

Hearts & Stars Child Care Handbook and Contract

Jennifer Beament
7081 Adele Avenue
Rohnert Park CA 94928
(415) 342-2342
License # (FCCH493010341)

This agreement is entered into on: _____

between daycare provider: Jennifer Beament

7081 Adele Ave

Rohnert Park

CA 94928

And the Family:

Name: _____

Address: _____

City, State, Zip: _____

Telephone(s): _____

Child: _____

Second Child: _____

Tuition/Payment Arrangements:

Monthly Tuition: \$ 1,650.00

Deposit: \$ 825.00

Start Date: _____

At Hearts & Stars Child Care, you will be paying for a specific slot. NO discounts are given if your child does not come to the slot you put in the contract. It is completely contract based, so this includes vacations and parent vacations. Although this does not include absences due to illness. You will make your payment prior to the vacation in order to keep the child(rens) slot at Hearts & Stars Child Care.

Days/Hours of Care:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Positive Discipline and Reinforcements:

Motivating positive, considerate, and helpful behaviors. Disciplinary methods I will use will incorporate rational consequences and cause the loss of certain privileges. Unwanted behaviors will also be redirected. An example of redirecting a child is when they are aggressively banging a hard toy around putting themselves in danger of getting hurt and others, I simply direct them to a soft plush or memory foam toy that couldn't smash any fingers. A strong belief at Hearts & Stars is teaching children empathy at a young age. Every method here attempts to stimulate positive social skills and behaviors.

What To Bring For Your Child:

Children at Hearts & Stars each get their own cubby space! All of their belongings should be kept in these cubbies. Be prepared to fill these cubbies with the following:

- ★ One extra pair of shoes
- ★ Two changes of clothes
- ★ One blanket and one pillow for nap time
- ★ Diapers and wipes
- ★ Sunscreen

If possible you can also include a family photo that I can place in your child's cubby so they can see themselves and you in this new environment. I believe this adds a sense of community and can help children who are having a hard time with separation anxiety.

There is no need for you to pack a lunch with your child because Hearts & Stars will Provide a healthy breakfast, lunch, and dinner family-style. If your child is still breastfeeding you can leave breast milk or formula.

Diapering/Toileting:

The Procedure I have when it comes to diapers is to change every child's diaper every 2 hours and when additionally needed. This means that parents will have to provide me with enough diapers. When it comes to toddlers who are potty training I am happy to support them through this process and if you have a set schedule for them when it comes to potty training please inform me.

Naptime/Quiet Time:

Naptime will be encouraged and will last around two to two and a half hours. Although the children who only require a shorter nap can play quietly inside, read books, etc., others are still able to nap. Children can bring a personal item like a stuffed animal at this time if they want. Please try not to pick up your children at this time because it can disturb the peaceful environment. If you need to pick up early, communicate with me in advance.

Typical Daily Schedule:

Hours of operation - 7:30 am to 5:00 pm

8:00 am - Breakfast

8:45 am - Morning circle

9:30 am - Diaper check/potty

10:00 am - Freeplay/Art/Reading

10:30 am - Snack time

11:15 am - Outdoor games/music

11:30 am - Diaper check/potty

12:00 pm - Lunchtime

12:30 pm - Clean up and Diaper check/potty

1:00 pm - Nap time where everyone is encouraged to nap or lay down and rest

3:00 pm - Diaper check/potty

3:30 pm - Snack time

4:00 pm - Outdoor Play

Pets: _____(initial)

There are many pets in our home who are all friendly and the children are able to meet and play with them if they choose to. The animals include two sweet guinea pigs Bear and Teddy, two cats, Brutus and Pudgy, numerous types of fish, and one bunny Tony. The guinea pigs are super sweet and if you have veggies in your hand. Bear will hop on your lap and squeak at you for scratches behind his ears while Teddy will eat the vegetable and run to the next piece. They are very friendly and grew up with young children and babies. Both cats Brutus and Pudgy are very friendly. Pudgy is a sweet boy who loves belly rubs and constantly wants attention while his brother Brutus is more relaxed and will watch from higher surfaces and make his way down when he is ready for love. Tony is my daughter's Holland lop bunny who loves lettuce and hops of joy when he gets a treat. Lastly, the fish are shown to help relax and soothe children so hopefully, the big tank will not only be beautiful to look at but also helpful.

Daycare Hours: _____(initial)

Hearts & Stars Child Care is open Monday through Friday from 7:30 am to 5:00 pm. “Drop-ins” are allowed if space is available. **Call or text (415) 342-2342** to ensure there is space available before bringing your child to Hearts & Stars.

Provider Sick Days: _____(initial)

Every day working with children, I am exposed to daily germs in the environment. I am overall a very healthy and clean person, although I am likely to catch illnesses like everyone else. When this occurs, I will require time to recover. I will notify you of my plans for the Hearts & Stars Child Care as soon as I can, which is when you will have to acquire alternative care. Within your child's enrollment fees, I am including (5) paid sick days per year to use at my discretion if needed. Any days other than those five you would not be billed for. I will do everything in my power to avoid closing. I do have arrangements for a substitute to take my place at my facility when I am unable to make it, but depending on their availability it is not always guaranteed.

Absences & Vacations: _____(initial)

The provider is allowed one week of paid vacation per year. The monthly tuition of \$1,650.00 will apply to the provider as well as the child(rens) vacations, sick days, personal days, or holidays. If your child(ren) won't be attending their scheduled slot for any reason, you will be required to pay your contracted fees to hold the child(rens) spot. Parents are responsible for finding alternative care for their child(ren) during providers' vacations, holidays, sick days, or personal days if the provider needs to close the facility.

Deposit: _____(initial)

Parent(s)/Guardian(s) will make a non-refundable deposit equal to two weeks of childcare costs due at the time of enrollment. The child(rens) spot will be secured once the provider acquires both your deposit, signed Parent-Provider Contract and Enrollment

Application. This deposit will be used towards the last two weeks of the child(rens) enrollment or used for unpaid balance if unenrolled due to nonpayments.

Payment Type: _____(initial)

Cash or checks payable to Hearts & Stars Childcare will be accepted as payment. Venmo is also accepted.

Tuition: _____(initial)

Monthly Tuition of \$1,650.00
Daily Rate of \$85

Permission to Leave Premises: _____(initial)

We may be leaving the premises of the Heart and Stars Child Care, please see **Permission to Leave the Daycare Premises Consent Form** for more information and locations.

Payment Policy/Attendance: _____(initial)

Regular contracted payments are due on the first of each month. Drop-in payments are due on the day of care. A \$40 late fee will be charged if payment is late for any reason. Understand that to hold your child(rens) space at Hearts & Stars payment must be paid whether your child(ren) attends or not. Payment is based on contract, not attendance.

Non-Sufficient Checks: _____(initial)

NSF checks cause an inconvenience, a \$50 fee will be charged for NSF checks.

Late Pickup/Early Arrival Policy: _____(initial)

A fee of \$15 will be charged for every 15 minutes a parent is late to pick up their child(ren) or for every 15 minutes their child is present before the facility opens(unless arrangements were made in advance).

Medical and Dental Emergency Procedures: _____(initial)

Parent(s)/Guardians are responsible for all costs when it comes to the emergency medical treatment for their child(ren), including emergency transportation if necessary. If Hearts & Stars Child Care was required to be evacuated the provider will make every effort to transport children in child safety car seats. In the event that that is not an option, the provider will transport children without a safety car seat to get them to safety.

Pick-ups: _____(initial)

No one will be able to pick up the child(ren) other than the parent(s)/guardian(s) or the person designated by the parent(s)/guardian(s) without permission written by the child(ren)s parent(s)/guardian(s) indicating the person's name and relationship to the child(ren). Any court orders keeping one parent away from the child(ren), must be notified to the provider with a written note from the custodial guardian on file to that effect along with the court order. If the provider does not acquire that there is no way for them to prevent the non-custodial parent from picking up the child(ren).

Termination of Care: _____(initial)

This contract can be terminated by either the parent/guardian or provider. To terminate the contract as the parent/guardian you must give in advance to the provider a 30-day written notice of the ending date. The deposit will be used as payment for the notice period. This applies whether your child is brought to the provider for care or not. If the provider decides to terminate the contract, it may be effective immediately due to the following reasons: parent/guardians fail to fill out all forms, parents/guardians fail to pay, parent/guardian fails to cooperate, unable to meet the child's needs, the child is unable to adjust to the new environment, or failure of a parent/guardian to stand by the contract/rules.

Initial here

In certain cases immediate termination may be necessary. Examples of reasons for immediate termination include failure of parent/guardian to pay required fees and health or safety risks of a child in care. Good communication between the parent/guardian and the provider is extremely important. Termination caused by any of the following issues would be a last resort due to the parent/guardian and provider not being able to resolve the issue together.

Parent/Guardian Signature

Provider Jennifer Beament

Illnesses are not something we can always plan for. That being said, if your child is not feeling well, for any reason, you will need to find alternative care and I need to be informed that they will not be coming in that day/week.

Please do not bring your child if he/she has a contagious illness or exhibits any of the following symptoms:

- **FEVER:** 99 degrees or above (taken under arm), 101 degrees or above (taken rectally), or 100 degrees or above (taken by mouth)
- **DIARRHEA:** If a child has two loose or watery stools, even if there are no other signs of illness. Exception: unless caused by new foods the child has eaten.
- **VOMITING:** In excess of typical infant spit-up or motion sickness.
- **RASH:** A physician should check any rash illness. Any red, fine, or blotchy rash on the face, trunk, or arms and legs is a reason to send a child home. Exception:

allergy rashes and mild diaper rash already known to parents are not reasons to send a child home.

- **CRYING AND COMPLAINING FOR A LONG TIME:** anytime a child is not “herself” or “himself” and is complaining about discomfort or just cranky and crying more than usual for that child.
- **INJURY:** Whenever an injury is serious enough to need a physician’s attention, a parent will be contacted.

While not an emergency(child needs to be picked up, but not immediately), children with the following diseases should remain at home until successfully treated: impetigo, lice, pink eye (conjunctivitis), pinworms, ringworm, scabies, and thrush (candida).

In general, if your child is too sick to go outside and play, or go to school, then your child is too sick to attend childcare.

If your child becomes ill during daycare, you will be phoned at work and asked to pick your child up immediately

If your child has a common cough (slight cough, sneezing, clear runny nose, and/or a slight temp under 99 degrees, your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, whines, and wants to be held constantly, then your child will need to stay home, or if this situation presents itself at any point after the child is dropped off for care, the parent will be contacted to come to pick up the child.

Any child requiring prescription medication for something contagious will need to be kept home for at least 24 hours until it is no longer contagious unless accompanied by a signed note from the child’s medical doctor or practitioner.

Please dispense all medications at home whenever possible. For times when this is not possible, a **Medicine Consent Form** must be filled out for us to dispense any medications. **All prescription** and over-the-counter medications must be in their original packaging/container(s), and prescriptions must display the pharmacist’s label with the doctor's name.

If you have any questions, please feel free to discuss them with us at any time.

Signatures below indicate acknowledgment of receipt of this form and agreement to adhere to these policies.

Parent/Guardian

Date

Provider (Jennifer Beament)

Date