

Growing Wings Early Learning Center

Parent Hand Book

Monday-Friday

6am-6pm

Phone: (916)910-5127

ENROLLMENT PROCESS/CONFIDENTIALITY/CUSTODY ARRANGEMENTS

It is the responsibility of the enrolling parent or legal guardian to accurately complete and sign all enrollment forms and keep information updated as needed. If the parent has been given this contract and does not return it in a timely fashion but continues care the parent will be held to the contents of this contract and assume agreement by continuing care. The enrolling parent or legal guardian is also certifying that they have legal authority for the child. California law is clear that parents who have joint legal custody have equal access to all information regarding the child, including enrolling the child and making changes to the enrollment information. Court orders are required to prevent a parent or legal guardian from certain activities, such as picking up the child or visiting the child at the provider's home. We reserve the right, however, to prohibit individuals from being at the center if the health and safety of any child is threatened or compromised.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with California State law, school staff is obligated, under penalty of fine and jail to report the reasonable suspicion of physical abuse, emotional abuse, and emotional deprivation, physical neglect, inadequate supervision, sexual abuse, and exploitation to the authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Providers will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, and have any legal alternative except to make the report to the proper authorities for their investigation and review.

CONTRACTED HOURS

The Provider shall provide child care services and the Parent(s) shall pay for such services as follows: **Parents with flex schedules will be required to give an hour notice before the start of care or the scheduled end of care, whichever time is being flexed. If you do not call in the hour time frame requested you will be required to use your regular pick up time, and late fees will be applied if you are late. It is the parents responsibility to work with their employer and abide by these childcare requirements.**

The parent is responsible for contacting Growing Wings if drop off will be more than 30 mins before the contracted time. The parent will forfeit care for the day if there is no communication 30 mins before the

contracted time. No care will be provided 2 hours after the contracted hours with the exception of medical and dental appointment with a doctors note.

REGISTRATION FEE

The Parent(s) shall pay \$150.00 per child as an initial registration fee when this Contract is signed. The registration fee is non-refundable and is not applied to any child care fees.

TIMING AND METHOD OF PAYMENT

The Parent(s) shall pay childcare fees on or before the 5th day of each month. Payments may be made by cash and money order. In addition, if fees are not paid in full and on time, the Parent(s) agrees to pay a \$5.00 per day late fee. If fees are not paid within 10 days, the child(ren) will not be allowed to attend the facility until payment is received in full.

***Individual payment plans can be set up on a case-by-case basis and will be implemented into this contract and signed.**

***Reduced fees for qualifying families based on available**

If any payment obligation under this Contract is not paid when due, the Parent(s) agrees to pay all costs of collection, including reasonable attorney fees, whether or not a lawsuit is commenced as part of the collection process.

HOLIDAYS/VACATIONS

Growing Wings Early Learning Center will provide child care on the following federal holidays: Washington's Birthday, Columbus Day, but no others. The child care fees will remain the same for the days during which Growing Wings Early Learning Center's facility is closed.

The Parent(s) is responsible for arranging for alternate child care for closings when the Provider is attending training classes, vacation, and for emergency closings due to situations that affect childcare services such as but not limited to plumbing issues or severe weather. The child care fees will remain for the days during which Growing Wings Early Learning Center's facility is closed.

The Parent(s) shall provide Growing Wings Early Learning Center with 2 weeks advance written notice of expected family vacations. The child care fees will not be adjusted for the time period that a child does not attend because of a family vacation. This notification is solely for the purpose of holding their enrollment status.

OVERTIME FEES.

The Parent(s) agrees to pay overtime fees of \$5.00 per 15-minute interval if the child(ren) is not picked up by the scheduled time as noted above in the contact hours section (unless previously arranged).

This overtime fee shall be paid with the next scheduled payment. If Late pickups become reoccurring they may result in termination of care.

LATE PICKUP OF A CHILD

Third time:

A verbal reminder of our procedures will be given to parents.

Fourth time:

A conference will be held with the parent and the teacher.

Fifth time:

A written letter stating the procedure will be given, along with a final reminder.

Sixth time:

Termination from the program

TERMINATION OF CHILD CARE

Child care may be terminated by the Parent(s) by providing the other party with 2 weeks advance written notice. If the Parent(s) fails to provide 2 weeks advance written notice, the Parent(s) agrees to pay the regular scheduled fees for the 2 weeks or portion of such 2 weeks immediately after such notice during which the Provider had no notice of such termination.

Growing Wings retains the right to terminate this Contract without notice for the following reasons:

1. The child(ren)'s behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
2. A Parent's behavior is threatening or abusive to the other children or providers at the care facility.
3. Child care fees are 15 days or more delinquent.
4. The child(ren) is absent for 7 days or more without reasonable explanation or payment from the Parent(s).
5. Six or more Late Pickups.
6. If the provider has a personal event that requires them to stop care

All terminations of this type can be made effective immediately.

WITHDRAWAL FROM THE PROGRAM

If you plan to withdraw from the program, please give the Provider notice as soon as you know when your child will be exiting the program. A minimum of 2 weeks' notice is required to avoid fees. This also allows us to give that space to a waiting family.

CHILD SAFETY

At Growing Wings, we take the safety of all children seriously. Part of the curriculum that children learn that only grown-ups open doors and gates. Your role in this process is to ensure that these rules are followed when you are at the Provider's home to keep your child in sight and sound at all times. Do not allow them to run ahead of you, and do not allow them to run out when they see you arriving. Please make sure that you make contact with a provider upon drop off, and pick up. Please make sure anybody picking up or dropping off is aware of our safety policy. It is all of our responsibility to ensure that the children stay safe.

HEALTH POLICY

Children must be well and healthy in order to fully participate in and benefit from an active child development program. Upon arriving at the early learning center, children will receive a visual inspection to detect any signs of illness. Special attention will be made when a child has been out ill. If the Provider detects any sign of illness, the child may not be able to attend that day. When children have symptoms of illness, which include, but are not limited to fever, vomiting, diarrhea, rash, pain, discolored discharge from nose, eyes, ears or throat/chest, listlessness, etc., it's best to be kept at home. Home rest prevents the spread of illness to other children and adults and helps children regain their health.

The parent/guardian will be contacted to go over a care plan for the children who become ill while in the program. A medical provider may need to be consulted and a written release may be necessary to readmit children after a highly communicable or serious illness.

It is the responsibility of the parent/guardian to notify the center when a child has a contagious illness or disease. Other participants will be notified in writing of any occurrence of communicable or serious illness. Confidentiality will be maintained at all times when notifying parents of occurrence of an illness.

IMMUNIZATIONS

An up-to-date immunization record must be completed before the child will be admitted to the Providers home. If there are missing immunizations the child will be required to stay home until it is up-to-date

SICK CHILD POLICY.

If the child(ren) exhibits any of the symptoms listed below, the child(ren) shall not attend the child care facility until the symptoms are no longer exhibited or unless the Parent(s) has obtained a statement from the child's doctor stating that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made at the sole discretion of the Provider.

- a. Unusual rashes
- b. Lice
- c. Communicable diseases
- d. Fever of 100.4

COVID-19

Here at Growing wings early learning we will follow all CDC recommendations as follows:

Encourage staff to take [everyday preventive actions](#) to prevent the spread of respiratory illness.

- [Wash hands](#) often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if your hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- [Clean and disinfect frequently touched surfaces](#).
- [Cover cough and sneezes](#).
- Cover your mouth and nose with a [cloth face covering](#) when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the [criteria to discontinue home isolation](#).

Have a plan if someone is or becomes sick.

- Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to

isolate a sick child. Additional information about isolation in related settings can be found here: [isolation at home](#) and [isolation in healthcare settings](#).

- Be ready to follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

***If the child(ren) exhibits any of these symptoms while present at the child care facility, the Parent(s) will be notified and shall immediately remove the child(ren). The child(ren) may be isolated from the other children at the child care facility until the Parent(s) arrives.**

***Growing Wings agrees to notify the Parent(s) of any contagious diseases about which the Provider has knowledge that the child(ren) may have been exposed to while at the child care facility.**

***The Parent(s) agrees to inform Growing Wings of any illness or problem of the child(ren) that might affect other children at the child care facility.**

***The Parent(s) agrees to provide a medical report describing the child(ren)'s personal medical history to Growing Wings Early Learning Center prior to the child(ren)'s first day of care.**

***The Parent(s) shall be responsible to arrange for alternate care if the child(ren) is unable to attend as provided in this Contract**

MEDICATION

All medications administered must be in the original container, with your child's name, dosage, and how often to administer printed on the label. **DO NOT SEND ANY MEDICATION IN YOUR CHILD'S BACKPACK!** Over the counter medications have the same requirements as prescription medications, label must be on medication (a hand written label is acceptable for otc medication).

MEDICAL TREATMENT

In case of a medical emergency, Growing Wings Early Learning Center shall obtain the necessary emergency medical care for the child(ren), including but not limited to transportation to an emergency

room. The Parent(s) agrees to pay all costs and expenses incurred in connection with any medical care provided to the child(ren), including the cost of transportation.

INCIDENTS/INJURIES

If your child has an incident or injury at the Providers Home, The Provider will administer the appropriate first aid. If it is determined that a physician's care is needed, the parent will be notified immediately and Emergency Card instructions will be followed. If the parents or other designated parties listed on the Emergency Card are unavailable, the child will be taken to the hospital of preference for care.

DISCIPLINE

Constructive methods will always be employed for maintaining group discipline and handling individual behaviors. Corporal punishment and other humiliating or frightening techniques will not be used.

We strive to help Children continue to develop in self-control and self-regulation. We define the established limits so that our students know what is expected of them. Rules are lovingly, consistently, and firmly enforced. As much as possible we allow logical consequences to determine the course of discipline. For example, if a child is playing in the block area and throws blocks, he/she will be removed from the block area. A student whose behavior is considered to be out of control may be separated from the rest of the students until self-control has been reestablished.

We use the following methods during the learning process:

- 1.** Remind the child of the limits.
- 2.** Redirect the child before he/she crosses the acceptable limits.
- 3.** Reinforce positive behavior.
- 4.** A parent conference may occur in case of extreme or recurrent misbehavior.

Children are continually encouraged to problem-solve between themselves with as little interference as possible from the provider.

DAMAGE TO PROPERTY

Children are expected to treat all property located at the facility with respect, including but not limited to toys and furniture. The Parent(s) agrees to pay for the accidental or willful destruction of any property located at the facility, whether owned by Growing Wings Early Learning Center or any other person, at the replacement cost, if such destruction was, in the sole opinion of Growing Wings Early Learning Center, caused by the child.

CLOTHING AND FOOTWEAR POLICY

Clothing and footwear should be appropriate for inside and outside play throughout the year. We feel that dirt, water, paint, or a combination of these things is an important part of the learning process. The children leave school with the evidence of a good day! Please send your child(ren) in clothing that is comfortable and practical. Children are required to have an extra set of clothing just in case there is a need to change clothes.

Many activities involve climbing, kicking balls, riding bikes, and running. Please protect your child's feet with rubber-soled shoes to avoid slipping on the equipment. Athletic shoes are great for this purpose. Sandals with back straps are acceptable during hot weather. Slip-on shoes, thongs, and jellies are not ideal for obvious safety reasons.

Be sure to write your child's name on all of his/her belongings. **Growing Wings is not responsible for any personal items while in care.**

ITEMS SUPPLIED BY PARENT(S)

The Parent(s) shall provide the following items to Growing Wings for the benefit of the child(ren) whenever requested by Growing Wings:

- *Diapers and Formula shall be provided by the Parent**
- *Car Seats for any child that requires them (review CA car seat law requirements)**
- *Any special item the child may require or want while in care shall be provided by the Parent**
- *Infants require a playpen provided by the Parent**
- *Full day children will require blankets for napping**
- *Parents will be required to provide meals that correspond with the hours of care provided**

In addition, Growing Wings Early Learning Center may request that the Parent(s) supply a specific item for the benefit of the child(ren) from time to time. If the parent(s) has failed to supply the item within a reasonable period, then Growing Wings Early Learning Center may purchase the item and the Parent(s) agrees to reimburse the Provider for the reasonable cost of the item.

SERVING TIMES

Children will be feeding the following times while in care at Growing Wings

Breakfast: 7:30 am-8:30
am

Midday Snack: 11 am-11:30
am

Lunch: 1 pm-2
pm

Afternoon snack: 4:30-5:30

NOTICES

All notices are sent digitally via text message or email.

HOLIDAYS AND CELEBRATIONS

Holiday celebrations in the classroom will be used as a way to honor different value systems. They will be used to learn about and come to respect differences, as well as commonalities. No child shall, at any time, be forced to participate in a celebration. For those families and children who, because of their value system, do not wish to participate in a celebration, an alternative activity will be planned and provided.

PARENT SUPPORT

All families need support systems at various times in life. For example, you may be having trouble with health issues because health care costs so much, or maybe you are unemployed and are having difficulty paying your utility bills, or maybe you are just afraid that you can't handle any more pressure. When you enroll at Growing Wings, you are not just enrolling your child into a child development program; we also offer community resources to Parents. Parents are the foundation and cornerstone for the growth and success of themselves and their children. Parents shape and influence the design and direction of their child's life so it is a priority to make sure we are functioning as heads of the house. Parents are people with individual strengths, abilities, and knowledge, all of which must be respected and accepted.

SUGGESTIONS OR CONCERNS

Your questions, concerns, and suggestions are always welcome. We want to know how you and your child feel about our program and how we might better meet your needs. Do not hesitate to come with any comments or concerns.

Signature page

AMENDMENT, MODIFICATION, AND WAIVER.

Except for changes initiated by the Provider as permitted in this Contract, no amendment, modification, or waiver of any condition, provision, or term in this Contract shall be valid or of any effect unless made in writing, signed by the parties, and specifying with particularity the extent and nature of such amendment, modification, or waiver.

GOVERNING LAW

This Contract shall be construed and enforced by the laws of California.

By signing this Contract, the undersigned represents that the undersigned has received a copy, understood, and agreed to the terms and conditions of this Contract. Breach of this Contract in any way by the Parent(s) may result in immediate termination of child care services.

Growing Wings Early Learning Center

X _____

Date: _____

Sarah Booker, Director

X _____

Date: _____

(Name of Parent/Guardian)

Subsidized Child Care

Growing Wings Early Learning Center is a licensed private In-home daycare that operates by its policies and procedures stated in the contract above.

The parent is responsible for keeping all information up-to-date with your accommodating agency. **If payment is rejected due to failure of compliance and care continues, the parent will be responsible for the payment at the rate specified in the contract.**

Hours that are contracted through outside agencies will be strictly enforced. All contracted hours **MUST BE APPROVED BY GROWING WINGS BEFORE SERVICES START.** Even if you have been approved for services through outside agencies you must get approval from the director to ensure there are no conflicts with the operational hours or licensing requirements.

Flex schedules will only be honored when it is required through employment to work extra hours. Outside agencies will not pay for the time that is used outside the actual work hours, and parents will be fully responsible for payment if this

Please be advised that care can be terminated based on the company policy and procedures at any time without notice.

