parent will be responsible for any and all days that the child did not attend the last one month and any other costs in an attempt to collect debt.

Continue termination policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- 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

We appreciate as much advance notice as possible when terminating and will give the same courtesy in return. Parents are required to give four-weeks written notice when they decide to terminate childcare. Four-weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give one-month notice of termination for which full tuition is due, whether or not 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.

ADVANCE NOTICE

Applied Full time and part time:

If you will no longer need our childcare services before your child turns 5, one month (30 days) advance notice needs to be given to us. **Whenever possible even more notice is better.** This helps us tremendously. Reason being, unlike Home Child Day Care us can only take 10 children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us make future arrangements with new family's inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best childcare providers we can be, instead of worrying about "the bills", and putting food on the table.

GUIDELINES FOR CHILDREN REQUIRING EXCLUSION FROM DAYCARE

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, rosella, 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.**

Children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Important Note: Because the COVID-19 pandemic we need extreme our precautions on everything and anything about health and on clean, since 2019 we get surprise with this new virus the make us to take extra extreme on our precautions so we can take care everyone around us to keep safe, please if you or your little one cough or sneeze or slight fever please notified us and please keep at home to be sure everything so ok with your little one **(For new parents, 3 previous days negative covid-19 test are a new requirement on our home day care according to licensing of California State)**

MEDICATION

At Honey Bubble's Home Daycare we do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare. We will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only

if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections etc and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

Parents will provide any medications needed by the child, including over the counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over-the-counter. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over-the-counter. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

REPORTING CHILD ABUSE

We are 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.

As a licensed home day care we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your child care provider know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

If you ever feel that honey bubbles home day care is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws. If you observe something that you know is a violation of state licensing laws, you can talk about with your child care provider.

MEDICAL AND DENTAL EMERGENCY PROCEDURES

Emergency information is kept on file at the daycare. 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.

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

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 owners of Honey Bubbles Home Daycare, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

ILLNESS

Honey Bubbles Home Day Care is a "well-childcare 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 daycare, if the child shows any signs of illness (see [SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE](#)), or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. 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. Because this is disruptive to other children and their families, 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 daycare (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 are 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 pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after 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, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM DAY CARE:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Just a note: Many times our child care may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our day care, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious.

(Please bring a Doctor Note with the specific indications about attending our home Day Care)

We appreciate your compression and cooperation in this matter.

EVACUATION PROCEDURES

Honey Bubble's Home Daycare 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 tennis court on High Ridge Street. A notice will be posted at the daycare with all information on the alternative sight. Directions to the tennis court are as follows: From our house on Telescope Avenue turn left out of our drive way. Make a right on High Ridge, and the tennis court is one block down on your right hand side.

Fire Drills

We are required by state law to do 1 fire drill every three months.

We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

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 locker, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. Diapers are checked frequently, and changed every three 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 childcare provider and child is performed after each diaper change.

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 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.

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 and wipes. **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.

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. 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 may continue to use diapers or 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.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. **Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".**

TV VIEWING

Television viewing is only arriving time, earlier morning (6:30AM - 7:00AM) and before departure, a time (5:00PM – 5:30PM) and is limited to only educational channels for the younger ones. On occasion, usually only on Fridays, we may pick an appropriate children's video to watch i.e. (Little Einstein's, Blue's Clues, etc.). Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

MISCELLANEOUS

- If care is to start more than 2 weeks in the future, 100% of the regular rate must be paid in full to keep the position open. This fee is nonrefundable and can only be used for 1 month.
- Here at Honey Bubble's Home Daycare we do not transport any child by car or any moving vehicle, unless a medical emergency requires us to do so.
- Understand that your child may be included in classroom evaluations by State Licensing officials, Head Start Program, CDA Nutrition, and other parents observing their right to our open door policy.
- Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

HONEY BUBBLES RULES

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well being of everyone. In addition we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our home day care "demolished".

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

Children may not walk around the home day care with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all (see Departure and Arrival).

No smoking is permitted on the premises as per state law; this included parents and staff.

OPEN DOOR POLICY

Please feel free to come and go at anytime 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. Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an **extended period of time**, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

We maintain an open door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

BEHAVIOR MANAGEMENT & DISCIPLINE

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and 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), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **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.

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

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.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

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.

WE WASH OUR 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:

- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using playdough or other games
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home

Note: 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. toothbrush and all employees are required to wash their hands frequently and also use antibacterial gel.

Infants sleep in separate cribs or pack and plays, with clean sheets used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat; with a sheet and a blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

SUPPLIES NEEDED AT DAYCARE

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, weather appropriate clothes and a change of clothes, jacket, sunscreen, **shoes that lace-up or Velcro and/or stay on feet (no open shoes or flip-flops)**, pacifier (if needed), and a swimsuit. For the older children sleeping on a matt: a crib sheet, a blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything else your child may need. **Your child's crib sheet, blanket, and pillow should be taken home every Friday and washed and returned to daycare the following Monday.** 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. 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 your child's bag pack 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.**

Notes on Supplies: Parents must supply the following items to be kept in their cubby:

Diapers, wipes, pull-ups, powders/ointments, binky (preferably on a binky string), bottles, bibs, saline drops/gel and nasal syringe, blanket for rest time, and a complete change of clothes (replace when soiled), sunscreen & bug spray.

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

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. You will be expected to supply an art smock to protect clothes from paint or other art materials, and bibs to keep food stains to a minimum. Please don't 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.

Personal Belongings

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. **All personal items must be clearly marked with the child's name.**

MEALS/SNACKS

Each day we provide three nutritious and well balanced meals. We provide morning snack at 9:00AM, lunch at 11:30AM and afternoon snack at 2:30PM. Milk is served with all the meals and snacks, and water is offered throughout the day. 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.

Meals will consist of:

- **(NO Breakfasts Sorry for the inconvenience)**
- **9:00 am Snack,**
- **11:30 am lunch**
- **2:30 pm afternoon snack.**
- **(NO dinner Sorry for the inconvenience)**

(Children who arrive before or after meal times should be fed before they arrive)
Children do not bring any kind of junk food, sweet drinks, gummies, chips, candies, etc. from home, PLEASE ONLY HEALTHY FOOD. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents.

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 to the fact. At that time it will be determined if your child can participate in the Nutrition 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 Nutrition Program. However, if a viable solution can not be reached between parent, provider, and the Nutrition 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.

LEARNING AND FUN

For ages two through five, we offer a structured preschool curriculum provided to us by Escondido School District Curriculum. This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. Escondido School District fulfills the Head Start Domain Elements, Standards, and Indicator Guidelines and is consistent with the National Association for the Education of Young Children Guidelines for curriculum content. **For ages 24 months and younger** we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

ACTIVITIES

We know that children also learn through play; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out

at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. **Indoor activities include:** books and story-time, Legos, circle-time, tumbling exercises, Lincoln Logs, Kids- knees, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing. **Outdoor activities include** climbing, sliding, jumping, running, balls, jump rope, racing, catch, bubbles, follow the leader, squirt bottles, ride-on toys safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. **Weather permitting, we play outdoors every day.**

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (see [Clothing/Attire](#) section) for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

Note: Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Television will be used as a tool to help children unwind and relax. We usually watch no more than one hour of television per day, and some days none at all. The exception may be on rainy days, or if we are having a particularly difficult day. Viewing will be limited to PBS and child-friendly, educational-style videos, such as Barney, Richard Scary, Wee Sing, etc. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing.

Children of all ages will be taught age appropriate curriculum daily. Our educational program is Escondido CA preschool learning curriculum.

NAP TIME

Infants and toddlers sleep in separate rooms. 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 18 months and older is during the time between 12:00pm and 2:00pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. 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.** For the older, toddler age children, sleeping on mats, please send a crib sheet, pillow, and blanket that can be kept at the daycare for your child.

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

HONEY BUBBLES SCHEDULE DAILY SCHEDULE

Our Home Day Care enjoys a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. 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 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.

We thank you for the information you filled out for us regarding your little one individual needs and schedule. It will help us get to know your child better.

OUR DAILY SCHEDULE, WHILE VERY FLEXIBLE, IS AS FOLLOWS:

7:00 A.M. – Honey Bubbles opens **quiet time**
 8:00AM - free play
 8:45AM puzzle time
 9:00 am- wash-up/ am Snack
 9:15 A.M.to 9:50 AM – circle/story and reading time
 9:55 AM to 10:45AM - Structured activities (preschool program)
 10:50 A.M.to 11:30AM - Gross motor play (outside weather permitting)
 11:30 AM – 12:00 PM wash-up /lunch
 12:00PM. – 2:00PM Naptime
 2:30 P.M. - Afternoon snack
 3:00PM to 4:00 P.M. - Gross motor play (outside weather permitting)
 4:00pm to 5:00 P.M. - Free Play
 5:30 P.M. – honey bubbles Closes

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

OLDER TODDLER (24 MONTHS AND OLDER)

- **8:30** drop-offs, welcome children, free-play and/or structured-play, trains, story-time, etc.
- **9:00 - 9:30** breakfast, clean-up/wash-up
- **9:30 - 10:30** circle-time (Escondido School District Curriculum)
- **10:30 - 11:30** arts and crafts, story-time, various learning games
- **11:00 - 11:30** lunch time, clean-up/wash-up, brush teeth, and get on mats
- **12:00 - 2:00** rest-time and/or quiet-time
- **2:30 - 3:00** afternoon snack, clean-up/wash-up
- **3:00 - 4:00** music, song and dance, tumbling exercises, outside play-time, free-play and/or structured-play
- **4:00 - 5:00** free-play and/or structured-play, puzzles, books, various learning toys, etc.
- **5:00 - 6:00** pick-ups, outside play (depending on season), coloring, play-dough, toys, story-time, etc.

INFANT/YOUNG TODDLER (YOUNGER THAN 24 MONTHS)

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

- **8:30** drop-offs, welcome children, free play and/or structured-play, story-time, toys, etc.
- **9:00 - 9:30** breakfast, clean-up/wash-up
- **9:30 - 10:30** naptime (depending on age), flash cards, arts and crafts, story-time, stacking blocks
- **10:30 - 11:30** music, song and dance, games
- **11:30 - 12:00** lunch time, clean-up/wash-up, brush teeth (when applicable), nestle into cribs
- **12:00 - 2:00** rest-time and/or quiet-time
- **2:30 - 3:00** afternoon snack, clean-up/wash-up
- **3:00 - 4:00** outside play-time
- **3:00 - 4:00** free-play and/or structured-play, books, flash cards, various learning toys, etc.
- **4:00 - 6:00** pickups, outside play (depending on season), puzzles, musical instruments, story-time, etc.

INFANT (2 TO 6 MONTHS)

- **8:00AM - 5:30PM** cuddles, love, and affection, eat, poop, and sleep

Guidelines - What Is Asked Of Children

1. All food and drinks must be kept in the kitchen area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name calling and foul language or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
6. No pulling or picking of plants, grass, trees, or flowers.
7. No picking-up, pulling, poking or squeezing of babies.
8. All kitchen and bathroom cupboards are off limits to daycare children.
9. Take turns and share.
10. Help clean up.
11. Laugh, smile, play, and be happy.

INFANTS AND TODDLERS

Infants and toddlers **WILL NOT** necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

CONTRACT ADHERENCE

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, **please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary.** We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

DONATIONS

Help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, water color paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- Toys
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

A FINAL NOTE

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.**

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Honey Bubbles Home Daycare handbook are understood and agreed upon.

GENERAL AGREEMENT

For the care of my child _____, I agree to pay the fees as stated in this agreement. Payment will be due the week before service is rendered in the amount of \$_____ by day and \$_____ by week. This contract is subject to review and cancellation by the provider without notice. **I also agree that a one-month notice is required** by the parent upon departure. Please sign the final page of my Policies and Procedures are return to me. I'm happy to provide you with a copy as well. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

There will be a yearly revision from 2023 handbook and the accompanying contract.

All families will sign a new 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.

TIME SLOTS AND DAYS NEEDED FOR CHILDCARE

These are the minimum days and times my child will need childcare:

***Our home child day care Honey Bubbles provide ONLY 9 HOURS SERVICES per child and per day:**

Monday from _____ to _____

Tuesday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

Total flat rate is \$ _____ per day

Child Name: _____

Mom) e-mail _____

(Mom) cell number _____ work # _____

(Dad) e-mail _____

(Daddy) cell number _____ work # _____

I have read this agreement and understand it. I also agree to abide by the stated terms and conditions.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Provider Signature _____ Date _____

I understand I will be charged this daily rate regardless if my child was in attendance or not.

Thank-you for choosing Honey Bubble's Home Day Care, your childcare needs!